



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: February 07, 2022
	REFERENCE: UNDP-RFP-2022-042

**Dear Sir / Madam:**

We kindly request you to submit your Proposal for **“Consultancy Services to Prepare Plan, Design and Conduct Detail Supervision of “02 Government Women Vocational Training Centers in Newly Merged Districts (NMDs) of Khyber Pakhtunkhwa”**.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Tuesday, 22<sup>nd</sup> February 2022 at 12:30 PM PST OR 2:30 AM EDT** indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation” button no later than Tuesday 14<sup>th</sup> February 2022 [12:30 PM Pakistan Standard Time OR 3:30 AM EDT]. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through the e-Tendering system on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If there is requirement of any clarification related to this RFP, kindly send queries to [pakistan.procurement.info@undp.org](mailto:pakistan.procurement.info@undp.org).

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

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The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected. Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated; you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

[http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

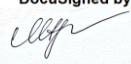
Thank you and we look forward to receiving your Proposal.

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**Sincerely yours,**

"for"

DocuSigned by:  
  
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**Knut Otsby**  
**Resident Representative**

## Annex 1

## Description of Requirements

Context of the Requirement	RFP for Engagement of an Organization for Consultancy Services to prepare Plan, Design and conduct detail Supervision of 02 Women Vocational Training Centers in Newly Merged Districts (NMDs) of Khyber Pakhtunkhwa".
Brief Description of the Required Services <sup>1</sup>	Please see Annex 5 ToR (Term of Reference) for the description of the required services.
List and Description of Expected Outputs to be Delivered	As per deliverables of TOR
Person to Supervise the Work/Performance of the Service Provider	Engineering Specialist, Aman-O-Insaf Programme, UNDP
Frequency of Reporting	As mentioned in TORs
Progress Reporting Requirements	The Final Report of the assignment shall have to be submitted by completion of activity(s) within 20 days.
Location of work	<b><u>Women Vocational Training Centers</u></b> 1. Government Women Vocational Training center Sadda (District Kurram), 2. Government Women Vocational Training center Khar (District Bajaur),
Expected duration of work	4.5 months for development detailed design / BOQs and 15 months for supervision of construction activities
Target start date	15 <sup>th</sup> March 2022
Latest completion date	01 <sup>st</sup> November 2023
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Applicable
Implementation Schedule	<input checked="" type="checkbox"/> Required

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

indicating breakdown and timing of activities/sub-activities									
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required								
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency <b>[PAK RUPEES]</b>								
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> (the invoice submitted should indicate the price and tax portion separately).  Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted								
Payment Terms	<b>Deliverables and Payment Schedule</b>  The payment is linked with achievements of the below-mentioned deliverables and shall be released upon satisfactory completion of each deliverable report certified by UNDP. <table border="1" data-bbox="470 1491 1607 1890"> <thead> <tr> <th>Outputs</th> <th>Timing</th> <th>Percentage of payment</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>           Master Plan            a) <b>SitePlan:</b> All the dimension of Plan with all existing structures and roads.            b) Topography Survey: To know the cut and fill, depression and evaluated land demarcation, also identify the slopes for drainage of         </td> <td>45 Days.</td> <td>25% of design cost</td> <td>           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written         </td> </tr> </tbody> </table>	Outputs	Timing	Percentage of payment	Condition for Payment Release	Master Plan a) <b>SitePlan:</b> All the dimension of Plan with all existing structures and roads. b) Topography Survey: To know the cut and fill, depression and evaluated land demarcation, also identify the slopes for drainage of	45 Days.	25% of design cost	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written
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	<p>storm water.</p> <p>c) Placement of proposed building</p> <ul style="list-style-type: none"> <li>• /drainage/water supply/ overhead water tank and roads for approval from line department</li> </ul>			<p>acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p>
	<p><b>Designing of Building and Pathways</b></p> <p>User requirement: Different meeting with line department for collecting user requirement.</p>	15 Days	25% of design cost	
	<p><b>Architectural Drawings:</b></p> <p>The buildings will be designed as per user requirement and share design with line department for approval. Provision of 3D elevation and land plan for each facility is mandatory.</p> <p>Once the Architectural drawings finalized and agreed by line department details drawings will be prepared:</p> <ul style="list-style-type: none"> <li>a) Soil Testing for foundation design</li> <li>b) Foundation Design</li> <li>c) Working Drawing</li> <li>d) Structural Drawings</li> <li>e) Electrification drawings</li> <li>f) Plumbing Drawings</li> <li>g) Technical Specification</li> </ul>	45 Days	25% of design cost	
	<p><b>Preparation of Tender Documents</b> Technical Specification and Preparation of ITB (Invitation to Bid) along with BOQ, Engineering Estimates and all details drawings and provide in soft and hard copies to UNDP for review.</p>	30 Days	25% of design cost	
	<p><b>Phase 2 implementation phase</b></p>			
	<p><b>Implementation of Civil Works</b></p> <p>Start till commissioning and handing over of building.</p>	12 Months	<p><b>100%</b> amount for supervision cost will be divided into quarterly payments</p> <p><b>Adjustment will be made on actual cost of work award (Civil works construction)</b></p>	
<p>Person(s) to review/inspect/ approve</p>	<p>Engineering Specialist and Programme Manager, Amm-O-Insaf Programme, UNDP</p>			

outputs/completed services and authorize the disbursement of payment																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services <input checked="" type="checkbox"/> Purchase Order																
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.																
Criteria for the Assessment of Proposal	<p>The award of the contract shall be made to the Evaluation firm whose offer has been evaluated and determined as:</p> <p>a) Responsive/compliant/acceptable, and</p> <p>b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. 70%-30%.</p> <p>Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.</p> <p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> Expertise of the Firm 35% with 245 Marks out of 700</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 25% with 175 marks out of 700</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40% with 280 marks out of 700</p> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation Forms</th> <th>Score Weight</th> <th>Points Obtainable</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Relevance experience of the firm in conducting evaluations</td> <td>35%</td> <td>245</td> </tr> <tr> <td>2.</td> <td>Proposed methodology, approach, tools and implementation plan</td> <td>25%</td> <td>175</td> </tr> <tr> <td>3.</td> <td>Management structure and key personnel</td> <td>40%</td> <td>280</td> </tr> </tbody> </table>	Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	1	Relevance experience of the firm in conducting evaluations	35%	245	2.	Proposed methodology, approach, tools and implementation plan	25%	175	3.	Management structure and key personnel	40%	280
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		Total	700
		Technical Proposal Evaluation-Form 1	Max. Points obtainable
		Expertise of Firm/Organization	
1.1	Firm shall have organizational structure with clear mandate, governing body and possesses minimum 10 years of relevant experience.	20	
1.2	Financial Stability: Current ratio should be 1 or more than Note: Audited financial statements for years 2017-18, 2019-20 and 2020-21 shall be submitted with the proposal.	15	
1.3	Relevance of: - Specialized knowledge - Having expertise in designing and supervision. - Have worked with major multilateral/bilateral projects Experience of providing services to major, multilateral, bilateral or UN agencies, as well as collaboration with Government institution would be an advantage.	20	
1.4	Completion of 5 similar nature projects. Note: 3 satisfactory performance certificates and 2 contract copies of completed projects shall be submitted with proposal. (5 marks for each contract / satisfactory performance certificate)	25	
1.5	Registration with PEC, provide valid registration/membership certificate for year 2021-22 (category A).	25	
1.6	Firm Registration with Pakistan Council for Architects and Town Planners (PCATP), provide valid registration/membership certificate for year 2021-22	10	
1.7	Have ongoing at least <b>two (02)</b> project/contracts of similar nature of value at least <b>PKR 5 million</b> . in the NMDs Bidder must provide copy of the contracts. 50 marks will be awarded for each running contract.	100	
1.8	Have completed in past five (05) years similar nature of project Specifically in the Newly Merged Districts. (10 marks would be awarded for each completed contract.)	30	
Sub-Total -1		245	
		Technical Proposal Evaluation- FORM 2	Max. Points Obtainable
		Proposed Methodology, Approach, Tools and Implementation Plan	
2.1	To what degree does the bidder understand the objectives and requirements of the task	35	

2.2	Have the important aspects of the task been addressed in enough detail and do they correspond to the Terms of References?	25	
2.3	Is the features and functions section well defined and corresponds to the Terms of Reference?	30	
2.4	Work plan: Clarity of presentation and sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks?	40	
2.5	Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and reflected the resources / services to carry out monitoring? Are there any risks identified, while implementing the project and what are the proposed mitigation measures outlined in the proposal?	45	
<b>Total 2</b>		<b>175</b>	
<b>Technical Proposal Evaluation-FORM 4</b>			
Management Structure and Key Personnel (Names and curriculum vitae of individuals who will be involved in completing the services)			
<b>Minimum Office Staff</b>			
<b>4.1</b>	<b>Architect (1 Nos)</b>		<b>20</b>
	Bachelor Degree in Architecture	<b>10</b>	
	05 years of experience of working (2 marks per year)	<b>10</b>	
<b>4.2</b>	<b>Public Health Engineer (1 Nos.)</b>		<b>15</b>
	Minimum qualification B.Sc. civil engineering or Public Health Engineering	<b>5</b>	
	5 years of relevant experience of working (2 marks per year)	<b>10</b>	
<b>4.3</b>	<b>Structural Engineer Civil (1 No.)</b>		<b>30</b>
	PHD in Structural Engineering and BSC in Civil Engineering.	<b>10</b>	
	10 years' relevant experience of designing the structural design for large Infrastructure Projects	<b>20</b>	
<b>4.4</b>	<b>Electrical Engineer (1 No.) office based</b>		<b>10</b>
	Minimum qualification B.Sc. Electrical engineering.	<b>5</b>	
	10 years of relevant experience of Electrical designing for large Infrastructure Projects.	<b>5</b>	
<b>4.5</b>	<b>CAD Operator (1 Nos.)</b>		<b>10</b>
	Minimum DAE in Civil Engineering with 3DMax	<b>5</b>	
	2 years' experience about AutoCAD and 3dMax	<b>5</b>	
<b>4.6</b>	<b>Quantity Surveyor (1 Nos.)</b>		<b>15</b>
	Minimum DAE in Civil Engineering	<b>5</b>	



	5 years relevant experience of managing large infrastructure projects (2 marks per year)	10	
<b>Field Staff</b>			
4.9	<b>Resident Engineer (1 Nos)</b>		<b>30</b>
	Masters 'degree in civil engineering	10	
	05 years of working experience in Buildings related Infrastructure projects (4 marks per year)	20	
4.10	<b>ARE- Project Engineer (01 for Kurram and 01 for Bajaur)</b>		<b>40</b>
	Minimum qualification B.Sc. civil engineering (10 marks for each engineer)	20	
	5 years of building works experience (2 marks per year for each engineer)	20	
4.11	<b>Site Supervisor Civil (02 for Kurram and 01 for Bajaur)</b>		<b>45</b>
	Minimum DAE in Civil Engineering (5 marks for each site supervisor)	15	
	5 years' relevant experience of managing large infrastructure projects (2 marks per year for each engineer)	30	
4.12	<b>Site Engineer Electrical (01 for district Kurram and 01 for district Bajaur)</b>		<b>20</b>
	Minimum DAE in Electrical Engineering (5 marks for each site engineer)	10	
	5 years' relevant experience of managing large infrastructure projects (1 mark per year for each engineer)	10	
4.13	<b>Plumbing and Public Health Engineer (01 for district Kurram and 01 for district Bajaur)</b>		<b>15</b>
	Minimum DAE in Civil Engineering (2.5 mark for each)	5	
	5 years relevant experience of managing large infrastructure projects (1 mark per year for each engineer)	10	
	<b>Material Engineer (01 for District Kurram)</b>		<b>15</b>
	Minimum B.Sc or DAE in Civil Engineering	5	
	5 years relevant experience with B.Sc and 10 years with DAE of managing Building projects. (02 marks per year with BSc and 01 mark per year with DAE)	10	
	<b>Site Quantity Surveyor (01 for district Kurram)</b>		<b>15</b>
	Minimum DAE in Civil Engineering	5	
	5 years of experience in taking measurements, survey and checking of layouts. (02 marks per year)	10	
<b>Sub Total 4</b>		<b>280</b>	<b>280</b>
Mandatory Note: CVs of the personnel assigned should be signed, dated and attached with the proposals and prepared following the template in Annex 6 of the RFP.			

	Note: Consultant to incorporate establishment of site office/s, staff accommodation and transportation of staff cost in the bid.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR (Annex 5) <input checked="" type="checkbox"/> Standard CV Template (Annex 6) <input checked="" type="checkbox"/> Bid security Form (Annex 7)
Contact Person for Inquiries (Written inquiries only)	<p><i>Aman Khan</i>  <i>Procurement Officer</i>  <a href="mailto:pakistan.procurement.info@undp.org">pakistan.procurement.info@undp.org</a></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Joint Venture	<input checked="" type="checkbox"/> ALLOWED.
Bid Security	<p><b>Required PKR 300,000/-</b></p> <p>The Original Bid Security should be sent to UNDP Office through courier at the following address on or before Tuesday <b>22<sup>nd</sup> February 2022 at 12:30 pm</b> and a scanned copy should be submitted through the e-Tendering system.</p> <p><b>UNDP-RFP-2022- 042</b>  <b>UNDP Registry, Quotation/Bids/Proposals</b>  <b>United Nations Development Programme</b>  <b>Serena Business Complex, 2nd Floor, Khayaban e Suharwardy,</b>  <b>Islamabad, Pakistan</b>  <b>Tel: 051-8355600 Fax: 051-2600254-5</b></p> <p>Acceptable forms of Bid Security:</p> <p><input checked="" type="checkbox"/> Form of Bid Security (Annex 7 for template)</p> <p><input checked="" type="checkbox"/> Any Bank-issued Check / Cashier's Check / Certified Check In the name of UNDP Representative (Rupee) Account, UNDP Pakistan</p> <p>Validity of Bid Security: 120 days from the last day of bid submission.          Bid security of unsuccessful bidders shall be returned.</p>

Performance Bond	<b>Required</b> - 10% of Contract Amount. Performance Bond in accordance with template included in Section 7 of the ITB. Performance Security must be valid for 32 Months to cover the contract period of (20 Months) & defect liability period (One (01) year after the substantial completion of project).																														
Other Information <i>[pls. specify]</i>	<p><b>Minimum Qualifying Criteria</b></p> <p><input checked="" type="checkbox"/> Technical and Financial proposals should be submitted as separate PDF files Financial Proposal must be password protected.;</p> <p><input checked="" type="checkbox"/> Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise/Organization Organogram ;</p> <p><input checked="" type="checkbox"/> Valid Certificate of Registration of the Firm/organizations with SECP, Registrar of Firms or FBR in the name of the firm;</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past three (03) Years (2018-19 , 2019-20 &amp; 2020-21);</p> <p><input checked="" type="checkbox"/> Registration with PEC, provide valid registration/membership certificate for year 2020-21</p> <p><input checked="" type="checkbox"/> Have ongoing project/contracts in the NMDs (anyone Running Contract)</p> <p><input checked="" type="checkbox"/> Have completed in past Five (05) years similar nature of project in the NMDs (Please provide copies of contracts as evidence))</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the top <i>[three]</i> Clients in terms of Contract Value in past five (05) years (please provide 3 performance certificates); <i>please fill below table with details "Details of previous contracts";</i></p> <p><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last Seven (07) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</p> <p><input checked="" type="checkbox"/> Consultant firm (PEC Category A and / or PCATP certificate) must have 10 years of relevant experience.</p> <p><input checked="" type="checkbox"/> For Joint Venture – Bidder must provide Legal Joint Venture Agreement</p> <ol style="list-style-type: none"> <li>There should be no more than 2 firms in the JV</li> <li>Lead firm should have 50% or more shares in the organization(Please provide the evidence)</li> <li>Lead firm should possess PEC and / or PCATP certificate(s).</li> <li>Lead firm must have 10 years of relevant experience</li> </ol> <p><input checked="" type="checkbox"/> CVs of all the personnel that will be assigned to this job.</p> <table border="1"> <thead> <tr> <th>Name of Funding Organization</th><th>Period of Contract</th><th>Type of Services Provided/Product delivered</th><th>Value of Contract</th><th>Location (Country/Region)</th><th>Year of Implementation</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of Funding Organization	Period of Contract	Type of Services Provided/Product delivered	Value of Contract	Location (Country/Region)	Year of Implementation																								
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<b>Deadline for Submission</b>	<p><b>Tuesday, 22<sup>nd</sup> February 2022</b> (12:30 PM Pakistan standard Time or 3:30 AM EDT)</p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>
<b>Electronic submission (eTendering) requirements</b>	<ul style="list-style-type: none"> <li>• Technical and financial proposals should be submitted in separate PDF files</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>• Password for financial proposal must not be provided to UNDP until requested by UNDP ( see notes below)</li> </ul> <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> <li>• The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers.</li> <li>• Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: <a href="mailto:aman.khan@undp.org">aman.khan@undp.org</a></li> </ul> <p>While entering financial proposal in the e-tendering system, <b>always mention your bid price as PKR 1</b>. Please <b>do not mention the value of your financial proposal in the e-tendering system</b>. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p>
<b>Pre-proposal conference</b>	<p>N/A</p>




**Annex-2****FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>4</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>5</sup>)***

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

<sup>4</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

*[Name and Signature of Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3****FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped financial proposal.

Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should be aligned with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**A Estimated Project Cost is PKR 112 Million for Two (2) Women Vocational Training Centers**

	Description	Unit	Total Amount (PKR)
1	Estimated Cost for Master Plan, Designing of the Building, Roadways/Pathways, Drawings and preparation of Tender Documents	%age of the project cost	
2	Estimated Cost for Supervision during the Construction Phase	%age of the project cost	
	Estimated cost for site office establishment	Lumpsum	
	<b>Sub Total</b>		
	<b>% GST</b>		
	<b>Total</b>		

**Cost Breakdown by Cost Component:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
All staff required for this project				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Utility Cost				
3. Office rent				
4. Equipment Lease				
5. Stationery				
6. Others (plz specify)				
<b>III. Other Related Costs</b>				

**Adjustment will be made on actual cost of work award (civil works construction contract)**

*Note: Establishment of site office min. 360 Square feet offices (2 / 3 offices) with provision of washroom, kitchen with all necessity (complete in all aspects) will be the responsibility of the consultancy firm. Its operational cost not limited may include utility bills, stationery and expenses of cook and office boy.*

**Cost Breakdown per Deliverable\***

S.No	Activity	Details	Time Line	% of payment	Total Amount
1	Master Plan	d) <b>SitePlan:</b> All the dimension of Plan with all existing structures and roads. e) Topography Survey: To know the cut and fill, depression and evaluated land demarcation, also identify the slopes for drainage of storm water. f) Placement of proposed building /drainage/water supply/ overhead water tank and roads for approval from line department	<b>45 Days.</b>	25% of design cost	
2	Designing of buildings/ Roads and Pathways	<b>Designing of Building:</b> User requirement: Different meeting with line department for collecting user requirement.	<b>15 Days</b>	25% of design cost	
		<b>Architectural Drawings:</b> The buildings will be designed as per user requirement and share design with line department for approval. Provision of 3D elevation and land plan for each facility is mandatory. Once the Architectural drawings finalized and agreed by line department details drawings will be prepared: h) Soil Testing for foundation design i) Foundation Design j) Working Drawing k) Structural Drawings l) Electrification drawings m) Plumbing Drawings	<b>45 Days</b>	25% of design cost	



		n) Technical Specification			
3	Preparation of Tender Documents	Technical Specification and Preparation of ITB (Invitation to Bid) along with BOQ, Engineering Estimates and all details drawings and provide in soft and hard copies to UNDP for review.	<b>30 Days</b>	25% of design cost	
		Sub-Total Designing phase			
4	Implementation of works	Start till commissioning and handing over of building.	<b>12 Months</b>	<b>100%</b> of supervision cost plus office establishment will be divided into quarterly payments <b>Adjustment will be made on actual cost of work award (Civil works construction)</b>	
		Sub-Total Implementation Phase			
<b>Grand - Total</b>					

*\*This shall be the basis of the payment tranches*

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*

## **Annex 4**

### **Standard Terms and Conditions Separately Attached**

**Annex5****TERMS OF REFERENCE (TOR)****Engagement of an Organization for Consultancy Services to prepare Plan, Design and conduct detail Supervision of 02 Government Women Vocational Training Center in Newly Merged Districts (NMDs) Khyber Pakhtunkhwa”.****Project Title: Supporting Rule of Law for Peaceful, Just and Inclusive Societies (Amn-o-Insaf) o Insaf****A. Project Description and Objectives:**

UNDP Supporting Rule of Law for Peaceful, Just and Inclusive Societies (Amn-o-Insaf) aims to promote an enabling environment to support the Government and rule of law institutions in its on-going efforts to secure peace and stability. Under this Programme and support of international development partners, assistance is provided for institutional development and capacity building to the rule of law institutions to ensure effective and timely delivery of justice services.

The Government of Pakistan merged the former Federally Administered Tribal Areas (FATA) with the Khyber Pakhtunkhwa Province (KP) through the 25<sup>th</sup> Constitutional Amendment Act, 2018, thereby extending, jurisdiction of mainstream rule of law and justice institutions to the Newly Merged Districts (NMDs)<sup>6</sup>.

UNDP, in partnership with the Khyber Pakhtunkhwa Government and development partners has been providing policy, legal and regulatory support to ensure successful integration and mainstreaming of the NMDs into Khyber Pakhtunkhwa province. In terms of rule of law this requires extension of judiciary, police, prosecution, prisons, probation and bar to the newly merged districts. In a recent decision of the Supreme Court of Pakistan, the government was instructed to complete the extension of the rule of law institutions within a period of 6 months<sup>7</sup>. As a result, the burden on the government for effective and immediate extension of these service areas has increased, which initially planned mainstreaming of the newly merged districts in a period of one to five years.

To compliment Government's ongoing efforts UNDP intends to propose the following interventions:

*Construction and Refurbishment of 02 Women Vocational Training Centers in the following newly merged districts of Khyber Pakhtunkhwa:*

1. Government Women Vocational Training Center Sadda (District Kurram)
2. Government Women Vocational Training Center Khar (District Bajaur)

**Estimated cost of Two (2) Women Vocational Training centers is PKR 112 Million****A. Objective of Consultancy**

The objective of this consultancy is to prepare detailed maps and designs of the proposed Construction and refurbishment of two (2) Women Vocational Training Centres and also supervise the day to day

<sup>6</sup> The Constitutional Twenty Fifth Amndment) Act, 2018, No. F.9 (30)/2018-Legis received the assent of the President on 31st May, 2018.

<sup>7</sup> <https://nation.com.pk/17-Jan-2019/sc-declares-fata-interim-regulation-unconstitutional>.

construction work of the facilities in accordance with the UNDP, INL Pakistan and Govt of Khyber Pakhtunkhwa agreed parameters, and efficiently manage the project through assistance to UNDP such that envisaged each activity of the project is completed in agreed timeline, within budgeted cost frame and in full compliance with the UNDP guidelines. The objective is to ensure compliance to achieve agreed-upon project monitoring indicators in stipulated time frame.

## **B. Activity and Scope of Work**

Tasks are divided into following major steps

1. Assessment of proposed land
2. Collection, documentation and finalization of User Requirements.
3. Detail Topography Survey.
4. Detail Soil investigation.
5. Provision of Master Plan for Buildings .
6. Provision and management of supervisory staff at each construction site.
7. Preparation and presentation of drawings, design & Cost Estimates based on prevailing MRS
8. Detail supervision and reporting.

Note:

1. UNDP always conduct vetting of designs and drawings through renowned Engineering consultant firms. Therefore, all the additional costs will be beared by the consultant if the design is revised due to soil investigation results or bearing capacity of the proposed land.
2. Consultant to incorporate establishment of site office/s, staff accommodation and transportation of staff cost in the bid.

### **Master Plan:**

- a) Master Plan: Provision of accurate plan of reach plot proposed for establishment of facility
- b) Master plan is required to know precise perimeters of available land. Placement of proposed building line plans identify roads and green areas, placement of overhead water tank and boundary wall.
- c) Topography Survey: Consultant are required to provide topography survey highlighting cut and fill, also provide depression and evaluated land. Also identify slopes for understanding for flow of storm/rainwater.
- d) Master plan should be available in 3 D also
- e) This Master plan will be approved from Client and Technical Working Group.

### **Prepare Drawings, Design, Engineering Estimate, BOQ and Technical Specifications:**

#### **User Requirement:**

- Consultant to collect user requirement on available agreed land.

- Once the location of building confirmed by client, the consultant will conduct detail soil investigation and submit reports for each building. In case of change in location/s the consultant is required to conduct soil investigation at the new location/s with any further claim.
- **Architectural Design:** On user requirement and considering Master Plan the consultant will prepare architectural drawings in light of the client's checklist and share with Client for their concern. When the Architectural plan is finalized and approved by the client, the consultant will prepare all drawings for same facility. This includes foundation drawings, structural drawings, electrical drawings, plumbing drawings and external development works drawings. All designs should be provided in 3D.
- Consultant will prepare BOQ in line with Government prevailing rates for benchmark giving reference numbers or source of rates. For open market item an analysis will be provided.
- Details Engineering Estimate and take-off sheets will be provided by consultant with each BOQ.
- Drawings, design, BOQ and Estimate will be provided by Consultant for each facility.
- Drawings and design, BOQ and Engineering Estimate will be provided by Consultant in Hard and soft copy.
- Approval of drawings and design will be sought from Line Departments, end user and Technical Working Group.
- Preparation of Technical Specification according to scope of work. Soft and hard copies of technical specification will be provided to UNDP.

Note: UNDP Tendering system is online therefore each document is also required in soft copy to be uploaded into e-Tendering system.

#### **Detailed Supervision:**

The consultant will develop comprehensive monitoring and supervision team by using best practices of field and their experience. The detail supervision plan will be reviewed and approved by Technical Working Group.

- Consultant will establish temporary Site Offices and base full-time supervision staff on each site.
- Consultant will maintain photo record of each activity on daily bases and keep date wise data.
- Consultant will maintain daily bases Manpower and equipment logs.
- Consultant will give progress review along with photo record to UNDP and technical working group on monthly bases.
- Consultant site office will share updates and activities plan on weekly bases through

email.

- Sample collection, testing will be done by consultant. If testing is not available in city, then consultant will establish lab through vendor and testing will be conducted by consultant material engineer.
- Quality assurance is responsibility of the consultant. Any defect or shortcoming in civil works will be addressed to consultant.
- This project is time bound, the consultant will make arrangement to strictly follow the work schedule and complete the task in required time frame.
- The detail supervision staff will manage photo record for each activity with date and time.
- Consultant will utilize his SOP for check request, site inspection report, site handover form and other formats.
- Consultant will verify the bills as per site and as per drawings on agreed milestone as per Contract of UNDP. Onward the bill will be re-verified on random bases by UNDP.
- The consultant will manage traveling of staff by their own, no vehicle, POL, for office charges will not be reimbursed by UNDP.
- Consultant will verify the bill within 10 working days of submission and submit the bill to UNDP within 14 days of submission.
- Site Office or Rent building for Office will be managed by Consultant no charges will be reimbursed by UNDP.

**In Financial proposal the consultant may include Office Charges, Travelling Charges and other requirement if any.**

#### **Methodology:**

- An appropriate methodology will have to be determined by the consultant in consultations with the UNDP.
- The consultant will work in close collaboration with the UNDP and Technical Working Group.
- Consultant will give progress review on monthly basis against agreed milestone and work schedule submitted by vendor to UNDP and Technical Working Group.
- Consultant will weekly give updates on each Friday, including progress and planned activities through email.
- Consultant will manage photo record building wise with date and time for each major activity.
- Consultant will establish site office and based staff full time for supervision.
- To achieve target in required time frame night shift is also allowed by UNDP, depending on consultant how to utilize.
- Consultant is fully responsible to develop SOPs for contractors, check request, lab

sample testing, measurements and initial verification of bills.

**Major Construction Works to be done:**

S.No	Description	Proposed Covered Area of Buildings (in Sq.Ft)
1	Construction of Women Vocational Training Center in Kurram	21,547
2	Refurbishment and Construction at Women Vocational Training Center in Bajaur	4272

**Estimated Cost of WVTC PKR 112 Million**

**Deliverable of consultant against timelines:**

S.No	Activity	Details	Timeline
1	Master Plan	g) <b>SitePlan:</b> All the dimension of Plan with all existing structures and roads. h) Topography Survey: To know the cut and fill, depression and evaluated land demarcation, also identify the slopes for drainage of storm water. i) Placement of proposed building /drainage/water supply/ overhead water tank and roads for approval from line department	<b>45 Days.</b>
2	Designing of buildings/Roads and Pathways	<b>Designing of Building:</b> User requirement: Different meeting with line department for collecting user requirement.	<b>15 Days</b>
		<b>Architectural Drawings:</b>  The buildings will be designed as per user requirement and share design with line department for approval. Provision of 3D elevation and land plan for each facility is mandatory. Once the Architectural drawings finalized and agreed by line department details drawings will be prepared: <ul style="list-style-type: none"> <li>o) Soil Testing for foundation design</li> <li>p) Foundation Design</li> <li>q) Working Drawing</li> <li>r) Structural Drawings</li> <li>s) Electrification drawings</li> <li>t) Plumbing Drawings</li> <li>u) Technical Specification</li> </ul>	<b>45 Days</b>

3	Preparation of Tender Documents	Technical Specification and Preparation of ITB (Invitation to Bid) along with BOQ, Engineering Estimates and all details drawings and provide in soft and hard copies to UNDP for review.	30 Days
4	Implementation of works	Start till commissioning and handing over of building.	<b>12 Months</b>

**Note: The contractual obligations can commence immediately after a contract is signed. UNDP expects that those submitting proposals will factor this timeline into account.**



**Annex-6****PERSONNEL**

**3.1 Management Structure:** Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

**3.2 Staff Time Allocation:** Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: This *spreadsheet is crucial, and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

**3.3 Qualifications of Key Personnel:** Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

<b>Name:</b>		
<b>Position for this Contract:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Work Experience:</b>		
<b>Language Skills:</b>		
<b>Educational and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References no.1 (minimum of 3):</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.2</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.3</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	

**Declaration:**

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.

\_\_\_\_\_

Signature of the Nominated Team Leader/Member

Date Signed

**Annex 7****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 Representative Rupee Account*  
*UNDP Resident Representative*

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 (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]

**Annex 8****FORM FOR PERFORMANCE SECURITY**

***(This must be finalized using the official letterhead of the A rated Insurance Company.  
Except for indicated fields, no changes may be made on this template)***

**PERFORMANCE BOND**

To,  
UNDP Representative (Rupee) Account:

By this Bond .....[INSERT NAME AND ADDRESS OF THE CONTRACTOR] as Principal (hereinafter called "the Contractor") and..... [INSERT NAME, LEGAL TITLE AND ADDRESS OF SURETY, BONDING COMPANY OR INSURANCE COMPANY] as Surety (hereinafter called "the Surety") are held and firmly bound unto.....[INSERT NAME AND ADDRESS OF EMPLOYER] as Obligee (hereinafter called "the Employer") in the amount of. ....[INSERT AMOUNT OF BOND IN FIGURES AND IN WORDS], for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a contract with the Employer dated for ..... [INSERT TITLE OF CONTRACT AND BRIEF DESCRIPTION OF THE WORKS] in accordance with the documents, plans, specifications and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto) then this obligation shall be null and void; otherwise it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- (1) complete the Contract in accordance with its terms and conditions; or
- (2) obtain a bid or bids from qualified Bidders for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsible Bidder, arrange for a Contract between such Bidder and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term " Balance of the Contract Price", as used in this paragraph, shall mean the total amount payable by Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or
- (3) pay the Employer the amount required by Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors and assigns of the Employer.

This bond shall be valid until twenty-eight calendar days after issuance of the Certificate of Final Completion.

In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this.....day of.....2022

SIGNED ON:  
ON BEHALF OF:

SIGNED ON:  
ON BEHALF OF:

NAME &TITLE: