



*Empowered lives.  
Resilient nations.*

# **INVITATION TO BID**

## **REHABILITATION OF ESTORIL SECONDARY SCHOOL - BEIRA**

ITB No.: ITB\_003\_2021\_UNDP Mozambique

Project: 00117637- Mozambique Recovery Facility – Pillar II

Country: Mozambique

Issued on: 21 April 2021

## Contents

<b>Section 1. Letter of Invitation.....</b>	<b>4</b>
<b>Section 2. Instruction to Bidders .....</b>	<b>5</b>
GENERAL PROVISIONS.....	5
1. Introduction .....	5
2. Fraud & Corruption, Gifts and Hospitality.....	5
3. Eligibility .....	5
4. Conflict of Interests .....	6
<b>B. PREPARATION OF BIDS.....</b>	<b>6</b>
5. General Considerations .....	6
6. Cost of Preparation of Bid .....	7
7. Language .....	7
8. Documents Comprising the Bid .....	7
9. Documents Establishing the Eligibility and Qualifications of the Bidder .....	7
10. Technical Bid Format and Content .....	7
11. Price Schedule.....	7
12. Bid Security .....	7
13. Currencies .....	8
14. Joint Venture, Consortium or Association.....	8
15. Only One Bid .....	9
16. Bid Validity Period.....	9
17. Extension of Bid Validity Period .....	10
18. Clarification of Bid (from the Bidders) .....	10
19. Amendment of Bids .....	10
20. Alternative Bids.....	10
21. Pre-Bid Conference.....	10
<b>C. SUBMISSION AND OPENING OF BIDS.....</b>	<b>11</b>
22. Submission .....	11
Hard copy (manual) submission .....	11
Email and eTendering submissions.....	11
23. Deadline for Submission of Bids and Late Bids .....	11
24. Withdrawal, Substitution, and Modification of Bids.....	12
25. Bid Opening.....	12
<b>D. EVALUATION OF BIDS.....</b>	<b>12</b>
26. Confidentiality.....	12
27. Evaluation of Bids .....	12
28. Preliminary Examination .....	13

29. Evaluation of Eligibility and Qualification .....	13
30. Evaluation of Technical Bid and prices .....	13
31. Due diligence .....	13
32. Clarification of Bids .....	14
33. Responsiveness of Bid .....	14
34. Nonconformities, Reparable Errors and Omissions .....	14
<b>E. AWARD OF CONTRACT .....</b>	<b>15</b>
35. Right to Accept, Reject, Any or All Bids .....	15
36. Award Criteria .....	15
37. Debriefing .....	15
38. Right to Vary Requirements at the Time of Award .....	15
39. Contract Signature .....	15
40. Contract Type and General Terms and Conditions .....	15
41. Performance Security .....	16
42. Bank Guarantee for Advanced Payment .....	16
43. Liquidated Damages .....	16
44. Payment Provisions .....	16
45. Vendor Protest .....	16
46. Other Provisions .....	16
<b>Section 3. Bid Data Sheet .....</b>	<b>18</b>
<b>Section 4. Evaluation Criteria .....</b>	<b>22</b>
<b>Section 5a: Scope of Work .....</b>	<b>27</b>
<b>Annexes .....</b>	<b>48</b>
<b>Section 5b: Other Related Requirements .....</b>	<b>48</b>
<b>Section 6: Returnable Bidding Forms / Checklist .....</b>	<b>48</b>
Form A: Bid Submission Form .....	49
Form B: Bidder Information Form .....	51
Form C: Joint Venture/Consortium/Association Information Form .....	53
Form D: Eligibility and Qualification Form .....	54
Form E: Format of Technical Bid .....	56
FORM F: Price Schedule Form .....	59
FORM G: Form of Bid Security .....	60

## 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: [ITB00321](#)

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.

Issued by



Name: Martin Boben

Title: Head of Procurement

Date: **April 21, 2021**

Approved by:



Name: Diego Alves

Title: Operations Advisor

Date: **April 21, 2021**

## 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.
<b>4. Conflict of Interests</b>	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>		
<b>5. General Considerations</b>	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	<p>The Bid shall comprise of the following documents and related forms which details are provided in the BDS:</p> <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>	10.1 10.2 10.3 10.4	<p>The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>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>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>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>	11.1 11.2	<p>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>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>	12.1	A Bid Security, if required by BDS, shall be provided in the amount and form

	<p>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> <p>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</p> <p>b) In the event the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>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.</p>
<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> <p>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</p> <p>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.</p>
<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</p>



	<p>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> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <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> <p>a) they have at least one controlling partner, director or shareholder in common; or</p> <p>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>c) they have the same legal representative for purposes of this ITB; or</p> <p>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;</p> <p>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.</p>
<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</p>

	any change, including the availability of the Key Personnel, the proposed rates and the total price.
<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> <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.</p>
<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>	<p>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</p>

	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> <p>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</p> <p>b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</p> <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</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</p>

and Late Bids	<p>and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
24. Withdrawal, Substitution, and Modification of Bids	<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>
25. Bid Opening	<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>	
26. Confidentiality	<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>
27. Evaluation of Bids	<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> <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</p>

	<p>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> <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>

	<p>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;</p> <p>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</p> <p>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.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Bids</b>	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.
<b>36. Award Criteria</b>	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.
<b>37. Debriefing</b>	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.
<b>38. Right to Vary Requirements at the Time of Award</b>	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.
<b>39. Contract Signature</b>	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.
<b>40. Contract Type and General Terms and Conditions</b>	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>

<b>41. Performance Security</b>	<p>41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at</p> <p><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.</p>
<b>42. Bank Guarantee for Advanced Payment</b>	<p>42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at</p> <p><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:</p> <p><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</p>



	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>
--	---

### 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 be Conducted</p> <p>Nonetheless, potential bidders are strongly encouraged to visit the site in order to be eligible for bidding and to familiarize themselves with the location and characteristics of the site where the works are required. The site 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>United Nations Development Programme</b>  <a href="mailto:procurement.mozambique@undp.org">procurement.mozambique@undp.org</a>  <b>on: 27 April 2021 starting at 9:00am-11:00Am.</b></p> <p><b>SITE VISIT IS MANDATORY</b></p> <p><b>Also on 27 etendering training will be conducted via ZOOM at 14:00 on</b>  <a href="https://undp.zoom.us/j/84897325841?pwd=eUZyNVd4dnlSN2dRc0Y4L3RhKy9TUT09&amp;from=addon">https://undp.zoom.us/j/84897325841?pwd=eUZyNVd4dnlSN2dRc0Y4L3RhKy9TUT09&amp;from=addon</a></p>

5	16	Bid Validity Period	90 days
6	13	Bid Security	<p><b>Required in the amount of MZN 450,000</b></p> <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 (<b><i>cheque visado</i></b>)</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 tender. 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</p>

			<p>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	Mozambican Metical
11	31	Deadline for submitting requests for clarifications/ questions	<p>Five (5) 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>10 May 2021</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 checked="" type="checkbox"/> e-Tendering
15	22	Bid Submission Address	<p>BU Code: MOZ10</p> <p>Event ID number: <a href="#">ITB00321</a></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>▪</li> </ul>

			<p>Il files must be free of viruses and not corrupted.</p> <ul style="list-style-type: none"> <li>ax. 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	<p>Lowest priced technically responsive, eligible and qualified bid.</p> <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>June 2021</i>
20		Maximum expected duration of contract	120 Calendar Days
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	<p>Contract for Civil Works</p> <p><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></p>
23	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Works</p> <p><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></p>
24		Other Information Related to the ITB	<p>Minimum Qualifying Criteria (Clauses 9.1 &amp; 9.2)</p> <p>Minimum bidder qualification :</p> <p>Valid registration certificate to trade in Mozambique as a construction firm, <i>minimum license 6th class (Alvará de Construção Válido, mínimo 6ª Classe. Categoria I - Sub Categoria 1ª a 14ª Categoria II - Sub Categoria 1ª a 5ª.</i></p>

## SECTION 4. EVALUATION CRITERIA

### Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security (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</li> </ul>	Form B: Bidder Information Form

	<p>Mozambique.</p> <p>- Valid declaration issued by the institution responsible for the national social security system.</p>	
<b>Eligibility</b> <b>(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> <p>- Bidders must not be debarred from participating in procurement proceeding by any legal authority in Mozambique.</p>	Form A: Bid Submission Form
<b>Conflict of Interest</b> <b>(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</b> <b>(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</b> <b>(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>	<p>Non-performance of a contract did not occur as a result of contractor default for the last 3 fiscal years (from January 2017 onwards).</p>	Form D: Qualification Form
<b>Litigation History</b> <b>(Mandatory)</b>	<p>No consistent history of court/arbitral award decisions against the Bidder for the last 3 fiscal years (from January 2017 onwards).</p>	Form D: Qualification Form
<b>Previous Experience</b> <b>(Mandatory)</b>	<p>Minimum 5 (five) years of relevant experience.</p> <p>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.</p>	Form D: Qualification Form
	<p>Minimum one project of nature and complexity implemented</p>	Form D:

<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.

	<p>in Sofala province over the last 5 years.</p> <p>- Bidders are required to include a copy of two (2) Certificates of Practical Completion of their latest two(2) contracts over the past 5 (five) years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p><b>-Site Visit is MANDATORY</b></p>	Qualification Form
<b>Financial Standing (Mandatory)</b>	<p>The Average annual turnover of at least 40,000,000 Meticaís (MZN) within the past three (3) years (2017 onwards).</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>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>.</p> <p>Bidders are required to include their companies audited accounts for the past three (3) years (mandatory)</p> <p>Please do not submit audited financial statements beyond the required years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Note: UNDP reserves the right to verify the bidder financial capacity and seek references from the concerned parties &amp; banks on the bidder's financial standing.</p> <p>UNDP reserves the right to reject any whom investigations reveal is not financially capable and/ or has serious financial problems.</p>	Form D: Qualification Form
<b>Technical Evaluation</b>	<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 are required to present different CVs for personnel and proof of equipment ownership or hire or lease.</b></p>	Form E: Technical Bid Form
<b>Criteria 1: Personnel</b>	<p>The bidders are required to submit:</p> <ol style="list-style-type: none"> <li>1) Duly signed CVs of the below proposed key personnel in the format provided in Form E dated.</li> <li>2) Copy of the relevant diplomas and/or certificates attesting successful completion of studies.</li> <li>3) Confirmation of Availability Letters for each proposed CV</li> </ol>	



**N.B: The owner(s) and/or General Managers of the contracting company are not allowed to fill in any of the key positions listed**

Staff Position	Minimum educational qualification	Minimum years of experience	Time-effort required
Team leader (Civil Engineer or Architect)	BSc in Civil Engineering or Architecture from a recognized university	7 years of experience in on-site management of construction works	Full-time
Site Engineer	BSc in Civil Engineering from a recognized university	5 years of experience in local management of school construction works or similar works	Full-time
Electrical Engineer	BSc in electrical engineering from a recognized university	5 years of experience in school rehabilitation works or similar works	Part - time 50%

**below.**

#### **Criteria 2: Equipment**

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**

The contractor is required to provide a detailed and proportionate Plan to the scheduled 120 calendar days. It shall include the following information:

- 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)**
- 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)**
- A level of effort table in the form of a spreadsheet showings of

	<p>each personnel and the time allocated for his/her involvement, expressed in number of working days. (mandatory)</p> <ul style="list-style-type: none"> <li>• A Cumulative Cash-Flow chart (S-curve) expected during implementation. (<b>desirable</b>)</li> </ul>	
<b>Financial Evaluation</b>	<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 WORKS**

### **REHABILITATION OF ESTORIL SECONDARY SCHOOL – BEIRA**

---

The main scope of this project is to carry out the renovation works Estoril Secondary school in Beira / Sofala province.

The main objective is to rehabilitate the school which consists building of 12 buildings and external works.

**The Contract Duration is 4 months.**

The building has been subjected to damages caused by several cyclones which affect some of the main structural elements, mainly the roofs of these buildings

The works include but not limited to the following:

- Removing the damaged roof and replaced with new resilient roof according to the design drawings.
- Repair electrical, water and wastewater elements in all building.
- Carpentry and metal works.
- Plastering and painting.
- The contractor shall contact Beira municipality for proper removing and safe deposition of existing fiber cement sheets (Asbestos)

**1. Site Visit.**

Site visit is compulsory, the vendors who will not attend the site visit their bids will be dropped.

**2. Warranty.**

The warranty period is 12 months after the initial handing over

## **TECHNICAL SPECIFICATIONS**

**1. Preliminary and exterior work on buildings**

**1.1 Construction site management**

- 1.1.1 The Contractor shall include the cost of the assembly and disassembly of a removable shipyard, containers, fixed and manufactured with zinc sheets or temporary masonry,

which creates a space for the storage of construction materials. At least six chairs and a table should be arranged in an office for the smoothly management and supervision of the work. The contractor should arrange the provision of electrical current with lighting and two simple plugs and sanitary facilities for the office.

1.1.2 The Contractor shall foresee about the cost in this "item" of the mobilization and demobilization after completion of the work. In an addition, the equipment and tools that should be in a plan to use it for this work.

1.1.3 It is the responsibility of the contractor to prepare a plaque related to work description with a minimum area of 1m<sup>2</sup>, which basically contents; 1. Identification of the key stakeholders 2. Name the work designation 3. Name of work owner 4. The name of the contractor 5. The responsible technician 6. The Inspection work 7. The nature of the work and 8. The Financier or financial supporter to this project.

## **2. Sealing wall**

2.1 The contractor should remove the remaining damaged parts of the fencing wall and remove all debris to a drain, leaving the wall spaces to clean for reconstruction work. The new wall should be erected in accordance with the presented one. To caste the concrete, the mixing ratio of cement, sand and aggregate should be 1:2:4 line so that it meets class B180. For the mortars, the mixing ration should be 1:4 line where coarse sand and fine sand should be used to manufacture laying work and plastering work respectively.

2.2 During quantifying the unit cost of the wall, the contractor must include the manufacture and assembly of new metal gates that should similar to the existing ones in the positions where the gates are currently located. Subsequently, the date should paint with good quality enamel paint. Together with, the plaster wall part should be painted with washable PVA paint in two coats over one of the primers.

## **3. Outdoors (exterior)**

The contractor should have to remove all the screed from the existing sidewalks, keeping the concrete from the base, then removing the debris from the drain. The contractor rebuild plaster with cement mortar screed and coarse sand in a mixing ration of 1: 3 line, quartered

on the surface with “mason iron” in 50 cm by 50 cm squares and execute the edges of all ends of the sidewalks.

#### **4. Playground**

In addition to removing the existing screed from the playground, transporting it to proper place/a rubbish dump and executing a new screed made of cement mortar and coarse sand, which ratio is prepared in 1: 3 line. It should later be finish with cement in English syrup and execution of the edges at the ends of the field including the side renders with cement and sand mortar of ratio of the 1: 4 line. The contractor should have to include the unit price the costs of supplying and assembling new tables, beacons and nets for basketball, indoor soccer, and volleyball. In doing so, the metallic structure should properly protect with anti-corrosive agent then it should later be painted with enamel paint and the outline of the required markings for the modalities indicated with appropriate paint.

#### **5. Water supply**

It consists of carrying out a complete overhaul of the water supply system. It consists of starting with the verification of all the external water supply piping, the existence or not of leaks in the pipeline's path, the checking the pressure quality and the general cleaning of the concrete tanks. It makes to ensure that water reaches at all point of use is an acceptable pressure at any time of the operation. If there is an insufficient pressure in the water supply system, then the pumps should be replaced with existing one.

#### **6. Sewers**

It includes the cleaning of all existing inspection boxes, replacing the masonry and with lids cover. It also includes the pumping of all ducts at sufficient pressure to ensure that there is no obstruction in the existing connection pipes from the sanitary appliances to the pits and the drains. With that, it also should proceed with the general cleaning of the existing pits with the aid of a waste collection truck.

#### **7. Outdoor lighting**

The contractor must make a network layout with the electronic technicians that allows the illumination of the existing sidewalks from the front to main entrance gate with connection to all existing buildings. The contractor should ensure that there is enough light with safe circulation during the overnight periods. The contractor may propose to the construction supervision cost for the type of lamp and post that to be installed where the electrical system should be provided as automatic starting.

## **8. Removals and demolitions**

8.1 The contractor shall remove all remaining cover plates on the roofs of “M1” model buildings to the dumping place (in a dump)

8.2 The contractor shall remove all remaining ceiling remains in a “M1”, “M2”, canteen, library, and administration building to the dumping place (in a dump).

8.3 The constructor shall demolish all existing firewalls and remove all debris available on the roof of the buildings of the “M1”, “M2” models, canteen, library, toilet, and administration to the dumping place (in a dump).

8.4 The contractor shall demolish all existing debris of the top points of the pillars on the balconies of the buildings of the “M1” and administration models with all the necessary care to avoid any additional effort that may reduce their resistance capacity. Preferably, the contractor should use electrical equipment such as "grinders" and "drills" with a compression hammer while cleaning and removing the existing materials. The demolitions will be carried out according to the dimensions of the bottom of the gutters that was provided for in the project, and not taking the view of the longitudinal bars of the pillars.

8.5 For the removal of screeds on the floors of all buildings in the school complex, it is advisable to quarantine them with diamond discs attached to electric grinders to facilitate peeling by manual means. The contractor must include price of all removal the debris resulting from the work to a dump in its price list.

8.6 The contractor must be carried out the demolition of the walls to open new window openings in “M1” model buildings on the front elevations with the utmost care to avoid

sudden collapses of portions of the wall. The contractor is advisable to use electric grinders and drills to shore up the tops masonry of the openings before concreting the lintels. Similarly, all debris must be removed to a dump.

8.7 Remove all the joists that are attached to the roof tops of the highest masonry blocks in the classroom blocks of the M1 model buildings and move these to the dump.

8.8 The contractor shall remove the remaining of smooth sheets of fiber cement that are on the top of the shutter windows on the rear side of the classrooms of the M1 model buildings and move to the dump and carefully handling and maintaining the existing metal structure.

8.9 Remove all remaining part of wooden beams on the roofs of the front and rear balconies of the M1 model classroom buildings and move these to the dump.

8.10 Remove all leftover blackboards from the classrooms of the “M1” and “M2” model buildings and move the wreckage to the dump.

8.11 Remove all mosquito nets existing in the window frames of classrooms in buildings of the “M1” models including the bites and channeling them to the trash.

8.12 The electrical panels of the classroom buildings of the M1 model are attached to the masonry of the front elevations in positions where new window openings will be accessed/opened which the contractor should be moved it to the walls of the classroom cabinets on the opposite side. The Contractor must foresee the price for the probable works of partial displacement of electrical plumbing network that is besides the opening of sections.

8.13 The contractor shall remove all remaining cover plates on the buildings of roofs to the dump. However, the contractor should pay attention to quantify the unit price of one of the three blocks of classrooms of the “M2” model. Furthermore, there is a virtually completed coverage still with IBR plates. In this case, the Owner shall remove the all coverage with IBR plates.

8.14 Remove all remaining wooden beams, madras and trusses in the roof structures of the “M2” model buildings and transport it to the dump.

8.15 The contractor must demolish all gables that do not offer as good conditions to be reused in “M2” model buildings. However, keeping those gables that are observed in better condition where the indicators of these are have no cracks and the condition of the cement blocks is acceptable after the test result "in situ" carrying out to verify the tipping. For such simple verification tests, the contractor shall execute it in support of their technicians on site.

8.16 The contractor must be demolished the supposedly part masonry that appears on top of the beams which join to the pillars of the front balconies of the “M2” model buildings. It should demolish by inserting the concrete structures of the gutters. The contractor should also demolish a part of the top of the beams so that their longitudinal bars are in view to facilitate the connection with the reinforcement of the gutter slabs.

8.17 The contractor must be removed all the corresponding doors and frames which are still existing in the “M2” buildings successfully.

8.18 The contractor must be removed all the frames and window frames which are still existing in the “M2” model buildings successfully.

8.19 All existing grids in “M2” model buildings must be successfully removed by the owner.

8.20 All the remaining broken glasses which still exists in “M2” model buildings must be removed by the Project Owner for partial use.

8.21 All mosquito nets including fixing bites which still exists in “M2” model buildings must be removed without recovery.

8.22 All cover plates that still exist in the building of the canteen in a usage by the Owner of the work must necessarily be removed.

8.23 The contractor shall demolish the ends of three pillars of the front porch by the insertion of reinforced concrete lintels which will support to the small masonry gables that will be incorporated to strengthen the resistance of the veranda roof of the canteen building.

8.24 All cover plates (in IBR and fiber cement) which are still existing in the library building should be removed and used by the project owner.



8.25 The contractor shall demolish the ends of six pillars of the front and rear balconies for the insertion of reinforced concrete lintels that will support the small masonry gables. It will also be incorporated to strengthen the resistance of the roofs of the front and rear balconies of the library building.

8.26 The contractor shall remove all tiles in the toilet of library building without any use and then lead them to a dump.

8.27 All existing sanitary devices in the toilet of the library building must be removed with use by the Owner of the work, which includes all the pipes embedded in the plumbing and sewage walls. Those materials which are existed without any use must be taken to the dump and

8.28 All cover plates (in zinc and fiber cement) in the male and female sanitary buildings must be removed which was used by the Project Owner.

## **9. Concrete, steel and formwork**

9.1 The contractor shall execute a reinforced concrete beam in the shape of a "T" connecting the pillars of the front and rear balconies of the buildings of the "M1" model according to the section shown in the drawings for the incorporation of gutters including the operations of formwork, reinforcement and formwork after concrete curing (28 days). The concrete of the structures must be prepared to the mixing ratio of 1: 2: 3 line.

9.2 In the alignment of the gutter side masonry to be executed on the concrete structures indicated in 9.1, small reinforced concrete pillars should be inserted and embedded in the gutter slabs to support the gutter masonry with 410 mm longitudinal bars and 6 mm, 12 cm apart, each pillar and should be positioned on the vertical lines of the pillars of the balconies. The contractor should also have to include the unit price for formwork and formwork should be removed after three days of concrete pouring. The mixing ratio of concrete should be prepared to the 1: 2: 4 line.

9.3 The contractor shall execute a reinforced concrete slab along the existing beam that connects the pillars of the front balconies of the "M2" model buildings according to the section shown in the drawings for incorporating gutters, including formwork operations, reinforcement and stripping after concrete curing (21 days). The concrete of the structures must be prepared to the 1: 2: 3-line ratio.

9.4. In the alignment of the gutter side masonry to be carried out on the concrete structures indicated in 9.3, small reinforced concrete pillars will be inserted and embedded in the gutter slabs to support the gutter masonry with 410 mm longitudinal bars and 6 mm straps, 12 cm apart each pillar and will be positioned in the vertical lines of the pillars of the balconies. The contractor will also have to include the unit price of formwork and formwork should be removed after three days of concrete pouring. The concrete should be prepared to the ratio of 1: 2: 4 line.

9.5 In masonry gables to be carried out on the roofs of “M2” model buildings, at least two reinforced concrete pillars must be incorporated into the existing crowning beams with a section of 15 x 40 cm, with 412 mm longitudinal bars and 6 mm straps with 15 cm spacing in each pillar. The contractor should also have to include unit price of formwork and formwork should be removed after three days of concrete pouring. The mixing ratio of concrete should be to be prepared to the mix of 1: 2: 3.

9.6 Reinforced concrete lintels must be made on the front balcony of the canteen building to support the small roof gables and it must be executed where these do not exist. The concrete must be prepared in mixing ratio of the line 1: 2: 4. It should have 4 longitudinal bars of 10 mm, with 6 mm stirrups, 15 cm apart each lintel and the lintel's section should be 15 x 25 cm. The contractor also includes unit price of formwork and the formwork should be removed after 21 days of concreting for the bottom mold and three days for the side molds.

9.7 Reinforced concrete lintels must be made on the front and rear balconies of the library building to support the small roof gables and it must be executed where these do not exist. The concrete must be prepared in a mixing ratio of the line 1:2:4 and it should have 4 bars longitudinal strips of 10 mm, with stirrups of 6 mm, spaced 15 cm apart. The lintel section should be 15 x 25 cm. The contractor also includes unit price of formwork and the formwork should be removed after 21 days of concreting for the bottom mold and three days for the side molds.

## **10. Masonry**

10.1 On the side walls of the gutters of the “M1” model buildings, masonry blocks of cement and sand blocks of 15 cm thick and softened with simple concrete must be erected. The blocks will be laid with cement mortar and coarse sand in a mixing ratio of the 1: 4 line and the concrete for softening must be made in a mixing ratio of the 1: 4: 7 line. It is noted that concrete pillars should be included in the masonry alignments.

10.2 The firewalls on the roofs of the “M1” model buildings should be made of cement blocks and sand of 20 cm thick and laid with cement mortar and coarse sand in a ratio of the 1: 4 line. The softening of the blocks should be done with simple concrete in a ratio of the 1: 4: 7 line.

10.3 In buildings of the “M2” model, some masonry gables must be made in cement and sand blocks of 15 cm thick, which will be laid with cement mortar and sand in the mixing ratio of 1: 4 line. It is noted that each roof gable must have two reinforced concrete pillars.

## **11.Roof**

11.1 Reuse of the existing metallic structures in the coverings of the “M1” model edifices, reviewing all the welds available in the angles that form good the structures, reinforcing the anchor bolts in the positions where the structures are embedded in the walls, carrying out complete and anti-corrosive application. The contractor shall be fixed the manufacture and place new braces similar to those existing in the space between the last higher-level madres and the tops of the front walls of the classrooms (see Drawings). The contractor must also check and correct the alignments of the structural elements in case of any mismatch that allows the roofing sheets to be well aligned.

11.2 A new pine wood structure that is duly treated with “carbolineum”, should be made use on the roofs of the front and rear balconies of the “M1” model buildings, consisting of crossbars of section 5 x 15 cm and cross sections of section 5 x 10 cm ( see the Drawings).

11.3 The areas of the classroom of the “M1” model buildings must be covered with 0.6 mm thick thermo-lacquered IBR sheets whole from the top to the finish, overlapping in two waves and obligatorily fixed with two clips in the overlapping waves, placed in in order to counter the prevailing direction of the winds at the construction site in addition to preventing water infiltration during heavy rains, ensuring greater safety of the roofing sheet joints.

11.4 The sheets cover the classrooms of “M1” model buildings extend to the existing rear balconies. However, fixing them on wooden structures should be done with “bottom strip” screws, following the same principles indicated in 11.3. At the terminals of the plates, that is on the last mounts next to the gutters, the fixing screws should be there without any interruption in all the waves of the plates to reinforce the safety of the plate ends which are the places most susceptible to suction under high wind pressure. The roofs of the front balconies of the “M1” model buildings follow the same shapes as the

corresponding rear elevations, and the tops of the slabs must be embedded in the masonry and must be finished with cement and sand mortar, waterproofed later.

11.5 The concrete gutters of the front and rear balconies of the “M1” model buildings should be led to water discharge outlets in 90 mm diameter PVC tubes (see details in the Drawings). The blocks of two classrooms of the “M1” model should have four exits at the rear gutters and two exits at the front gutters and those of three classrooms should have six exits at the rear gutters and three exits at the front gutters.

11.6 The Contractor should make a new roof structure in the “M2” model buildings of pine wood properly treated with “carbolineum”, consisting of trusses, madras and braces (classroom areas), sleepers and madres (balcony area) fronts), crossbars, madres and struts (back elevation porch) - see Drawings. All wood joints must be protected with perforated metal sheets.

11.7. The areas of the classrooms, front porch and rear porch of “M2” model buildings should be covered with 0.6 mm thick thermo-lacquered IBR sheets, whole from the ridge to the finish in two “waters”, overlapping in two waves and obligatorily fixed with two screws on the overlapping waves, placed in such a way as to counter the prevailing direction of the winds at the construction site, in addition to preventing water infiltration during heavy rains, ensuring greater safety of the roofing sheet joints. The lower housings of the two “waters” of the roof should be fixed with screws without any interruption in all the waves of the sheets to reinforce the security of the tips of the sheets that are the places most susceptible to the suction forces under pressure of strong winds.

11.8 At the top of the roof of the “M2” model buildings, there are 0.6 mm thermo-lacquered IBR ridges that should be placed with an overlap of at least 50 cm in such a way as to counter the prevailing wind direction at the site with “bottom strip” screws in “wave yes wave no”.

11.9 The contractor should carry out a new roof structure in the Cantina building of pine wood properly treated with “carbolineum”, consisting of sleepers, housings and braces (interior areas of the building) and housings supported on the gables (areas of the front balcony and rear balcony) - see Drawings. All wood joints must be protected with perforated metal sheets.

11.10 The contractor should make a new roof structure in the Library building in pine wood properly treated with “carbolineum”, consisting of sleepers, crossbars and braces (interior areas of the

building) and crossbars supported on the gables (front porch and balcony areas) later) as see Drawings. All wood joints must be protected with perforated metal sheets.

11.11 The contractor should make a new roof structure in the administration building in pine wood properly treated with “carbolineum”, consisting of trusses in a partial area (see Drawings) and crossbars in the remaining areas, madras and braces (interior areas of the building ) and by sleepers and crossbars (front and back porch areas). All wood joints must be protected with perforated metal sheets.

11.12 The contractor should make a new roof structure in the male and female toilet buildings of pine wood properly treated with “carbolineum”, consisting of trusses, madre, sleepers and braces (see Drawings). All wood joints must be protected with perforated metal sheets.

## **12. Coatings**

12.1 The contractor should tow all new masonry and concrete faces with cement mortar and fine sand in mixing ration of to the 1: 4 line including the edges of the new open window spans on the front elevation of the classrooms of the “M1 model buildings ”.

12.2 In buildings of the “M1” model, the contractor should repair all areas with cement mortar and fine sand that have plaster in poor condition or peeled including in the paths of open sections with the mixing ratio of 1: 4 line.

12.3 The contractor should tow the interior of the gutters of the buildings that are provided with cement mortar and fine sand in a mixing ratio of the 1: 4 line, with the cement spoon applied to the surfaces in English and then waterproofed.

12.4 In buildings of models “M1” and “M2”, the contractor should execute new screeds in the classrooms and balconies with cement mortar and coarse sand of mixing ratio of the line 1: 3, properly “burned” with an English spoon with cement syrup and redo the cement baseboards around the classrooms.

12.5 Preparing the classroom blackboard with plaster of cement mortar and fine sand with of mixing ratio of the line 1: 4, properly “burned” with cement syrup using an English spoon and then appropriate paint applied to the chalk boards. The contractor should execute the edges of the board

with umbilic wood, the lower part being adapted in order to have support for eraser, chalk other equipment used by teachers during classes.

12.6 The contractor should make a new plywood false ceiling in the classroom areas of the “M1” model buildings in rectangular pieces that must be adapted to the existing metallic structures, taking some reinforcements in 30 x 30 x 3 mm angles to facilitate the fitting of the plates. The metal angles must be protected with anti-corrosion beforehand.

12.7 The contractor should repair all small cracks (below 1 mm) in the interior and exterior walls with “cruck filler” in the buildings of the “M1” and “M2” models.

12.8 In wainscoting with “Tyrolean” plaster, the contractor should repair the places where these are worn with cement mortar and fine sand to the line that allows the good application of “roughcast” with the appropriate equipment.

12.9 The contractor should tow all new masonry and concrete sides with cement mortar and fine sand in mixing ratio of the 1: 4 line in the “M2” model buildings, canteen, library and administrative block.

12.10 The contractor should make a new plywood false ceiling in the classroom areas of the “M2” model buildings in rectangular pieces that should be adapted to the wooden structures of the roof, with some reinforcements of 5 x 7.5 cm and 5 x 5 cm slats in the plane of the “lines” of the roof trusses. All wood must be treated with “carbolineum”. The plywood sheets should take 4 x 1.5 cm wooden slats over the joints.

12.11 In the buildings of the canteen, library, male and female toilet and administrative block, the contractor should execute new screeds with cement mortar and coarse sand in mixing ratio of the line 1: 3, properly “burned” with an English spoon with cement syrup.

12.12 The contractor should repair all cracks with an average thickness above 1 mm with a cement mortar and fine sand finish in mixing ratio of the 1: 4 line, with considerably large cracks made in some cracks and locked with 6 mm rod flaps or chicken chain in the buildings of the canteen, library, male and female toilet and administrative block.

12.13 The contractor should repair all small cracks (below 1 mm thick) in the interior and exterior

walls with “cruck filler” in the canteen, library, male and female toilet and Administration buildings.

12.14 The contractor should make a new plywood false ceiling in the canteen buildings, library and administrative block in rectangular pieces that should be adapted to the wooden structures of the roof, however, with some reinforcements of 5 x 7.5 cm joists and 5 x 5 cm slats in the structural plane of the false ceiling. All wood must be treated with “carbolineum”. The plywood sheets will take 4 x 1.5 cm wooden slats over the joints.

12.15 In all the toilets of the school complex, up to 1.8 m in height of the interior walls, white tiles of 15 x 15 cm should be provided which should be laid with cement glue and the joints filled with appropriate bitumen.

12.16 The contractor should tow all new masonry faces with cement mortar and fine sand in ratio of the 1: 4 line in the male and female toilet building.

12.17 The contractor should use waterproof all the interior walls and bottom of the concrete cisterns on top of the male and female toilets, with appropriate waterproofing materials that must be presented and approved by the Construction Supervision.

### **13. Carpentry**

13.1 The contractor shall reuse the existing wooden doors and frames of the “M1” model buildings, male and female toilets and administrative block. However, the contractor replaces “in situ” or in a carpentry the pieces that are not in good condition, using the *umbila wood* without white parts and subsequently grouting and mechanical sanding, having to replace with new good quality fittings to be approved by the Construction Supervision. The contractor should manufacture and assemble new *umbilical wood* fittings similar to the existing ones. The contractor, however, must foresee its price if there is to supply new doors in the case where the existing ones are proven invalid.

13.2 The contractor should reuse the double doors and the respective existing wooden frames in the classroom cabinets of the “M1” model buildings. The contractor should replace “in situ” or in a carpentry the pieces that are not in good condition, using the *umbila wood* without white parts and subsequently grouting and mechanical sanding, should replace with new good quality fittings to be approved by the Construction Supervision. The contractor should manufacture and assemble new *umbilical wood* fittings similar to the existing ones. The contractor, however, must foresee its price if

there is the possibility of supplying new doors and frames in the case where the existing ones prove to be invalid.

13.3 The contractor should reuse the frames of the existing wooden windows of the “M1” and administration model buildings, replacing “in situ” or in a carpentry the pieces that are not in good condition, using *umbilic wood* without white parts, and subsequently carry out grouting and mechanical sanding and must properly reseal it. The contractor, however, must foresee its price if there is the possibility of supplying new rims in the case where the existing ones prove to be invalid.

13.4 The contractor should reuse the existing wooden window frames of the “M1” and administration model buildings, replacing “in situ” or in a carpentry the pieces that are not in good condition, using *umbilic wood* without white parts, and subsequently carry out grouting and mechanical sanding, replacing it with new good quality fittings approved by the Construction Supervision. The contractor should manufacture and assemble new umbilical wood fittings similar to the existing ones. The contractor, however, must foresee its price if there is the possibility of supplying new window frames in the case the existing ones are proven invalid.

13.5 In all wooden shutter frames of the windows of buildings of the “M1” and administration models, the contractor shall place a plastic mosquito net with new *umbilical wood* fixing bites similar to the existing ones.

13.6 The contractor should supply and place new frames of *umbila wood* without white parts similar to those existing in the buildings of the “M1” models in the open spaces in the corresponding front elevations.

13.7 The contractor should supply and place new wooden shutter frames *in umbila* without white parts similar to those existing in the buildings of the “M1” models in the open spaces in the corresponding front elevations including the good quality fittings to be approved by the Inspection of the Constructions.

13.8 The contractor shall reuse the triangular wooden frames existing in the “M1” model buildings, replacing “in situ” or in a carpentry the pieces that are not in good condition, using *umbila wood* without white parts and proceed later grouting and mechanical sanding and must be replaced with new glass. The contractor, however, must foresee in its price for the possibility of supplying similar



new rims if the existing ones prove to be invalid.

13.9 The contractor should supply and place new doors and frames with new *umbilical wood* flags without white parts similar to those existing in the “M2” model buildings in the corresponding access spaces to the classrooms, including similar fittings and fittings to be installed of good quality and approved by the Construction Supervision.

13.10 The contractor should supply and place new window frames with flags on fixed glass blinds in *umbila wood* without white parts to fit the classrooms available on the front elevations of the buildings corresponding to the “M2” models, including the metal chunks or in rigid PVC according to the Construction Inspection decision with sufficient glass sheets to fit in the lower spaces of the corresponding windows, excluding glass.

13.11 The contractor should supply and place new window frames with flags on fixed glass louvers in *umbila wood* without white parts to fit the classrooms available on the rear elevations of the buildings corresponding to the “M2” models, including the metal chunks or in rigid PVC according to the Construction Inspection decision with sufficient glass sheets to fit in the lower spaces of the corresponding windows, excluding glass.

13.12 The contractor should supply and place 4 mm plain glass on all windows and door flags available in “M2” model buildings, with the edges properly facing to avoid cuts.

13.13 In all windows and flags on the access doors to the classrooms of the “M2” model buildings, the contractor shall place a plastic mosquito net with new anchorage points *in umbila wood that is* similar to the existing one.

13.14 The contractor should supply and install new *umbilical wood* doors and frames without white parts similar to those existing in the canteen and library buildings in the corresponding openings including fittings similar to the existing ones and fittings that must be of good quality and approved by the Construction Supervision.

13.15 The contractor should supply and install new window frames and respective glass and network frames in *umbila wood* without white parts and similar to those existing in the buildings of the canteen and library in the corresponding openings, including fittings similar to the existing ones and

fittings that should be of good quality and approved by the Construction Supervision.

13.16 The contractor should supply and place 4 mm plain glass on all window frames in the canteen and library buildings including the glass mass and fixing the protective bites.

13.17 In all windows of the canteen and library buildings, the contractor shall place a plastic mosquito net with new anchoring bits in *umbila wood*.

#### **14. Metalwork**

14.1 On the rear elevation of the “M1” model buildings, the contractor shall fix the joints by welding the tops of the existing windows with 3 mm metal plates on the existing metal structure and make some reinforcement with 25 x 25 x 3 mm metal angles. In part of the metal sheets, proceed to open some holes to allow ventilation to the suspended ceilings of the classrooms. Furthermore, the anti-corrosive to the entire metallic structure shall be applied.

14.2 The contractor shall utilize the best use of the existing metal gratings of the windows of the “M1” model buildings, sanding them and applying anti-corrosive. The contractor shall make welding reinforcements if necessary.

14.3 The contractor shall manufacture or supply and assemble new window grids for opening in the front elevation of the “M1” classroom blocks, similar to the existing grids in the same block, using 10 mm smooth bars. With together, the contractor should apply sanding them and anti-corrosive agent as well as.

14.4 The contractor should supply or manufacture and assemble new grills on the windows of the classrooms and flags on the access doors on the “M2” model blocks, similar to the existing grids, using 10 mm smooth bars. With together, the contractor should apply sanding them and anti-corrosive agent as well as.

14.5 The contractor should utilize the best use of the existing metal grates on the doors and windows of the canteen, administration and library buildings, sanding them, welding reinforcements, deburring and anti-corrosive materials should also use on it.

14.6 To proper use of the existing opaque metallic grid in the sales sector of the canteen building, the contractor should be sanding it, welding reinforcements, deburring and applying of anti-corrosive on it.

14.7 To proper use of the existing metallic grid in the entrance hall for the interior compartments of the library building, proceeding with disassembly and reassembly in better conditions, the contractor should be sanding it, welding reinforcements, deburring and applying the anti-corrosive on it.

### **15. Electric installation**

15.1 The contractor performs a complete overhaul of the electrical installation of the “M1” model buildings to guarantee the safe operation without anomalies, eventually replacing some conductor wires and other accessories that are not in good working condition. It also includes the moving current position from the electrical panel to near the access door to one of the classrooms in order to allow the opening of new window openings provided for in the project. The contractor should move the electrical ducts that may eventually be in the area of the open windows.

15.2 The contractor should supply and place the following accessories for acceptable quality and approved by the Construction Supervision where necessary and eventually replace the existing accessories with:

15.2.1 New simple switches.

15.2.2 New simple plugs.

15.2.3 New 10 x 10 cm branch boxes.

15.2.4 Simple new armatures with the respective 40 W fluorescent lamps for lighting classrooms and balconies.

15.2.5 Simple new armatures with the respective 20 W fluorescent lamps for lighting classroom boards and main door frames.

15.2.6 Simple new armatures with the respective 20 W fluorescent lamps for lighting the interior and exterior compartments of the buildings of the canteen, library, male and female toilet and administrative block.

15.2.7 Simple new armatures with the respective 40 W fluorescent lamps for lighting the interior and exterior compartments of the administration building in positions where it requires.

15.2.8 New electric ceiling fans for interior service compartments.

15.3 The contractor should check or review the existing electrical installation in the administration buildings, library, canteen, male and female toilet and classroom blocks of the “M2” model, contemplating the replacement of all conductor wires that may be damaged, replacement of the junction boxes missing or in poor working order, arrange for the proper operation of the electrical panels and other components that guarantee the proper functioning of the installation, that also includes the carrying out with the Construction Supervision of supporting tests.

## **16. Paintings**

16.1 The contractor should paint the exterior walls, pillars, beams and gutters of the “M1” model buildings above the “Tyrolean” plastering with good quality normal PVA paint (“Dulux” or similar) in two coats (on faces with existing plasters) and two coats on one of primer (on surfaces with new plasters). The faces to be painted should be initially cleaned and blasted if necessary.

16.2 The contractor should paint all the wainscoting on the exterior walls with Tyrolean plaster, including those on the pillars of the “M1” model buildings, male and female toilets and administration block with good quality washable PVA paint (“Dulux” or similar) in two coats over one primer. The faces to be painted should be initially cleaned and blasted if necessary.

16.3 The contractor should paint all the wainscoting on the interior walls of the classrooms of the “M1” and “M2” buildings with good quality washable PVA paint (“Dulux” or similar) in two coats. The faces to be painted should be initially cleaned and blasted if there is necessary.

16.4 The contractor should paint all the interior walls of the classrooms of the “M1” and “M2” buildings, above the wainscoting, with good quality normal PVA paint (“Dulux” or similar) in two coats. The faces to be painted should be initially cleaned and blasted if necessary.

16.5 The contractor paints all the plywood suspended ceilings made in the school complex buildings with good quality enamel paint (“Dulux” or similar) in two coats over a wooden primer, with the faces to be painted should be clean initially.

16.6 The contractor should paint all the wooden elements, namely the doors, cabinets, and windows, of the “M1” model buildings with good quality enamel paint (“Dulux” or similar) in two coats over a primer wood. In addition, the faces to be painted should be clean initially.

16.7 The contractor should paint all the metallic elements in sight, namely the window grilles and metal plates on top of the windows on the rear side of the “M1” model buildings with good quality enamel paint (“Dulux” or similar) in two coats, with the faces to be painted should clean initially.

16.8 The contractor should paint all the wainscoting on the exterior walls including the parts with plaster on tyrolean walls of the “M2” model buildings with good quality washable PVA paint

("Dulux" or similar) in two coats. The faces to be painted should be initially cleaned and blasted if necessary.

16.9 The contractor should paint the exterior walls above the wainscoting of "M2" model buildings, canteen, library, male and female toilet and administrative block with good quality normal PVA paint ("Dulux" or similar) in two coats (on faces with existing plasters) and two coats on one of primer (on surfaces with new plasters). The faces to be painted should be initially cleaned and blasted, if necessary.

16.10 The contractor paints all the wooden elements, namely the doors and windows of the "M2" model buildings, canteen, and library with good quality enamel paint ("Dulux" or similar) in two coats over one of the primers of wood. The faces to be painted should be initially cleaned and blasted, if necessary.

16.11 The contractor should paint all the metallic elements (window grills) of the "M2" model buildings with good quality enamel paint ("Dulux" or similar) in two coats. The faces to be painted should be initially cleaned and blasted, if necessary.

16.12 The contractor should paint all the metallic elements (door and window grilles) of the canteen, library and administration buildings with good quality enamel paint ("Dulux" or similar) in two coats, with the faces to be painted should be initially cleaned, if necessary.

16.13 The contractor should be painted all the wainscoting on the exterior walls of the canteen and library buildings with good quality washable PVA paint ("Dulux" or similar) in two coats. The faces to be painted should be initially cleaned and blasted if necessary.

16.14 The contractor should be painted all the interior walls of the canteen, library and administration buildings with good quality washable PVA paint ("Dulux" or similar) in two coats. The faces to be painted should be initially cleaned and blasted if necessary.

16.15 The contractor should be painting all the wooden elements (doors) in the male and female toilet buildings with good quality enamel paint ("Dulux" or similar) in two coats over a wooden primer. The faces to be painted should be initially cleaned, if necessary.

16.16 The contractor should be painted all the interior walls above the tiles of the male and female toilet buildings with good quality washable PVA paint (“Dulux” or similar) in two coats. The faces to be painted should be initially cleaned and blasted if necessary.

## **17. General/access facilities**

17.1 the contractor should execute a ramp to access the balconies of the classroom blocks of the models “M1” and “M2” in lightly reinforced concrete (trace of the concrete: 1: 2: 4 ratio, reinforcement to be used - diameter 8 mm), coated on the top with cement screed and coarse sand in prepared to the line 1: 3 mixing ratio, quartered with mason “scratch iron” on the surface to ensure a good adhesion of the floor.

17.2 The contractor should execute a light ramp to access the balconies of the canteen and library buildings in lightly reinforced concrete (concrete trace ratio 1: 2: 4, reinforcement to be used - diameter 8 mm), coated on the top with cement screed and coarse sand in prepared to the 1: 3 line, quartered with mason “scratch iron” on the surface to ensure a good adhesion of the floor.

17.3 In the space adjacent to the Canteen building, the existing wall must be reused, stripping the paint that is applied directly on the cement blocks, then plastering on both sides with cement mortar and fine sand to line of 1: 4 and applying washable paint over the plastered faces in two coats over one of the wall primer. Remove the existing “matcheça” and rebuild a new one that has been improved with the necessary protections.

17.4 The contractor should execute a ramp to access the balconies of the administration buildings and the male and female toilets in lightly reinforced concrete (concrete trace ratio of 1: 2: 4, reinforcement to be used - diameter 8 mm), coated on the top with screed made of cement and coarse sand, prepared to the of 1: 3 line, quartered with mason “scratch iron” on the surface to ensure good adhesion of the floor.

17.5 The contractor should take advantage of one of the sanitary divisions in each bathroom (male and female) to install a sanitary cabin for disabled people, with the necessary comfort so that the People Living with Disability can make use without any constraints.

## **18. Toilets, plumbing and sewers**

18.1 The following accessories of acceptable quality and approved by the Construction Supervision unless a particular reference made which should be supplied and placed in all the toilets available in the buildings of the school complex:

18.1.1 Toilets with their respective cisterns in white porcelain.

18.1.2 Washbasins with pedestal in white porcelain.

18.1.3 Taps for washbasins.

18.1.4 PVC flush valves for washbasins and urinals (diameter - 50 mm).

18.1.5 Rubber discharge siphons for washbasins and urinals (diameter - 50 mm).

18.1.6 Flexible spouts for washbasins and cisterns (length - 40 to 80 cm, inlet and outlet nozzle diameter -  $\frac{1}{2}$ " ).

18.1.7 Meter taps for washbasins, urinals and cisterns (inlet and outlet nozzle diameter -  $\frac{1}{2}$ " ).

18.1.8 Stainless steel towel rails (length - 60 to 80 cm).

18.1.9 Toilet roll holder.

18.1.10 Turkish white porcelain toilets including high-flush metal cisterns.

18.1.11 Urinals in white porcelain.

18.2 The contractor should carry out in all the toilets available in the buildings of the school complex with a new installation embedded in the walls for the water piping in hydronyl or PPR pipes with diameter  $\frac{3}{4}$  "for the distribution and diameter  $\frac{1}{2}$ " for the direct supply of the devices sanitary.

18.3 The contractor should carry out in all the toilets available in the buildings of the school complex with a new installation embedded in the walls and floors for the sewers in PVC pipes of the "Marley" diameter 50 mm in the direct exits of the sanitary appliances, 75 mm for the collection of the "White waters" for inspection boxes and 110 mm for "black water" discharges.

18.4 The contractor should necessarily make use of the existing cement washbasins in the male and female sanitary blocks, replacing the taps and the flushing accessories and clean the appliances properly with appropriate products.

## **19. Unforeseen**

The contractor shall be able to detail in the Bill of Quantities all the works he/she deems convenient for the good execution of the work and quantify the respective costs.

## ANNEXES

- 
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:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ 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"/>
▪ Form G: Form of Bid Security	
▪ [Add other forms as necessary]	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
-------------------------------	--------------------------



**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</b>	Name and Title: [Complete]

<b>contact for requests for clarifications during Bid evaluation</b>	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]
--	------------

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 cont



Goods and services to be Supplied and Technical Specifications	Your response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
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>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	<ul style="list-style-type: none"> <li>ame of institution: [Insert]</li> <li>ate of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<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>
	[Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>

	Reference 1: [Insert]
	Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
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.**

---

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]*