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# INVITATION TO BID

## CONSTRUCTION OF THE POLICE STATION IN BARRA, THE GAMBIA

ITB No.: 2021/UNDP/GAM/OPS/0167

Project: RoL

Country: GAMBIA

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## Section 1. Letter of Invitation

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

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

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
  - Form A: Bid Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/Consortium/Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Bid
  - Form F: Price Schedule
  - Form G: Form of Bid Security

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to [thomas.mugabaiyimana@undp.org](mailto:thomas.mugabaiyimana@undp.org), indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

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

Issued by

Approved by:

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Name: Thomas Mugabiyimana  
Title: Team Leader  
Date: **September 27, 2021**

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Name: Aissata De  
Title: Resident Representative  
Date: **September 27, 2021**

## Section 2. Instruction to Bidders

### GENERAL PROVISIONS

<b>1. Introduction</b>	<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>
<b>2. Fraud &amp; Corruption, Gifts and Hospitality</b>	<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="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>
<b>3. Eligibility</b>	<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> <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.</p>

<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</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> <p>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.</p> <p>4.3 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> <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.</p>
<b>B. PREPARATION OF BIDS</b>	
<b>5. General Considerations</b>	<p>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.</p> <p>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.</p>
<b>6. Cost of Preparation of Bid</b>	<p>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.</p>
<b>7. Language</b>	<p>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.</p>

<b>8. Documents Comprising the Bid</b>	<p>8.1 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>	<p>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.</p>
<b>10. Technical Bid Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p><b>10.3</b> When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
<b>11. Price Schedule</b>	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
<b>12. Bid Security</b>	<p>12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> </ul> </li> </ul>

	<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 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> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process;</li> <li>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>16. Bid Validity Period</b>	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Bid Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <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</p>

	<p>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 Bidder's Conference or issued/posted as an amendment to ITB.</p>

### c. SUBMISSION AND OPENING OF BIDS

<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 (manual) submission</b> <b>copy</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 eTendering submissions</b> <b>and</b>	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> <li>Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</li> <li>Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</li> </ol> <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide</p>

	<p>and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></p>
<b>23. Deadline for Submission of Bids and Late Bids</b>	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
<b>24. Withdrawal, Substitution, and Modification of Bids</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
<b>25. Bid Opening</b>	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
<b>D. EVALUATION OF BIDS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Bids</b>	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p>

	<ul style="list-style-type: none"> <li>a) Preliminary Examination including Eligibility</li> <li>b) Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> <li>c) Qualification assessment (if pre-qualification was not done)</li> <li>a) Evaluation of Technical Bids</li> <li>b) Evaluation of prices</li> </ul> <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical Bid and prices</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
<b>31. Due diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <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> </ul>

	f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<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, Reparable Errors and Omissions</b>	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <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>	<p>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.</p>

<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>	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	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 <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>
<b>43. Liquidated Damages</b>	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.
<b>44. Payment Provisions</b>	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.

<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 ST/SGB/2006/15</p> <p><a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

## Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	<p>Will be Conducted  Time: 2:00 pm GMT  Date : October 07, 2021 2:00 PM  Venue : Virtual via video conference through this link:  Topic: Pre-bid conference, ITB no 2021/UNDP/GAM/OPS/0167 - Construction of the Police Station in Barra, The Gambia  Time: October 07, 2021 02:00 PM Africa/Banjul</p> <p>Join Zoom Meeting  <a href="https://undp.zoom.us/j/81059735142?pwd=WmxsdU1Xam44S1NMNW9VTHBzenlJdz09">https://undp.zoom.us/j/81059735142?pwd=WmxsdU1Xam44S1NMNW9VTHBzenlJdz09</a>  <b>Meeting ID: 810 5973 5142</b>  <b>Passcode: 366273</b></p> <p>The UNDP focal point for the arrangement is:  Thomas Mugabiyimana  Telephone: 335 39 00  E-mail: <a href="mailto:thomas.mugabiyimana@undp.org">thomas.mugabiyimana@undp.org</a></p>
5	16	Bid Validity Period	90 days
6	13	Bid Security	<p>Required in the amount of USD 1,000.00 or GMD 50,000.00</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 / Cashier's Check / Certified Check</li> </ul>
7	41	Advanced Payment upon signing of contract	Allowed up to a maximum of 20 % of contract value and subject to Bank guarantee for equivalent amount



8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: 0.05%  Max. number of days of delay 30, after which UNDP may terminate the contract.</p>
9	40	Performance Security	Required in the amount of 10% of the contractual amount
10	12	Currency of Bid	Local currency: GMD
11	31	Deadline for submitting requests for clarifications/ questions	Four (4) days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Thomas Mugabiyimana  Address: 5 Koffi Annan, Bakau  E-mail address: <a href="mailto:thomas.mugabiyimana@undp.org">thomas.mugabiyimana@undp.org</a></p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<p>Direct communication to prospective Proposers by email and  Posting on the website: <a href="http://procurement-notice.undp.org">procurement-notice.undp.org</a></p>
14	23	<b>Deadline for Submission</b>	<p><b>October 14th, 2021 at 08:30 pm.</b></p> <p>Note that system time zone is in <b>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><u>[Insert e-tendering (please sign up as indicated and upload your bid documents)]</u></p> <p><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p><u>Insert BU Code: <b>GMD10</b> and</u>  <u>Event ID number: <b>0000010538</b></u></p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>Format: PDF files only</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Max. File Size per transmission: <b>5 MB</b></li> <li>Mandatory subject of email: <b>ITB no 2021/UNDP/GAM/OPS/0167, CONSTRUCTION OF THE POLICE STATION IN BARRA.</b></li> <li>Documents which are required in original (e.g. Bid Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:  <b>UNDP Gambia</b></li> </ul>

			<b>5 Kofi Annan Street, Cape Point, Bakau, P.O Box 553 Banjul, Gambia</b>
17	25	Date, time and venue for the opening of bid	Date and Time: October 15, 2021 09:00 AM (Banjul time) Venue: UNDP, UN House, 5 Kofi Annan, Bakau (Electronically): As it is an e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.
19		Expected date for commencement of Contract	<i>October 28, 2021</i>
20		Maximum expected duration of contract	10 months
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	Contract for Civil Works <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Works <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
24		Other Information Related to the ITB	<i>Potential bidders are encouraged to visit the site of construction before the submission of their bids.</i>

## 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</b>	Vendor is a legally registered entity. <b>"A GPPA registration certificate in addition to the Business registration certificate, both valid in 2021, is required for companies operating in The Gambia"</b>	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"><li>▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer</li><li>▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li><li>▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</li><li>▪ Export/Import Licenses, if applicable</li></ul>	Form B: Bidder Information Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing</b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

<b>Contracts<sup>1</sup></b>		
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 3 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar nature and complexity implemented over the last 5 years in area of water systems. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover <sup>2</sup> of USD30,000.00 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Technical Evaluation</b>	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
<b>Financial Evaluation</b>	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form

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

<sup>2</sup> Minimum annual turnover should be based on industry standards but modified to reflect market context (e.g. for construction works, it is around 2-3 times the expected value of works contracts).

## Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

### *ITB Scope of the Works (SoW) and Work Schedules*

#### **GENERAL INFORMATION**

<b>Works Description:</b>	Construction of Police Station (RoL project)
<b>Project/Program Title:</b>	Construction of Police station (RoL project)
<b>Workstation:</b>	Barra Police Station, The Gambia
<b>Type of the Contract:</b>	SHORT-TERM
<b>Construction Duration:</b>	<b>10 MONTHS</b>
<b>Expected Start Date:</b>	<b>October 28, 2021</b>

#### **I. PROJECT BACKGROUND**

The United Nations Development Programme (UNDP), UNFPA and UNICEF, in partnership with the Government of The Gambia are implementing a Joint Strengthening Community Access to Justice, Community Policing and Effective SGBV Response Project. The Joint Project endeavors to implement a holistic and comprehensive program which addresses both the supply and demand sides of justice delivery. The joint project seeks to strengthen rule of law institutions to deliver quality services, to empower citizens in the exercise of their rights and to increase access to justice.

The Joint Project's implementing partners are the Ministry of Justice, the Judiciary, the Gambia Police Force, the Gambian Prisons Service, the National Agency for Legal Aid (NALA), CSOs, the ADR Secretariat, the Gambia Bar Association. The Project has three outcomes, and these are: improved access to justice especially for women and children who are victims of serious human rights violations; establishing community policing initiative for the prevention of serious human rights violations and protection of survivors; strengthened justice service delivery system for citizens, particularly victims of human rights abuses.

The former regime built an abusive state security apparatus as a means for repression, undermining the role of the Gambia Police Force (GPF) in charge of internal security service and as a key institution of the criminal justice system. As a result, GPF lacks adequate quantity and quality of human resources as well as scientific training and equipment for criminal investigation, which is a major impediment to access to fair justice service delivery. Under the previous regime, the GPF lost the confidence and trust of the Gambian citizens and communities they are meant to serve as such Community Policing is key to providing Gambian communities a police service that is more visible, accessible, and service-oriented.

#### **II. GENERAL DESCRIPTION OF THE WORKS**

The Selected contractor is responsible for the demolition of the existing police station at Barra, clearing and removal of any hazardous materials, treatment of the site, and to construct a new model Police station, provide electrical works and plumbing according to the specifications annexed to this PSU and found in section III of this document within a 10 months' timeframe. The contractor would work in collaboration with the Gambia Police Force. An Independent Engineering will oversee the planning and implementation.

An independent contractor will be recruited to provide quality assurance, oversight and to report to the UNDP and GPS on progress, quality of building materials, quality of work and timetable. Payments will

be made according to milestones and a 5% retention will be paid after 1 year when the defects liability period is completed.

### **III. SPECIFICATIONS**

#### **INTENT OF SPECIFICATION**

These specifications are intended to cover setting out the buildings at site, design, preparation of drawings, supply of materials and construction of all civil, structural, electrical, plumbing, and architectural works for installation and commissioning of the proposed building.

#### **SCOPE OF WORK**

The scope of work of civil, structural and architectural works shall include all works related to the installation and commissioning of the buildings and its auxiliaries whether specifically mentioned or not.

The work to be performed under this specification consists of providing all labour, materials, plants, equipment, temporary work, construction of buildings and maintenance till handing over, transportation and all incidental items not specifically stated but reasonably implied or necessary for the proper and successful completion of the work.

#### **A. GENERAL REQUIREMENTS & PRELIMINARIES SPECIFICATIONS**

##### **1. GENERAL**

###### **1.1 Regulations**

The Works shall comply with the provisions of the Gambia Physical Planning and Development Control Act 1991.

###### **1.2 Material and Workmanship**

Materials and workmanship shall comply with the relevant British Standards (BS) And/or codes of Practice (CP) or other internationally recognized standards/codes.

Where goods or materials of a particular manufacturer are demanded the contractor shall allow for this. Similar goods or materials may be approved for use if equal in quality, properties and design and approved by the independent Quality Assurance Consultant or the UNDP Engineer at the Country Office of The Gambia.

Goods and material used shall be compatible with one another and be kept clean free from damage during the courses of the Works.

Workmanship shall be to the satisfaction of the Independent Quality Assurance Consultant, UNDP and the GPF and any work rejected shall be taken down, removed completely from site and re-executed by the contractor at his/her own expense.

Each part of the works and the whole of the Works shall be left clean upon completion.

###### **1.3 Testing**

Contractor must submit samples of concrete, aggregates (fine and coarse aggregate) and other

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building materials to be tested with the results provided to the Independent Quality Assurance Consultant for assessment and approval before the relevant material, or component is used in the works.

#### **1.4 Inspection of Site**

Contractor is instructed to visit the site prior to tendering and to acquaint himself/herself with work environment, accessibility of the premises limited space for storage of materials, the availability of the water supply and electricity, sand and stone aggregate sources, and conditions under which the work has to be completed.

No claim for variations, alteration or additional payments will at any time be considered or admitted on the grounds of lack of knowledge in such respects.

#### **1.5 Setting Out**

The Contractor shall set the works in accordance with the dimension shown on the Drawings and to the requirements of the Engineer/Consultant. Where a discrepancy or error is noted, notice must be given to the Consultant and a period of at least 3 days allowed for the consultant to prescribe a solution.

#### **1.6 Order of works**

The works shall be carried out within the time stated in the form of tender.

#### **1.7 Form of Contract**

The form of contract will be a prepared UNDP's Standard format of contract for works, a copy of which will be issued to the Contractor with the other tender documents.

#### **1.8 Labour Costs**

The Contractor is to allow in his/her price for all payment and obligation under any labour agreement and legislation including all allowance for guaranteed day, leave pay, sick leave with pay.

#### **1.9 Overtime**

No claim for overtime payment shall be entertained unless the overtime has been specifically noted to and agreed, in writing, with the engineer/consultant before its commencement, any other overtime worked shall be at the contractor's expense.

#### **1.10 Existing Services**

Existing drains, pipes cables and other services if any are to be protected from injury by the Contractors and maintained by his/her in full and uninterrupted use during the construction period.

#### **1.11 Temporary Roads**

Provide any temporary roads or tracks required for the proper execution of the works and maintain, alter adapt as necessary and clear away and make good on completion.

#### **1.12 Plant, Tools, Scaffolding, etc**

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Provide concrete plant/mixer, scaffolding, tools, labour and materials together with everything necessary for the proper execution of the works. Adopt, shift and maintain in proper sequence and remove away any plant, tools, surplus material upon completion of the works.

### **1.13 Transport**

Provide all transport to and from the site and pay all costs connected therewith.

### **1.14 Ordering Materials**

On receipt of the order to commence work, the contractor is to make a review of the materials required for the proper execution of the works and is to place orders for such materials without delay.

### **1.15 Filling in Holes and Trenches**

Immediately on completion of any of the work, and following inspection of same, the Contractor shall fill in all holes and trenches and clear away any surplus material or rubbish arising there from.

### **1.16 Water**

Provide and maintain a proper clean water supply together with drinking water for construction workers and pay all charges in connection therewith.

Allow for use of water to all trades and any sub-contractor and nominated suppliers. Clear away and make good on completion

### **1.17 Materials other than Specified**

All materials not fully specified herein shall be of the highest quality available in the local market and the Engineer/consultant shall have the right to determine whether or not materials may be suitable for the works.

### **1.18 Handling and Storage of Materials**

The materials for incorporation into the works shall be handled with due care, and when not required for immediate use shall be adequately stored and protected having particular regard to the type of materials, climate, position of store and other relevant matter.

### **1.19 Nuisance**

No nuisance shall be committed upon or around the works such as interfering with or blocking any right of way or light to adjoining property.

### **1.20 Pest Control**

The Contractors shall open up any termite nests on the site and take effective measures to exterminate and prevent such pests.

### **1.21 Keep Site Clean and Sanitary**

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The site must be kept in a clean and sanitary condition and no ground shall be fouled or disturbed so as to become a breeding ground for mosquitoes, termites or other pests.

#### **1.22 Toilet Facilities**

The Contractor shall provide/make arrangements for and maintain adequate and satisfactory toilet facilities for the use of site staff and clear away and make good on completion.

#### **1.23 Welfare and Safety Measures**

The Contractor is expected to provide, maintain, and clear away upon completion, safety measures and amenities to an approved standard for construction workers on the site. The Contractor's attention is also drawn on the relevant legislations, and she/he must fulfil his/her obligations under these legislations.

#### **1.24 Temporary Office for Engineer's Representative**

Provide and maintain a suitable temporary office for the UNDP Engineer and Independent Quality Assurance Consultant equipped with the necessary furniture to carry out his task.

#### **1.25 Lighting and Power for the Works**

The Contractor is to provide and maintain temporary lighting and power of required, for the whole of the works including sub-contractors work and pay all charges in connection therewith and clear away and make good on completion.

#### **1.26 Temporary Site, Lighting and Fencing**

The Contractors shall provide a temporary site, lighting, fencing etc. that may be required in connection with the works for the proper protection of the public and his workmen. The Contractor shall maintain and keep clear any public footpath and highway adjacent to the site.

#### **1.27 Attendance**

Provide all necessary attendance on general and nominated sub-contractors.

#### **1.28 Trespass**

The Contractor shall take the necessary steps to prevent the access of unauthorized persons to the works and shall see to it that his/her own worker must not enter upon adjoining property, without the necessary permission first being obtained by the Contractor in writing, and S/he shall see to it that such encroachment is strictly limited.

#### **1.29 Care of the Works**

The charge and care of the works shall be at the expense of the Contractor until such time as they are handed over and accepted as completed. The Contractor is to provide all requisite security by day and night and will be required to make good loss by theft or damage done to the works at his/her own expense.

#### **1.30 Protection of the Works**

The Contractor shall provide all proper and sufficient cover and protection for the whole of the

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works from damage by weather, traffic or otherwise. Any work damaged or soiled by weather traffic or other causes shall be taken down and re-executed or otherwise made good at the Contractor's expense.

### **1.31 Protection for Working During the Rains**

The Employer shall require the Contractor to maintain, whenever practicable, continuity of working and productivity during the rains. The Contractor will be expected to avail himself/herself of all reasonable means and aids to building during the rains and to use his best Endeavour's to minimize any delay. Consideration will be given to this by the Engineer/Consultant in assessing claims for extension of time under the contract.

### **1.32 Diversion of Storm Water**

Provide as necessary for the diversion and disposal of storm water from the site during the progress of the works

### **1.33 Keep Records**

The Contractor is to keep an accurate record, with dates, of the weather, temperature, visitors and any other events influencing the progress and quality of work.

### **1.34 Removal of Rubbish**

The Contractor must clear up and remove rubbish as it accumulates during the progress of the works, including that of sub-contractors, and nominated sub-contractors as directed by and to the entire satisfaction of the Engineer/Consultant.

### **1.35 Figured Dimensions**

Figure dimensions on the drawings are to take preference over scale dimensions in all cases.

### **1.36 Notice of Inspection**

The Contractor is to give written notice to the Engineer/Consultant as least 24 hours before any work that has to be specially inspected is ready for inspection. The Contractor will be required to uncover any such work which may have been covered up without such notice being given and reinstate after inspection at his/her own expense.

### **1.37 Progress Schedule**

The Contractor shall produce a time and progress schedule. One copy of this shall be given to the Engineer/Consultant, and one copy shall be retained in the contractor's Office on site and kept up to date by him/her.

### **1.38 Checking Schedules, Drawings etc.**

The Contractor shall submit to the engineer/Consultant, within one week from the date of the order to commence, all drawings of specially manufactured items, (roof trusses, burglar proofing and any other factory-made items) which required the Engineer/Consultant at least 14 days before the works concerned are to be executed.

### **1.39 Chases, Holes, Plugs etc.**

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The Contractor shall check from the drawings or by consulting the Engineer/Consultant and all nominated sub-contractors and specialist tradesmen

Appointed by the employer, the positions of all holes, recesses, plugs, etc which may be required, in time to form these as the works proceed. If, through the Contractor's neglect in this respect, alterations must be effected, the contractor shall carryout the alterations at his own expense or at the expense of the sub-contractor's work.

#### **1.40 Returns**

The Contractor is not to display any other notice or advertisement in any form on any detailing the number of men employed on site and their appropriate trade and category and also copies of delivery notes for all materials delivered including work accomplished.

#### **1.41 Advertisements**

The contractor is not to display any other notice or advertisement in any form on any part of the site, buildings or adjoining ground without the prior approval of the Engineer/Consultant.

#### **1.42 Importation of Goods**

All the materials, stores and equipment required for the full performance of the contract by the contractor must be obtained through normal trade channels unless otherwise stated. The contractor must include in his/her prices for all expenses for charges in connection with the lading and shipment of plant, with materials and other things loaded or brought into or dispatched from the Gambia by the contractor for the purpose of this contract port dues, lighter age, carnage, and other similar charges shall be borne by the contractor whether included in the shipping costs or not.

Customs duty waiver applies to all materials imported for this work and contractor must allow for these in its prices.

## **2. CLADDING / COVERING**

### **2.1 Trapezoidal Profile Sheeting**

Roofing sheets will be `Single span`, Aluzinc with a thickness of 0.5mm, and a profile height of at least 22mm.

Sheeting shall be laid and fixed in accordance with the manufacturer's printed instructions or as directed by the Consultant. Side laps shall be of not less than one corrugation and shall be turned away from the prevailing wind.

Fixing holes to roof sheets shall be drilled from above in all cases and sheets fixed through the crowns of the profile with hook bolts, nuts and plastic weather proof washers.

### **2.2 Accessories**

Accessories will suit the profile of the cladding. Ridge capping will be in lengths not less than 1.8m, and shall be lapped at least 150mm at ends. Fixing shall be in accordance with the manufacturer's printed instruction.

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### **2.3 Roof Slab**

The roof slab shall be adequately screeded with a rich mix of basalt chipping and cement mortar and finished in 3 layers of bituminous asphalt laid to slope into drain PVC pipes embedded in columns.

### **2.4 Protect the Works**

Ladders or crawl boards shall be used to avoid any walking on the sheets and rolls of the felt. The Contractor is to case up, cover and adequately protects all roofing work and delivers the roof in a sound and clean condition.

## **B. TECHNICAL TRADES SPECIFICATIONS**

### **2. DEMOLITION / ALTERATION**

#### **2.1 Survey**

Before starting work, carry out a survey and submit a report and method statement covering all relevant matters listed below and health and Safety Implication.

- Condition and demolition methods of the structure(s)
- Removal methods of any hazardous materials.
- Type and location of adjoining or surrounding premises which The Works may adversely affect.
- Identification and location of services.

#### **2.2 Extent of Demolition**

Subject to the retention of features, structures, etc., specified elsewhere, demolish structure(s) down to slab level.

#### **2.3 Location of Services**

Locate and mark the positions of services affected by the work. Arrange with the appropriate authorities for the location and marking of the positions of mains services.

#### **2.4 Disconnection of Services**

Before starting demolition arrange with the appropriate authorities for the disconnection of services and removal of fittings and equipment.

#### **2.5 Services which are to remain**

Notify the Consultant and Service Authority or owner of any damage. Make all arrangements for repair to the satisfaction of the Consultant and service Authority or owner. Bear any costs arising.

#### **2.6 Workmanship generally**

Demolish structure(s) in accordance with BS 61897

- Site staff responsible for supervision and control of the work
-

are to be experienced in the assessment of the risks involved and in the methods of demolition to be used.

## **2.7 Site Hazards**

- Prevent fire or explosion caused by gas or vapours
- Reduce dust by periodically spraying with water
- Take adequate precautions to protect site operatives and the general public from dangerous fumes and dust arising during the course of the Works

## **2.8 Adjoining Property**

- Provide adequate temporary support and protection to adjoining property at each stage.
- Prevent damage to adjoining property and leave no unnecessary or unstable projections
- Do not disturb support to foundations of adjoining property.
- Promptly debris from overloading any part of the structure which is not to be demolished.

## **2.9 Structure(s) to be Retained**

- Adequately protect parts of existing structure(s) which are to be kept in place
- Cut away and strip out the minimum necessary
- Prevent debris from overloading any part of the structure which is not to be demolished.

## **2.10 Partly Demolished Structure(s)**

- Leave partly demolished structure(s) in a stable condition, with adequate temporary support at each stage to prevent risk of uncontrolled collapse
- Prevent debris from overloading scaffolding platforms.
- Prevent access of unauthorized persons to partly demolished structure(s). Leave safe outside working hours.

## **2.11 Asbestos Based Materials**

Report immediately any suspected asbestos based materials discovered. Avoid disturbing such materials and observe methods for safe removal.

## **2.12 Completion**

Clear away all debris and leave the site tidy on completion

## **2.13 Protection**

Protect all completed works from damage until the final handing over to client.

## **2.14 Hardcore**

Brick, stone and concrete rubble or other hardcore materials arising from demolition work may be reused as hardcore subject to compliance with section D20.

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### **3. EXCAVATION AND SITE WORKS**

#### **3.1 Site Clearance**

The building area and its immediate surroundings will be cleared of all rubbish.

Trees and other vegetation to be preserved shall be protected against any damage during the course of construction.

#### **3.2 Levels**

The contractor shall check whether levels indicated on the Drawings are correct and give notice to the Consultant before any excavation.

#### **3.3 Excavations**

All vegetation including roots shall be removed from the building area, which shall then be stripped of topsoil to the depths required.

Topsoil shall be deposited, spread and levelled as directed.

#### **3.4 Preparation for Foundations**

Excavations shall be to the depths and widths indicated on the drawings or as directed by the Consultant to give a firm base. No backfilling with excavated material will be allowed for over excavation. Any over excavation, soft spot or loose material encountered during excavation shall be filled with lean mix concrete.

#### **3.5 Kept free from Water**

Excavations shall be kept free from water silt and mud.

#### **3.6 Filling**

When foundations have been approved by the Consultant, clean laterite from the excavations or other approved hardcore shall be filled in around foundations and to make up levels, carefully rammed and consolidated in layers not exceeding 150mm and with the minimum addition of water. The top layers shall be fine stone, sand, or other approved material to receive polythene sheet, as damp-proof membrane and/or course (d.p.m/d.p.c), and /or ground floor slab concrete.

#### **3.7 Anti-termite Treatment**

Anti-termite soil poisoning shall be DURSBAN TC, diluted at the rate of one-part concentrated solution to 40 parts water. Diluted solution shall be applied at the rate of 5 Litres per square meter to ground or hardcore over the whole area of the building immediately before (max. 36 hrs) concrete is poured.

#### **4.3 Proportions of Concrete**

The concrete mix proportions for each class shall be as given as recommended in the table below: -

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Class	Cement (kg)	Fine Aggregate	Coarse Aggregate	Cube Crushing
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		(kg)	(kg)	Strength (N/mm <sup>2</sup> )
7/40	50	195	300	7
10/10	50	150	125	10
20/20	50	115	190	20
25/20	50	90	170	25

The quantity of cement must be proportioned by weight, either by weighing at the mixer or by using unbroken 50kg bags, or purpose made gauge boxes for volume batching. Prior to the commencement of the concrete works, a test results of cube samples must be provided to the consultant to approve before concrete can be laid. The test results will be for 7days and 28days of the strength of Concrete

#### **4.4 Mixing Concrete**

Materials for concrete shall be measured in approved gauge boxes on a boarded platform. The proportions referred to above are for dry aggregate and due allowance shall be made for the moisture content, to the satisfaction of the Consultant. Materials for concrete shall be mixed by machine and shall be thoroughly mixed together.

The amount of mixing water shall be sufficient to give a good workable mix but in no case shall the slump, as measured in accordance with BS 1881, exceed 50mm. Mixing shall continue until there is a uniform distribution of materials and the mass is uniform in colour and consistency.

Prior to the commencement of any concrete work, the contractor shall carryout such mix design and preliminary test procedures as are necessary to determine the most suitable relative proportion of coarse aggregate, fine aggregate, cement, and water to produce a concrete which satisfies the requirement of this specification.

No concrete shall be placed in the permanent works until the approval of the consultant has been given.

#### **4.5 Work Cube Test**

Four 150mm test cubes shall be made on each relevant site for testing in accordance with CP 110 & BS 1881 and also the instructions of the Consultant. A record of the location, date and time of placing concrete in the structure, and of all tests made shall be kept on site. Failure is so regarded if: -

- a. any one single test result is less than the minimum strength specified by greater than 3N/mm<sup>2</sup>
- b. The average of four consecutive test results fails to exceed the specified strength by 3N/mm<sup>2</sup>

#### **4.6 Compacting Concrete**

The recommended form of compacting is by poker vibrator.

Concrete may be compacted by hand after approval of Consultant. Concrete shall be deposited in layers of 200mm maximum thickness and be well worked with special tools and rods until the aggregate has settled and concrete is free from air bubbles.

#### **4.7 Curing of Concrete**

Special care shall be taken to avoid concrete drying out too quickly. The exposed faces of newly

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placed materials shall be immediately protected from sun, wind and rain. All new concrete shall be kept moist by means approved by the Consultant for a curing period of seven full days commencing after the initial setting has taken place.

#### **4.8 Placing Concrete**

Placing of concrete must be planned and executed in such a manner as to avoid cold joints in the works.

All concrete shall be transported and placed as rapidly as possible after mixing and in all cases within thirty minutes, by approved means, to prevent segregation and loss of ingredients. Mixing shall be carried out within 25 meters of the building.

#### **4.9 Construction Joints**

Construction joints shall be arranged in approved positions. Before any new concrete is placed on old, all excess water, laitance etc., shall be removed from the surface of the join. The surface shall then be well roughened, cleaned and thoroughly wetted immediately before the next placing.

#### **4.10 Form Work**

The design and construction for form-work is to be in accordance with CP110 clauses 6.11.3.1. All form-work shall be rough sawn to provide a suitable key for rendering except exposed concrete faces to the edges of slabs and precast cells which shall be required smooth fair faced from a planned or steel board.

The form-work shall be sufficiently tight to prevent loss of liquid from the concrete and sufficiently stable to preserve the concrete from damage and distortion during setting. The Contractor shall treat the inside of the form-work with an approved lubricant which should avoid contact with reinforcement.

The formwork and the time, which shall elapse before striking, shall be according to the table below:

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<b>Type of Formwork</b>	<b>Minimum period before Striking</b>
Side of beams, walls, columns	3 days
Slabs (props left under)	4 days
Removal of props to slabs	14 days
Beams soffits (props lefts under)	8 days
Removal of props to beams	21 days

#### **4.11 Reinforcement**

The condition of the reinforcement should be view (clean and free from rust and loose mill scale).

Reinforcement shall be properly lapped and fixed in position to form a rigid case. Rods shall be secured at laps and intersections with binding wire or other approved means.

#### **4.12 Concrete Cover**

Concrete cover to rod reinforcement shall be: -

Foundation                      -                      40mm

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Columns	-	25mm
Beams	-	25mm
Slabs	-	25mm

## **5. MASONRY**

### **5.1 Blocks**

Materials for block-work shall be as specified under concrete work.

Blocks shall be produced of a cement/sand mix in an approved method.

The compressive strength shall not be less than 2.0N/mm<sup>2</sup> gross area on average of twelve blocks and not less for any one block than 2.0N/mm<sup>2</sup> gross area after 28 days. The Contractor shall ascertain the mix necessary to attain the required strength, ensure that the blocks meet all the requirements and provide sample blocks from each delivery or batch made to be tested on site or laboratory by the Consultant.

Curing of blocks should be under shade and shielded against drying from direct sunlight. Blocks shall be kept moist on a daily basis for at least 5 days before incorporating into the works.

The sizes to be used are 400 x 200 x 200 for main walls and 400 x 200 x 150 for partition walls and 400 x 200 x 100mm for Kerbs.

### **5.2 Mortar**

The proportions for mortar constituents shall be 1L5 cement: sand by volume while below ground level shall be 1:3 cement: sand by volume.

Block work shall be built in accordance with the Drawings in 200mm vertical courses and in stretcher bonds, uniformly and true to line and level.

No vertical joint shall be within less than 100mm of another in course immediately above or below. Alternate courses shall be carried through to full thickness of adjoining walls at angles and intersections.

Block work shall be well wetted immediately before being laid, where left off the top of walling shall be wetted before work is recommenced. All block work shall be kept wet for at least three days following erection.

Walls shall be carried up evenly and no part of the block work shall be raised more than 800mm above another at any one time. Columns shall always be carried up first and kept at least two courses above the surrounding block work. Any wall left at different levels is to be raked back.

### **5.3 Joints**

Joints shall be 15mm thick vertically, 10mm thick horizontally and shall be completely filled with mortar. All block work to be rendered shall have horizontal joints raked out 10mm to form a key.

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## **5.4 Holes and Chases**

Holes and Chases required in walling shall be carefully set out and cut to the minimum necessary. Holes and Chases shall be carefully closed flush prior to the application of wall finish.

## **5.5 Block Filling**

Blocks to be filled shall be laid with the open voids upper most at the following locations the voids adjacent shall be filled with concrete class 10/10

- Abutting a concrete column
- Below a lintel bearing
- Below a cell
- At a lamb
- Block work below ground floor level

## **6.1 CLADDING / COVERING**

### **6.2 Corrugated Iron Sheetting**

Roofing sheets will be `single Span`, Corrugated Iron Sheets with a thickness of 0.20mm, and a profile height of at least 22mm.

Sheetting shall be laid and fixed in accordance with the manufacturer's printed instructions or as directed by the Consultant. Side laps shall be of not less than one corrugation and shall be turned away from the prevailing wind.

### **6.3 Accessories**

Accessories will suit the profile of the cladding. Ridge capping will be in lengths not less than 1.8m, and shall be lapped at least 150mm at ends. Fixing shall be in accordance with the manufacturer's printed instruction.

### **6.4 Roof Slab**

The roof slab shall be adequately screeded with a rich mix of basalt chipping and cement mortar and finished in 3 layers of bituminous asphalt laid to slope into drain PVC pipes embedded in columns.

### **6.5 Protect the Works**

Ladders or crawl boards shall be used to avoid any walking on the sheets and rolls of the felt. The Contractor is to case up, cover and adequately protect all roofing work and deliver the roof in a sound and clean condition.

## **7. STRUCTURAL / CARCASSING METAL/TIMBER**

### **7. Roof Trusses**

Trusses will be square hollow cored steel trussed rafters to dimensions and details as shown on the drawings. The rafters should be truly aligned; the purlins shall be fixed with nuts and bolts.

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## **7.2 Generally**

All steel is to comply with the general requirements of BS 4360

Unless otherwise specified fastenings to be of the same metal as the item being fixed with a matching coating or finish.

Bolts, screws and nuts to BS 4190. All bolts, screws and nuts to be galvanized. after tightening at least one thread shall show outside the nut.

Self-tapping: work to be from warping, buckling and fractures. Form bends with a brake press or by cold rolling.

Cold formed: work to be free from warping, buckling and fractures. Form bends with a brake press or by cold rolling.

Corners: unless specified otherwise, meter junctions of identical sections.

Holes: form without distortion of surrounding metal.

Cleaning: remove all burrs and sharp arises, which would be visible after fixing or a hazard to the user.

## **7.3 Welding**

Preparation: remove dirt, grease, moisture and oxide from edges to be welded. Remove scale and residue from arc and powder cutting by machining or hand grinding.

Accuracy:

- Ensure accurate fit using clamps and jigs where practical
- Use tack welds for temporary attachment where jigging is not practical

Tack welding: use only for temporary attachments unless otherwise specified.

Welds: Make joints with parent and weld metal fully fused throughout with no inclusions, holes porosity or cracks.

Spatter: prevent weld spatter falling on surfaces of material which will be self-finished and visible in completed work.

Residues: ensure complete removal of flux residues and slag.

Butt welds: which will be visible in completed work to be finished smooth, flush with adjacent surfaces. Hollow sections are not to be flattened for jointing.

Welding of steel: to be one of the following: -

1. Metal arc welding to BS 5135 for mild steel
2. Projection welding to BS 2630
3. Seam welding to BS 6265 for mild steel sheets
4. Other methods subject to approval

## **7.4 Doors**

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The steel doors shall be fabricated or obtained from an approved or nominated manufacturer and shall be of sizes and sections specified on the Drawings. Steel doors shall be manufactured from rectangular hollow sections and flat plates, complete with steel angle frames for fixing to insitu cast concrete fixing blocks with

proprietary plastic plugs and metal wedges/packing to details shown on the drawings.

Doors shall be complete with iron mongery including hinges and locks. Locks shall be `Union` type complete with lever handles and shall be screw fixed to the leaf with front plates finished flush with the adjacent steel work. Handles shall be screw fixed or bolted through the leaf.

All locks shall fiter and where scheduled, shall be grouped into shites and provided with master keys.

## **7.5 Steel Windows**

The steel windows shall be obtained from an approved or nominated manufacturer and shall be or sizes and sections specified on Drawings.

Window frames shall be fixed strictly according to the manufacturer's directions or as instruction by the Engineer/Consultant.

## **7.6 Fixing Doors and Windows Frames**

The doors and windows frames shall be fixed to the block work and the fixing brackets properly embedded and surrounded with concrete. The frames shall be fixed upright square and free from twist and left free from mortar splashing. Handles and stays shall be fixed after painting, hinges oiled and the doors and windows shall be left in good work order.

## **7.7 Glazing**

Glass for the doors shall be 4mm thick, while for louver windows shall be 6mm thick edge bevelled clear glass.

## **7.8 Finishing**

### **Galvanizing to be to BS 729**

Protection: prevent distortion of metal work during transit, handling and storage. Prevent damage to arises, projecting features and surfaces which will be exposed in the finished work and prevent contact with mud, ashes, plaster and cement. Retain protective coverings in place for as long as practicable and keep dry.

Place in position and maintain metalwork plumb, level and square.

Loading: metalwork must not carry any structural loads unless specifically designed to do so.

Tightening: do not distort metalwork when tightening

DO NOT WELD, braze or solder on site without approval.

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## **7.9 Protective Netting**

Provide neat insect protective netting by the outer side of all windows, drawn taut and supported by 25mm thick wrought timber frame screwed to the timber window frames at the heads and cells.

## **7.10 Burglar Proofing**

Provide burglar metal grillages of the design to be approved by the Project manager.

# **8. WOODWORK**

## **8.1 Materials**

All timber is to be best quality obtainable and to the approval of the Consultant, thoroughly seasoned, free from sapwood, large loose or dead knots, waned edges, shakes and all other defects. They shall be treated with `So lignum~ anti-termite solution.

Sawn timbers shall hold to the full sizes specified or noted in the drawings.

MOISTURE CONTENT of timber at time of erection to be not more than 20%

## **8.2 Flush Doors**

Internal doors shall be semi-solid cored, internal quality to conform to BS459 Part 2.

All flush doors shall be supplied by an approved specialist dealer in accordance with descriptions in the schedule. The doors shall be hung in the frames on butts with a gap not exceeding 3mm between the edges of any side of the door at any point.

# **9. PLUMBING INSTALLATION**

## **9.1 Water Service Pipes**

Below ground water supply shall be polyethylene type 32 and shall comply with BS 1972 Class C. All accessories shall be performed of the same manufacture as the pipe to conform to BS 864 Part B.

Exposed external pipes shall be copper and shall comply with BS 7871. Copper pipes shall be connected to polyethylene below ground services at the full depth of its covering trench.

Internal pipe services shall be copper and shall conform to BS 2871. Fitting shall be capillary type throughout except for connections to taps and appliances or as otherwise directed and shall conform to BS 864 Part 2.

## **9.2 Taps**

Bids and pillar type taps shall be chromium plated `easy clean` pattern unless otherwise stated colour marked blue/cold with males threaded tail with chromium plated sink column as manufactured by Messrs Armitage Shanks ``nimbus`` range or equal and approved.

## **9.3 Valves**

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Gunmetal-bodied ball valves shall conform to BS 1212 Part 2 and shall be of the diaphragm type.

Plastic floats for ball valves shall conform to BS 2456 and shall have heavy bosses fitted with copper alloy corrosion resistant inserts to carry the thread.

Ball valves shall be suitable for medium pressure use.

All ball valve fittings shall be proceeded on the incoming supply with an isolating valve. Isolating to WC cisterns or to easily accessible locations shall be ``Ballofix`` valve screwdriver operated in non dezincifiable chrome finish as manufactured by Messrs. Worley, West midlands or equal and approved.

#### **9.4 Soil and Waste**

Soil and waste pipe work shall be suitable in all respects to underground drainage as defined in specification for underground drainage.

Pipe work for soil installations shall be grey coloured PVC to BS 4514 and shall be supplied complete with all necessary performed push-fit accessories which shall be used throughout.

Pipe for wasters, inclusive of overflows, shall be upvs coloured white throughout unless otherwise indicated to conform to BS 5255 inclusive of all performed solvent weld accessories which shall be used throughout.

Waste traps are to be polypropylene 75mm water seal traps with ring junctions to comply with BS5572. Unless otherwise stated, all as manufactured by Messrs. Marley Ltd. or equal and approved.

#### **9.5 Sanitary Ware**

The Sanitary fittings shall be as specified on the Drawings and to the Engineer's /Consultant's approval.

#### **9.6 Water Services**

The Contractor shall provide, lay, run, joint, assemble and fix in the position shown, pipes specials, materials, fittings and accessories of the kinds and dimensions shown together with all items, whether shown or not, necessary to complete the installation.

It is intended that all pipe work shall be chased into walls at appropriate levels and positions.

#### **9.7 Underground Water Services**

Unless otherwise directed underground pipes shall be laid with a minimum cover of 750 below finished ground level.

Care shall be taken to ensure that the bed on which the pipes are laid and the backfilling immediately adjacent to the pipes does not contain any sharp edge stones.

#### **9.8 Soil, Waste, Ventilating and rainwater Installations**

Branch, main branch and main soil-waste, water and ventilating pipes and rainwater pipes shall be of the materials and diameters shown and shall be fixed in accordance with the pipe manufacturers

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written instructions.

They shall be connected as **shown** and shall have all necessary accessories and other fittings, including bends and junction of the correct angle swept in the direction of flow.

Provision shall be included in the fixing of branch pipes connection to mains vertical pipes to prevent damage of deformation due to vertical movement of the main pipe.

No connection shall be made to a soil stack within 200mm vertically of other connections being made to a soil stack with their excises at the same vertical level.

Pipe vents shall be carried up full bore to 300mm above any concrete upstand or the highest point of a pitched roof through which they have pass whichever is applicable. The top of the vent pipe shall be fitted with a manufacturer recommended vent terminal (Marley SVA2) with PVC coated glass fibre mosquito mesh fixed over its open end to the pipe and glued with solvent cement.

## **10. ELECTRICAL ENGINEERING INSTALLATION**

### **10.1 Scope of Work**

The Electrical installation shall include the supply, installation, commissioning and testing of the whole of the electrical engineering services described below and shown in Drawings: -

- Internal and external lighting installation
- General purpose power outlet system
- Provision and installation of all sub-main cables, switches, distribution and control equipment
- Provisions and installation of earth rod and associated bonding

### **10.2 Regulations**

The whole of the electrical installation shall be carried out strictly in accordance with the following:

- The regulations for Electrical Equipment of buildings 14<sup>th</sup> Edition incorporating reprints and latest amendments issued by Institution of Electrical Engineers.
- The regulations and conditions of the Gambia National Water and Electricity Company (NAWEC)
- Statutory requirements of the Government of the Gambia

### **10.3 Consumer Control Unit**

Consumer unit shall be a combination of main switch and distribution fuse board to BS 1454. The units shall be tropically rated metal clad SP and N combined switch and breaker unit of surface pattern with earth bonding bar and terminal fitted with shell clam washer's controller by a double pole switch.

Switches shall be 100mm x 100mm 100 amp current operated trip earth leakage circuit breakers to BS 3871. The enclosures shall be at high level. The necessary number of ways shall be provided for 5 amp and 13-amp circuits with an additional two spare ways with blank covers.

### **10.4 Cable**

Shall be PVC insulated to BS 6004: 1975 of 450, 750 volt grade 2.5m<sup>2</sup> for power socket circuits

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and 16mm<sup>2</sup> between service outlets and Consumer Unit with earth continuity conductor cables throughout.

## **10.5 Conduits**

Conduit and conduit fittings shall comply with BS 6099 and shall be in white high-impact PVC of a diameter not less than 200mm for use with standard draw-in boxes and fittings.

Conduit shall be concealed in wall chases, floor screeds and in ceiling voids and as a surface system where walls are unplastered, floor unscreened and ceiling left unlined.

## **10.6 Lighting Installation**

From the distribution Boards single core cable enclosed in conduit shall be installed to serve the lighting outlets and switches, fans and regulators on a loop-in principle run generally in the slab/ceiling void.

Switches shall be `MK Logic` series or similar complete with plastic moulded boxes.

Fluorescent light fittings shall be single tube fittings 1.20 x 60 Watts with warm white tubes bi-pin caps fixed to so fits of suspended ceilings.

## **10.7 Power Installation**

Form the distribution board single core PVC insulated cables enclosed in conduit shall be installed as a concealed or surface system to serve the socket outlet points indicated on the drawing on a rind system.

13 amp switched socket outlet shall be MK `logic` series or similar complete with metal boxes and ivory insulated cover plates in one or two gang assemblies for mounting as indicated on the drawing.

## **10.8 Earth Installation**

A main earth no earthling system is to be provided in a position clear of each building and connected to the consumer unit earth terminal by a 6mm<sup>2</sup> green PVC insulated cable. KA copper red earth terminal is driven into the ground to a minimum length of 2400mm and protected by an earth box of internal size 300 x 300mm precast concrete cover slab with the letter `E` marked in its upper surface.

## **10.9 Testing**

The following tests shall be applied by the contractor to the installation in the manner set out in the relevant section of the IEE Regulations: (14<sup>th</sup> Edition).

- a. Insulated Resistance Tests
- b. Continuity Tests
- c. Polarity Tests
- d. Ring Circuit Continuity Test
- e. Earth Pole Resistance Test
- f. Earth Impedance Test

## **11.1 Materials Generally**

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Cement and water shall be as described in the concrete work section of this specification.

Sand shall be as described in the concrete work section of this specification and it shall be selected.

### **11.2 Rendering**

Shall be carried out using a mixture of one part cement; four (4) parts of sand gauged by volume.

Renderings shall be in single coat work and as described in the workmanship section of this section for internal work and two coats for external work.

### **11.3 Screeds and Backing**

Screeds and backings shall be carried out in a mix comprising one part cement; four parts sand gauged by dry volume.

### **11.4 Timber**

All timber shall comply with the woodwork section of this specification.

### **11.5 Wall Tiles**

The glazed tiles comply with BS 1281 class 2 type B and shall be of sizes and colours approved by the Employer.

Wall tiles shall be laid using cement mortar. The tiles shall be pointed with white cement grout. All internal and external angles shall be formed in purpose made rounded fittings. The tops of tiling shall be laid in similar titles unless otherwise.

### **11.6 Granolithic Paving**

The work shall be carried out in accordance with the requirements of C.P. 204.

The cement aggregate ratio by volume shall be 1:1:2 and a smooth dense surface of satisfactory workability shall be obtained with basalt chip aggregates. The water content of the mix shall be the minimum necessary to permit spreading and compaction.

The flooring 50mm thick shall be laid in two courses of which the upper course shall be at least 20mm thick. The lower course shall be thoroughly compacted prior

to laying the upper course and the upper courses follow on before initial setting of the lower course in complete.

The upper surface of the flooring shall be brought to a smooth, level and even surface, having no depression exceeding 3mm in any 3 meters and finished with a steel trowel. Second and third trowel ling shall be carried out when the granolithic is in a suitable condition.

All surfaces shall be clean and dry before treatment, and the first dressing applied immediately after curing is completed.

### **11.7 Ceramic Tiles Flooring**

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Shall comply with BS 1286 class 2 type B. Tiles shall be bedded by the cement/sand (1:4) semi-dry thick bed method. The bed shall be laid direct on the concrete base and the tiles tamped into 3mm slurry spread on the bed.

Unless otherwise stated elsewhere the tiles shall be laid in uniform pattern with straight joints.

### **11.8 Workmanship Rendering**

Rendering shall be applied by manual means. The rendered surface shall be plumb and true to within 2mm in any distance of 3 meters.

The thickness of two coat external works, exclusive of keys etc. shall be 18mm both coats being 9mm thick,

With the top coat finished by polishing hard and smooth with a steel trowel with added water as required until set.

The first coat of two coat renders shall be well scored to provide a key for the top coat.

### **11.9 Workmanship – Cement and Sand Screed and Backing**

The water content of the mixes shall be the minimum necessary to permit spreading and compaction. Slabs shall be maintained touch wet for a 24 hour period to laying screeds and immediately before laying any screeding any free water shall be brushed off and cement/sand slurry (1:1) shall be well brushed to the surface and the screen shall be applied to the wet slurry.

Screeds shall be finished smooth generally with a steel float.

Screeds shall be laid in bays not exceeding 15m<sup>2</sup> in area, with no side exceeding 4 meters in length; the bays shall be laid alternatively or staggered and the fill-in bays shall not be laid until the alternative bays have hardened. Joints to bays shall not coincide with any joints in the sub-floor.

### **11.10 Protection of floor Finishes and Paving**

All floor finishes and paving shall be covered up and protected during the course of the works and thoroughly cleaned of the left sound and true to level upon completion.

Screeds shall be cured as for concrete – specification.

Screeds are to be kept dry for a minimum period of 14 days before the commencement of any follow-on painting works.

Screeds are generally for paint finishing as specification for Painting and Decorating.

### **11.11 Ceilings**

Ceiling shall be hardboard supported to timber bracing with intermediate ceiling joints spanning to external walls with noggins from the purlins.

Hardboard shall be fixed at 600mm centres in both directions (or as stated in measured works) and shall be centred to form full sheet equal margins to and at no time less than 300mm.

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Timber cover beads with 10mm chamfered edges shall be fixed to all hardboard junctions to form a 600 x 600mm square panelled ceiling (or as stated in measured works). Junctions to cover beads shall be mitred to corners and cut to suit the timber profile at all square meters. Cornice beads shall be chamfered to the one free edge only. Cover beads shall be nail fixed with oval nails through ceiling boards to bracing support. All nails are to be punched and holes filled before painting.

#### **11.11 Approvals**

Before decoration commences, all rendering shall be approved by the Engineer/Consultant and any hollow areas, cracks, blisters or other defects shall be cut out and made good at the Contractor's expense.

#### **11.12 Sample panel**

A sample panel of any finishing shall be prepared and approved if directed. The finishing shall not vary in colour or quality from the approved sample.

### **12. PAINTING**

#### **12.1 Materials**

All materials shall comply with the appropriate British standard and BS Code of Practice CP 231 and shall be of best quality and from approved manufacturers.

Colours of paints shall be as directed by Engineer and the Contractor shall provide, if required and at his/her own expense, sample panels of paintwork showing the respective tints selected for the work.

Woodwork and steelwork that requires priming shall be coated with approved priming paint.

Block work and concrete surfaces internally that require painting shall be given on coat of ``Plastron`` or other equal and approved primer.

Emulsion Paint is to be of the polyvinyl acetate type and is to be applied in two coats (after priming) internally, to rendered block work on concrete surfaces.

Gloss paint is to be external quality full gloss alkyd resin type and to be applied in on coat (after on undercoat) both externally and internally, to all wood and metal work, where specified.

The varnish and cellulose are to be obtained from an approved manufacturer and varnish, whether for internal or external application shall be of external quality. The varnish and cellulose shall be applied in two coats and sufficient care shall be taken to ensure a dust free hard surface on completion.

#### **12.2 Workmanship Generally**

All surfaces to be painted shall be properly prepared according to approved practice and if painting of exterior work is to be done during the wet weather or upon surfaces that are not thoroughly dry.

All painting work shall be done according to good practice, and each coat shall be allowed to become hard dry before the application of the next coat.

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### **12.3 Painting Iron and Mild Steel**

Surface shall be thoroughly cleaned down to remove all dirt, grease etc. thoroughly scraped and wire-brushed to remove all rust and loose scale back to bright metal. The surfaces shall be primed immediately with one coat of red lead primer to BS 2521/2523. After the priming apply two coats undercoat and one coat gloss.

### **12.4 Painting Concrete Block work**

Surfaces shall be allowed to dry out completely. Any efflorescence shall be removed. When the surfaces are dry, they shall be treated with one coat matt emulsion applied as a mist coat, then two coats silk one coat matt emulsion for interior work. A mist coat shall be mixture of ½ paint / 1/2 clean water.

For exterior surface work treat with one coat multipurpose primer (off-white) and two coats masonry paint.

### **12.5 Painting Wood Work**

All hardwoods shall be finished smooth with a fine glass paper. Round off any sharp arises and remove dry grease or other marks with fine glass paper as required.

After fabrication overfill all nail holes etc. with poly-filler exterior grade and rub down to smooth finish after setting up.

Apply one coat wood primer, two coats undercoat and one coat between coats only with a fine glass paper.

### **12.6 Varnishing Woodwork**

All hardwoods for varnishing shall be finished with fine glass paper. Round off any sharp arises and remove dry grease or other marks with a fine glass paper as required.

## **13. EXTERNAL DRAINAGE**

### **13.1 Generally**

The excavation, cement, and block work etc. shall be as previously specified.

Granular bedding shall be 10mm maximum laterite aggregate or an equivalent approved granular material.

### **13.2 Materials**

Un-plasticised PVC underground drainpipes, fittings and accessories shall conform to BS 4660 and shall be `poly-drain` as manufactured by Yorkshire Imperial Plastics Ltd. or other equal and approve. They shall be joined by the ring seal joint.

### **13.3 Pipe Laying**

The drain shall be laid in straight lines and rows even gradients, to the levels shown with pipes and specials of the kind and diameters shown. Connecting drains from gullies, fittings etc. shall be laid

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to a gradient of not less than 1 in 40 unless otherwise directed.

The pipes shall be laid singly, the whole length of the barrel of each pipe being supported on its bed.

Sockets shall face up the gradient: the spigot of each pipe shall be pushed home into the pipe previously laid.

The bedding material shall be carefully placed and evenly spread over the full width of the trench. The material shall be thoroughly compacted in layers not more than 100mm thick to give a uniform bed true to gradient on which laid and tested further granular bedding material shall be placed around them and thoroughly compacted by hand in 100mm layers.

The thickness of granular bedding for the pipes shall be 100mm for pipes up to 200mm diameter.

The depth of the granular fill above the pipe shall be 100mm for 110mm diameter pipes, selected fill shall then be used, thoroughly compacted by hand to provide a minimum cover of 300mm above the barrel of the pipe.

Pipe runs below buildings are to be backfilled with the granular material to the underside of the floor slab. Where pipes run pass through foundation walls they are to be protected by relieving lintels or approved sleeves and provided with a flexible joint to prevent fracture due to settlement.

#### **13.4. Manholes**

Manholes shall be constructed in hollow 150mm block work with voids filled with Concrete (1:3:6).

The depth of the main channel shall be not less than the diameter of the outgoing pipe. Main channel inverts shall be informed UPVC: branch bends shall be curved in the direction of flow.

Benching shall be formed in concrete trowel led smooth and shall slope towards the main channel at a slope of 1 in 6.

Manholes shall be rendered internally with cement and sand (1;4) mix 12mm thick.

Pipe passing through walls shall be solidly built in with lintels or relieving arches and the wall made water tight throughout. The pipes shall be provided with flexible joints immediately adjacent to the wall where they enter leave the manhole.

Step irons shall conform to BS 1247 built in block work at 300mm vertical intervals.

#### **13.5 Testing**

The Contractor shall check the whole of the drainage from manhole to manhole. Manholes will be tested separately. The tests shall be applied before the pipes are hunched or covered with concrete and shall be repeated after backfilling.

#### **13.6 Soak-away**

Soak-a ways shall be constructed under the direction of the Engineer.

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They shall be constructed of open block work in cement mortar as indicated on the Drawings. The space between the outer face of the soak away and the face of the large rubble to pass a 75 – 150mm gauge sieve.

### 13.7 Septic Tank

Septic tanks, separating chambers etc, shall be of a construction at least to D.T.S. Standard drawing code. The sizes shall be as directed in the above standard drawing.

- Internal Volume 2.5m minimum
- Internal depth of water 1.00 minimum
- Two compartments with volumetric proportions of 1:2
- Completely watertight
- One or Two access covers
- 110mm vent pipes in UPVC taken to the nearest building and terminating above roof level.

Tanks shall be constructed in block work; the walls shall be rendered in cement and sand 20mm thick. Tanks shall be filled with water upon completion.

## 14. ORGANIZATIONAL REQUIREMENTS AND KEY PERSONNEL

The prospective Bidder/Contractor is expected to meet the following minimum organizational requirements:

- ☐ Bidder must have a minimum of **Three (3) years'** experience in construction sector and satisfactorily completed at least **three (3)** similar nature and complexity projects in the last **Five (5) years**. The Bidder must also demonstrate its ability to complete high quality works by attaching **at least three (3) references** with full contact details as per the template preferably from clients such as UN Agencies or other Development Agencies, international NGOs, Multinational companies, etc.;
- ☐ Current Ratio (Current Asset / Current Liability) **MUST be at least 0.50**
- ☐ **Financial capability – Sales Turnover:** Bidders should have average annual sales turnover of **minimum USD 30,000.00** in the last three (3) years;
- ☐ Prospect Contractor/Bidder must demonstrate financial capacity through provision of the past **TWO RECENT AUDITED FINANCIAL STATEMENTS**;
- ☐ Prospect Contractor/Bidder in its technical proposal shall demonstrate its capabilities and understanding of the Scope of Works (SOWs), Bill of Quantities (BoQ) and Drawings.
- ☐ **At Least Three (3) such references** must be declared and duly signed and stamped testimonials are attached by the Bidder with full contact details.
- ☐ Experience working with UN, other international organizations and/or NGOs is advantageous.
- ☐ Provide a brief description of the organization / firm financial standing which clearly indicate its financial strength to Technical Panel who will appraise the proposal.
- ☐ Provide tabular summary of the respective Audited Financial and/or its equivalent Statements (Income Statement and Balance Sheet) **in the last two (2) years**.
- ☐ There should not be any adverse report regarding the construction service for at least three (3) years preceding the date of bid opening;
- ☐ The Bidder must demonstrate that it will have the personnel for the key positions that meet the following requirements :

No.	Position	Number	Minimum	Total Work	In Similar
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			Qualification	Experience (years)	Relevant Experience (years)
1	Project Manager	1	Atleast a degree in Civil Engineer or Construction engineering or Building engineering, architecture, or construction management.	experience in a verifiable construction project. Ideally candidate should also possess managerial skills acquired while working under a Contractor, Construction Manager or another expert in the construction industry	7
2	Building Surveyor	1	Atleast an HNC/HND in Building surveying	Experience in the use of dumpy levels or total station to confirm building elevations	5
3	Site Supervisor	1	Atleast an HNC/HND in Construction or architecture or related fields	Experience in supervision of the construction of large scale building projects	5
4	Plumber	1		Experience in plumbing of homes and retrofitting of pipe networks	5
5	Electrical Technician	1	Atleast an HNC/HND in electrical engineering Construction or architecture or related fields	Experience in installation of electrical wiring for large scale building projects	5
6	Carpenter	1		Experience in fixing beams, column frameworks in building projects	5
7	Steel Fixer	1		Experience in installing reinforced steel in building construction	5

## 15. ESSENTIAL EQUIPMENT / MACHINERIES REQUIREMENTS

A Bidder/Contractor must avail at least the following equipment and/or assets in order to successfully carry out the construction project in the specified site. **Certificates of Ownership for those assets/machineries and/or Lease/Rent agreement MUST be attached along** with the "ITB Returnable Bidding Document"

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No.	Equipment Type and Characteristics	Minimum Number required
1	Concrete Mixer	1
2.	Total Station/Dumpy Level	1
3	Spirit Level	1
4	Agrojacks	200
5	Ladder	2
6	Wheel Barrows	10
7	Tile Cutter	1
8	Hollow Block Moulding Machine	5
9	Scaffolding	2
10	Concrete Vibrator/ Poker	1



**II. ANNEXES TO THE SCOPE OF WORKS (SOW)**

Detail designs and structural drawings are attached as Annexures for your further reference.



## II. ANNEXES TO THE SCOPE OF WORKS (SOW)

Detail structural drawings are attached as Annex 1.

## III. BILL OF QUANTITIES (BoQ)

Excel copies of the BoQs below are provided in annex 2

### GAMBIA POICE FORCE BILL OF QUANTIY FOR BARRA POLICE STATION

	PAGE1					
	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>		<b>Amount</b>
<b>A</b>	Clear all existing shrubs,weeds,debris around					
	Earth work support to foundation trenches and bases					
	trenches and pits 1000m deep.		Item			
<b>B</b>	Filling to excavations with materials					
	arising from excavation					
	trenches		m3			GMD -
	pits		m3			GMD -
	Filling to make up levels; hard core,					GMD -
<b>C</b>	material, 450mm depth, compacted	336	m3			GMD -
	Anti-termite treatment of foundations and fillings with					GMD -
	"DURSBAN" or any other approved.	2				GMD -
<b>D</b>	trenches		m2			GMD -
<b>E</b>	bases		m2			GMD -
<b>F</b>	hardcore		m2			GMD -
	Surface treatment, compacting bottom of					GMD -
	excavations					GMD -
<b>G</b>	trenches	160	m2			GMD -
<b>H</b>	pits	50	m2			GMD -
	Surface treatment, compacting surface of					GMD -
<b>I</b>	fillings	336	m2			GMD -
<b>J</b>	Sand blinding, on compacted hardcore, 20mm	336	m2			GMD -
						GMD -
						GMD -
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>

	PAGE 2					
	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>		<b>Amount</b>
	<b>CONCRETE WORKS</b>					
<b>Item</b>	Plain cast in-situ concrete, 10N/mm <sup>2</sup> 10mm aggregate size.					
	Blinding to column pits; 50mm thick	3	m <sup>3</sup>			GMD -
	Blinding to trenches; 50mm thick	4	m <sup>3</sup>			GMD -
<b>A</b>	Reinforced cast in-situ concrete; 25N/mm <sup>2</sup>					GMD -
<b>B</b>	20mm aggregate size, basalt.					GMD -
	Foundation trenches, 200mm thick (laterite)	28	m <sup>3</sup>			GMD -
	Foundation bases, 300mm thick	3	m <sup>3</sup>			GMD -
<b>C</b>	Column 150 x 200mm thick	7	m <sup>3</sup>			GMD -
<b>D</b>	Ground beam, 150 x 200mm	10	m <sup>3</sup>			GMD -
<b>E</b>	Reinforced cast in-situ concrete; 20N/mm <sup>2</sup>					GMD -
<b>G</b>	20mm aggregate size.					GMD -
	Concrete floor (laterite) slab 150mm thick (G. Floor)	30	m <sup>3</sup>			GMD -
	<b>REINFORCEMENT</b>					GMD -
<b>H</b>	Reinforcement: high yield steel bars					GMD -
	6mm, to columns, 150mm centers	580	m			GMD -
	6mm, to Ground beam, 150mm centers	1,200	m			GMD -
<b>I</b>	12mm, to columns	540	m			GMD -
<b>J</b>	12mm, to baskets	360	m			GMD -
<b>K</b>	10mm, to Ground beam	1,200	m			GMD -
<b>L</b>						GMD -
<b>M</b>	<b>DAMP PROOF MEMBRANE</b>					
<b>N</b>	1200 gauge polythene sheets	336	m <sup>2</sup>			GMD -
	<b>FORMWORK/SHUTTERING</b>					GMD -
<b>O</b>	to edges of slab	160	m <sup>2</sup>			GMD -
	to column	160	m <sup>2</sup>			GMD -
<b>P</b>	to ground beam	120	m <sup>2</sup>			GMD -
<b>Q</b>	<b>MASONRY</b>					GMD -
<b>R</b>	Blockwork 150mm thick, cement sand 2.0N/mm <sup>2</sup>	336	m <sup>2</sup>			GMD -
						GMD -
<b>S</b>	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>

	PAGE 3					
	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>		<b>Amount</b>
	<b><u>SUPERSTRUCTURE</u></b>					
<b>Item</b>	<b><u>FRAME</u></b>					
	<b><u>CONCRETE WORKS</u></b>					
	<u>Reinforced cast in-situ concrete:30n/mm2</u>					
	<u>20mm aggregate, basalt</u>					
	Concrete columns 150 x 200 x 3000mm high (GF)	15	m3			GMD -
						GMD -
<b>A</b>						GMD -
<b>B</b>	Lintel 150 x 200mm	8	m3			GMD -
	<b><u>REINFORCEMENT</u></b>					GMD -
<b>C</b>	<u>Reinforcement; high yield steel bars</u>					GMD -
	6mm, to columns	520	m			GMD -
	12,mm to columns	520	m			GMD -
<b>E</b>	6mm, to lintel	720	m			GMD -
<b>F</b>	10mm to lintel	650	m			GMD -
<b>G</b>	<b><u>FORMWORK/SHUTTERING</u></b>					GMD -
<b>H</b>	Columns Attached & Isolated	95	m2			GMD -
	to Lintel	96	m2			GMD -
<b>I</b>	Beam to first floor slab 150 x 200mm	3	m3			
<b>J</b>	<b><u>MASONRY</u></b>					GMD -
			m2			GMD -
<b>K</b>						
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>
	PAGE 4					
	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>		<b>Amount</b>
	<b><u>UPPER FLOOR SLAB</u></b>					
<b>Item</b>	<b><u>CONCRETE WORKS</u></b>					
	<u>Cast in-situ reinforced concrete:25N/mm2</u>					
	<u>20mm basalt aggregate, bassalt</u>					
			m3			GMD -
<b>A</b>	Concrete floor slab 150mm thick (First floor)	50	m3			GMD -
	<b><u>REINFORCEMENT</u></b>					GMD -
<b>B</b>	<u>Reinforcement; high yield steel bars</u>					GMD -
<b>C</b>	6mm, to beam	933	m			GMD -
<b>D</b>	10mm, beam	1,200	m			GMD -
			m			GMD -
	<b><u>FORMWORK</u></b>					GMD -
<b>E</b>	<u>Shuttering/Formwork to beams and columns</u>					GMD -
	Cross beam to upper slab 150 x 200mm	70	m2			GMD -
<b>F</b>	Soffits of concrete floor slab 150mm thick		m2			GMD -
<b>G</b>	to edges of slab	160	m2			GMD -
						GMD -
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>

	PAGE 5					
	<b>SEOND FLOOR SLAB</b>					
	<b>CONCRETE WORKS</b>					
	<u>Cast in-situ reinforced concrete:25N/mm2</u>					
	<u>20mm basalt aggregate, bassalt</u>					
A	Beam to first floor slab 150 x 200mm	8	m3		GMD	-
B	Concrete floor slab 150mm thick (second floor)	50	m3		GMD	-
	<b>REINFORCEMENT</b>				GMD	-
	<u>Reinforcement: high yield steel bars</u>				GMD	-
C	6mm, to beam	933	m		GMD	-
D	10mm, beam	1,200	m		GMD	-
E			m		GMD	-
F	<b>FORMWORK</b>				GMD	-
	<u>Shuttering/Formwork to beams and columns</u>				GMD	-
G	Cross beam to upper slab 150 x 200mm	70	m2		GMD	-
H	Soffits of concrete floor slab 150mm thick (G Floor)		m2		GMD	-
	to edges of slab	160	m2		GMD	-
					GMD	-
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>				<b>GMD</b>	<b>-</b>
	PAGE6					
	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>		<b>Amount</b>
	<b>STAIR (Both)</b>					
Item	<u>Reinforced in-situ concrete:25N/mm2</u>					
	<u>20mm basalt aggregate</u>					
A	staircase	6	m3		GMD	-
	<b>REINFORCEMENT</b>				GMD	-
	<u>Reinforcement: high yield steel bars</u>				GMD	-
B	10mm	260	m		GMD	-
	<b>FORMWORK</b>				GMD	-
	<u>Shuttering/Formwork to beams and columns</u>				GMD	-
C	Soffits, sloping and landing	10	m2		GMD	-
D	Edges	24	m2		GMD	-
	Risers	24	m2		GMD	-
	<b>FINISHING TO STAIR</b>				GMD	-
	<u>Porcelain tiling</u>				GMD	-
	Unglazed Porcelain tiles on cement /sand screed;				GMD	-
E	skirting included				GMD	-
F	Tread	24	m2		GMD	-
	Risers	24	m2		GMD	-
					GMD	-
	<u>Balustrade,</u>				GMD	-
	<u>Metallic balustrades railing</u>				GMD	-
G	1000mm overal height (Balustrades)				GMD	-
	Railings	50	m		GMD	-
					GMD	-
					GMD	-
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>				<b>GMD</b>	<b>-</b>

	PAGE 7					
	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>		<b>Amount</b>
	<b><u>EXTERNAL WALL ,INTERNAL WALLS AND PARTIONS</u></b>					
<b>Item</b>	<b><u>MASONRY</u></b>					
	<u>Cement and sand hollowed blocks , in cement</u>					
	<u>mortar 1:4</u>					
<b>A</b>	Walls, 150mm - ground floor	336	m2			GMD -
<b>B</b>	walls, 150mm first floor	336	m2			GMD -
<b>C</b>	Terrace (Parapet wall)		m2			GMD -
						GMD -
						GMD -
			m			GMD -
						GMD -
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>
	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>		<b>Amount</b>
PAGE 8	<b><u>DOORS</u></b>					
<b>Item</b>	<b><u>DOORS</u></b>					
	<u>Panel doors</u>					
<b>A</b>	900mm x 2100mm	18	Nr			GMD -
<b>B</b>	900mm x 2100mm (exterior door)	1	Nr			GMD -
<b>C</b>	1500mm x 2100mm		Nr			GMD -
<b>D</b>	800mmx21000		Nr			GMD -
						GMD -
	<u>Flush doors</u>					GMD -
	900mm x 2100mm		Nr			GMD -
						GMD -
						GMD -
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>
	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>		<b>Amount</b>
PAGE 9	<b><u>WINDOWS</u></b>					
<b>Item</b>	<b><u>WINDOWS</u></b>					
	<u>Aluminium sliding widows italian profile</u>					
<b>A</b>	Sliding window 700 x 600mm	6	Nr			GMD -
<b>B</b>	Sliding window 1500 x 2000mm	19	Nr			GMD -
<b>C</b>	Sliding window with fixed pane 1500 x 2000mm	4	Nr			GMD -
	Sliding window with fixed pane 1500 x 2110mm		Nr			GMD -
	Sliding window 0.500 x 0.600mm		Nr			GMD -
			Nr			GMD -
						GMD -
						GMD -
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>
	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>		<b>Amount</b>
PAGE 10	<b><u>FINISHES</u></b>					
<b>Item</b>	<b><u>WALL FINISHES</u></b>					
	<u>Render, Cement-sand (1:4 mix) to new walls</u>					
<b>A</b>	12mm thick to walls and jambs.external	1,720	m2			GMD -
	<b><u>TILLING</u></b>					GMD -
	<u>Glazed ceramic tiling</u>					GMD -
<b>B</b>			m2			GMD -
<b>C</b>	Ceramic tiles on 13mm cement mortar bed wallsinterior		m2			GMD -
	<b><u>PAINTING AND DECORATION</u></b>					GMD -
	<u>Prepare, prime and paint 2 finish coats</u>	1,720				GMD -
<b>D</b>						GMD -
	<b><u>FLOOR FINISHES</u></b>					GMD -
	<u>Ceramic tilling</u>					GMD -
<b>E</b>	Ceramic (non-slip) tiles on 60mm semi dry	720	m2			GMD -
	cement/sand screed					GMD -
<b>F</b>	Skirting tiles to match floor, 100mm	492	m			GMD -
						GMD -
						GMD -
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>

PAGE 11						
	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>		<b>Amount</b>
	<b>CEILING FINISHES</b>					
<b>Item</b>	Joist 50 x 75mm framed timber at 600mm centers in both directions; fixed to roof trusses		m			GMD -
						GMD -
	grid tiles complete with cornice to					GMD -
<b>A</b>	perimetre white plateral celine	760	m2			GMD -
	<b>PAINTING AND DECORATION</b>					GMD -
	<u>Prepare, prime and paint 3 finish coats</u>					GMD -
<b>B</b>	Emulsion paint to ceiling soffits	760	m2			GMD -
						GMD -
						GMD -
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>

	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>		<b>Amount</b>
PAGE 12	<b>SERVICES</b>					
<b>Item</b>	<b>SANITARY APPLIANCES</b>					
<b>A</b>	<u>Sanitary to be provided by client and installed by contractor</u>					
	Wash basin; white vitreous china with pedestal;					
	32mm slotted waste chain, stay and plug;					
	13mm pillar taps, fixed basins to masonry with screws					
	sealing at back with mastic	6	Nr			GMD -
	W. C. suites, vitreous china, closed coupled,					GMD -
	washdown and connector, plastic ring seat;					GMD -
<b>C</b>	fixing pan with screws to masonry	6	Nr			GMD -
<b>D</b>	Shower tray complete with fittings	6	Nr			GMD -
<b>E</b>	Toilet roll holder, with chrome finish.	6	Nr			GMD -
	Mirror; B.S. 952, clear float, silvered and protected					GMD -
	with copper backing: 6mm thick fixed to masonry					GMD -
	with brass screws, chromium plated doicle covers,					GMD -
	robber sleeves and washers					GMD -
<b>F</b>	300 x 460mm	6	Nr			GMD -
	jarkuse		Nr			GMD -
						GMD -
			Nr			GMD -
						GMD -
	all toilet material are fro batimat					
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>

PAGE 13						
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>		<b>Amount</b>
	<b>DISPOSAL INSTALATION</b>					
<b>A</b>	Upvc, waste pipes with flexible joints, complete with and fittings nominal size 32mm diameter.	230	m			GMD -
						GMD -
<b>B</b>	Upvc, waste pipes with flexible joints, complete with and fittings nominal size 110mm diameter.	300	m			GMD -
	Drainage pipes; excavated trenches; removing surplus,					GMD -
	backfilling with excavated material					GMD -
	UPVC, 32mm nominal size	210	m			GMD -
<b>C</b>	UPVC, 110mm nominal size (Foul)	50	m			GMD -
<b>D</b>	UPVC, 110mm nominal size (Storm)	80	m			GMD -
<b>E</b>	Extra over for fittings 110mm	80	Nr			GMD -
<b>F</b>	Construct manhole, excavated and compacted, earthwork					GMD -
	support; lay 150mm concrete base; 200mm thick					GMD -
	blockwork rendered internally, benched with concrete					GMD -
	sloped to channel and finished with cement sand render					GMD -
	trowel smooth, building in end of drain pipe					GMD -
	600 x 600 x 500mm depth approx.	4	Nr			GMD -
						GMD -
	Construct soakaway, excavated and compacted, earthwork					GMD -
	support; lay 200mm concrete foundation; build one					GMD -
	block thick honey comb wall, rubble filling to the outer					GMD -
	perimeter of wall, complete withslab and inspection hole					GMD -
	and cover					GMD -
	Overall size 2210 x 2210mm	1	Nr			GMD -
						GMD -
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>

PAGE 14	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>		<b>Amount</b>
	<b><u>DISPOSAL INSTALLATION</u></b>					
<b>Item</b>	Construct septic tank, excavated and compacted, earthwork support; lay 200mm concrete foundation; build 150mm thick block wall, render internal face, insert concrete partitions with weep hole, backfilling surround complete with slab and inspection chamber and cover					
<b>A</b>	Overall size 2210 x 3000mm		Nr			GMD -
<b>B</b>	Builders work in connection with drainage installations		Item			
<b>C</b>	Testing and Commissioning		Item			
	<b><u>WATER INSTALLATION</u></b>					GMD -
	Water supply pipes to building, including excavated trenches average depth 750mm sand bedding and pipes					GMD -
	ducts with bends and connectors					GMD -
<b>D</b>	polythene 25mm.	175	m			GMD -
<b>E</b>	Copper pipe, 15mm water pipe and fittings, fixed to wall with clips, (complete with elbows and Tees)	272	m			GMD -
						GMD -
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>
PAGE 15	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>		<b>Rate</b>	<b>Amount</b>
	<b><u>ELECTRICAL ENGINEERING INSTALLATIONS</u></b>					
	Electrical installations; lightning and power installations, single phase (included for all earthing requirements)					
<b>Item</b>						
<b>A</b>	Cables (Final Circuit)		Item			
<b>B</b>	UPVC conduits (Final Circuit)		Item			
<b>C</b>	Pendant fitting, decorative ceiling hung	3	Nr			GMD -
<b>D</b>	bulkhead security light fitting; external	5	Nr			GMD -
<b>E</b>	Flourescent light fitting, twin tube	2	Nr			GMD -
<b>F</b>	Lighting switch point (Double)	24	Nr			GMD -
<b>G</b>	Sockets points, 13A switched, double	30	Nr			GMD -
						GMD -
<b>H</b>	Distribution board (fuse isolator), consumer unit 12 ways mains switch, 200-300AMP.	2	Nr			GMD -
<b>I</b>	Earthing rod 1200mm long and accessories.	1	Nr			GMD -
						GMD -
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>
PAGE 16	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>		<b>Rate</b>	<b>Amount</b>
	<b><u>ELECTRICAL ACCESSORIES</u></b>					
<b>Item</b>	<b><u>Accessories</u></b>					
<b>A</b>	Spot lights	52	Nr			GMD -
<b>B</b>	Flourescent tube lights	2	Nr			GMD -
<b>C</b>	bulkhead lamps	39	Nr			GMD -
<b>D</b>	light switches (Aprox.)	41	Nr			GMD -
<b>E</b>	Sockets double outlets	24	Nr			GMD -
<b>F</b>	A/C switches only	9	Nr			GMD -
<b>G</b>	Builders work in connection with electrical installations	1	Item			
	Testing and commissioning		Item			GMD -
	<b><u>TELEPHONE INSTALLATION</u></b>					GMD -
<b>H</b>	Provide telephone outlet points, complete with trunking	1	Nr			GMD -
	<b><u>TELEVISION INSTALLATION</u></b>					GMD -
	Provide telephone outlet points, complete with trunking and cable	6	Nr			GMD -
						GMD -
						GMD -
	<b>TOTAL PAGE CARRIED TO SUMMARY</b>					<b>GMD -</b>



## Section 5b: Other Related Requirements

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

Delivery Term <a href="#">[INCOTERMS 2020]</a> (Pls. link this to price schedule)	N/A
Exact Address of Delivery/Installation Location	Click here to enter text.
Mode of Transport Preferred	Choose an item.
UNDP Preferred Freight Forwarder, if any <sup>3</sup>	Click here to enter text.
Distribution of shipping documents (if using freight forwarder)	Click here to enter text.

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<sup>3</sup>A factor of the [Incoterms](#) stipulated in the ITB. The use of a UNDP preferred freight forwarder may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.

Customs, if required, clearing shall be done by:	Choose an item.
Ex-factory / Pre-shipment inspection	Click here to enter text.
Inspection upon delivery	Click here to enter text.
Installation Requirements	Click here to enter text.
Testing Requirements	Click here to enter text.
Scope of Training on Operation and Maintenance	Click here to enter text.
Commissioning	Click here to enter text.
Warranty Period	Click here to enter text.
Local Service Support	Click here to enter text.
Technical Support Requirements	Click here to enter text.
After-sale services Requirements	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of _____ <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance /repair <input type="checkbox"/> Others <i>[pls. specify]</i>
Payment Terms <i>(max. advanced payment is 20% as per UNDP policy)</i>	Choose an item.
Conditions for Release of Payment	<input type="checkbox"/> Pre-shipment inspection <input type="checkbox"/> Inspection upon arrival at destination <input type="checkbox"/> Installation <input type="checkbox"/> Testing <input type="checkbox"/> Training on Operation and Maintenance <input type="checkbox"/> Others <i>[pls. specify]</i> <input type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English

## 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"/>
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## Form A: Bid Submission Form

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

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

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

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

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

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

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

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

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

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

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>			

Other Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
e.g. Delivery Term			
Warranty			
Local Service Support			

### 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]
	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>

<b>Professional certifications</b>	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
<b>References</b>	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

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

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

\_\_\_\_\_  
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]		

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

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

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

### Price Schedule

**Please use the template of the bill of quantity (BoQ) in section 5 above, Excel copies are provided in annex 2**

Name of Bidder: \_\_\_\_\_  
Authorised signature: \_\_\_\_\_  
Name of authorised signatory: \_\_\_\_\_  
Functional Title: \_\_\_\_\_

## FORM G: Form of Bid Security

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

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

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

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

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

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

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

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

### **SIGNATURE AND SEAL OF THE GUARANTOR BANK**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*

*[insert: address and email address]*