

Extract of Presentation to Bidders on the Key Requirements of the ITB for the Construction of Drip Irrigation and Water Schemes in Chongwe, Chirundu, Gwembe, Namwala, Rufunsa and Luangwa Districts, HELD ON FRIDAY 19-NOVEMBER-2021 FROM 10.30 AM TO 12.30 PM

Ref: ZMB/ITB-LTA/2021/005

<https://etendering.partneragencies.org>

Business Unit Code: ZMB10

Event ID number: 0000010926

Advertisement on 12 Nov 2021

Submission Deadline : 02 December 2021

Procurement notices: https://procurement-notices.undp.org/view_notice.cfm?notice_id=85412

UNGM: <https://www.ungm.org/Public/Notice/155023>

Direct solicitation to bidders;

- Virtual pre-bid meeting on 19 November 2021
- Followed by Site Visit from 12.30 to 14.30 pm
- Deadline of submission on 02 December 2021 through e-tendering system <https://etendering.partneragencies.org>;
- Expected commencement: 20 December 2021

ITB REQUIREMENTS

- Adhere to all the requirements of this ITB;
- Adhere to the UN Supplier Code of Conduct http://www.un.org/depts/ptd/pdf/conduct_english.pdf
- A vendor should not be suspended, debarred, identified as ineligible. It is the responsibility of the vendor to ensure that he fully meet the eligibility requirements as established by UNDP.
- Bidder is expected to examine the ITB in detail.
- Bidder shall bear all costs related to the preparation and/or submission.
- Bid and all related correspondence and documents shall be in English.
- Bid shall comprise of all documents required in the ITB.
- Bidder is required to submit a Technical Bid using Form E; Template provided in **Section 6**.
- Price Schedule shall be prepared using the Form F; Template provided in Section 6.
- Prices shall be quoted in USD.
- The assignment is divided into Three (3) LOTS.
- Bidder is free to bid for One or Two or ALL (3) LOTS.

- LOT 1; Chongwe and Chirundu Districts
- LOT 2: Gwembe and Namwala Districts
- LOT 3: Rufunsa and Luangwa Districts
- Partial Offer on the submitted LOT(s) Will be REJECTED.
 - Bidder shall submit a **duly signed** Bid comprising the **documents and forms** in accordance with requirements through <https://etendering.partneragencies.org>;
 - Electronic submission requirements/instructions: **PDF files only, file names instructions, file size<10MB.**
 - **Mandatory subject of email: ZMB/ITB/2021/005 – Construction of Drip Irrigation and Water Schemes in Chongwe, Chirundu, Gwembe, Namwala, Rufunsa and Luangwa**

Attachments:

- Technical Proposal – Form E
- Financial Proposal – Form F
- **Failure to Submit these, renders BID NULL & VOID.**

Bidder may withdraw, substitute or modify its Bid by **Cancelling, Editing, and re-submitting the Bid directly in the system.**

Bidders will receive an automatic notification once the Bid is opened

Information relating to the evaluation shall not be disclosed to Bidders;

Evaluation steps:

- Preliminary Examination:** to check if bids and documents are complete and signed?
Eligibility: as per Eligibility/Qualification requirements. **Section 4.**
- Arithmetical check and ranking of bidders who passed preliminary examination by price: **correction of errors.**
- Evaluation of Technical Bids: based on responsiveness to the Requirements and other documentation provided; without material deviation, reservation, or omission. **Section 5/section 6.**
- Evaluation of Prices

Evaluation Method: -

Non-discretionary Pass/fail criteria.

Due diligence: can be conducted.

To Note:

- UNDP reserves the right to accept or reject any bid prior to award of contract;
- UNDP shall not be obliged to award the contract to the lowest priced offer.
- Contract to be awarded:
prior expiring date of validity.

to qualified and eligible bidder;
to responsive bid.
to lowest price.

MANDATORY DOCUMENTS:

- Certificate of Registration of the business.
- Tax Registration/Payment Certificate.
- Documentary evidence (Statements of Satisfactory Performance) of the 2 top Contracts awarded and served within the past 3 years of similar service with big companies.
 - NCC Certificate
 - Engineering Institute of Zambia/ERB
 - Audited financial accounts for the last three years 2020, 2019, 2018
 - Financial Soundness of the Company
- Information regarding any litigation.
- Confirmation of non-inclusion of the bidder in the UN's Consolidated List of Individuals with Association to Terrorist, in the List of Vendors Suspended.
- Power of Attorney.
- Appropriate signatures.

MANDATORY FORMS FOR SUBMISSION

- Form A – bid submission form, including:
Company Profile.
- Form B – Bid information form
- Form C - Joint venture information form (if applicable); N/A
- Form D – Eligibility and qualification form;
- Form E – Format of technical bid, including:
Format for CV of Proposed Key Personnel
- Form F – Price schedule form, including:
Price schedule template.
cost breakdown template

MANDATORY INFORMATION/ to communicate in form E:

- 1. Qualification/Capacity/Experience
- 2. Scope of Supply, Technical Specifications and Related Services
- 3. Structural Management of Personnel

CHECKLIST BEFORE SUBMISSION OF BIDS BELOW:-

Technical Bid:

| | |
|--|--------------------------|
| Have you duly completed all the Returnable Bidding Forms? | |
| ▪ Form A: Bid Submission Form | <input type="checkbox"/> |
| ▪ Form B: Bidder Information Form | <input type="checkbox"/> |
| ▪ Form C: Joint Venture/Consortium/ Association Information Form | <input type="checkbox"/> |
| ▪ Form D: Qualification Form | <input type="checkbox"/> |
| ▪ Form E: Format of Technical Bid/Bill of Quantities | <input type="checkbox"/> |
| Have you provided the required documents to establish compliance with the evaluation criteria in Section 4? | <input type="checkbox"/> |

Price Schedule:

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