



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **UNDP/TLS/RFQ/2022/001 – Refurbishment works of Female Prison Block of Gleno Ermera Prison**

Date: 05 April 2022

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

Dear Sir / Madam:

We kindly request you to submit your quotation for **Refurbishment works of Female Prison Block of Gleno Ermera Prison** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

**Section 1:** This request letter

**Section 2:** RFQ Instructions and Data

**Annex 1:** Schedule of Requirements /Technical Specifications

**Annex 2:** Quotation Submission Form

**Annex 3:** Technical and Financial Offer


**Annex 4:** Technical Drawings


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

Documents uploaded in the system as part of your quotation must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:   
 DocuSigned by:  
 8F53BE9ADE76452...  
 Name: Ahmad Zubair  
 Title: Head of Procurement  
 Date: 4 April 2021

Signature:   
 DocuSigned by:  
 7938473DBCE645A...  
 Name: Ronald Kumar  
 Title: Operations Manager  
 Date: 4 April 2021

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b><u>21 April 2022 05:00 PM Timor Leste Time</u></b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: <b><u>bids.tp@undp.org</u></b></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF, JPG and MS Office</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: 10 MB</li> <li>▪ Mandatory subject of email: <b>RFQ/2022/001</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>

<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p>X <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	X Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in US\$
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p>

	<p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p><input checked="" type="checkbox"/> Company Experience, at least three (3) years' experience in providing similar construction work and should provide proof accompanied by correspondence from referees indicating that such project was executed as well as their contactable references.</p> <p><input checked="" type="checkbox"/> Company Profile</p> <p><input checked="" type="checkbox"/> Duly Accomplished and signed Form as provided in Annex 2 Form for Submitting Suppliers Quotation, and in accordance with the list of requirements set in Annex 1</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate in field of work.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p> <p><input checked="" type="checkbox"/> Financial statement/bank statement for last 2 years (2021, 2020 or 2020, 2019)</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from Clients for at least two (2) successfully implemented projects of similar scope and complexity within the last two (2) years</p> <p><input checked="" type="checkbox"/> Construction Timetable</p> <p><input checked="" type="checkbox"/> List of machineries or equipment owned by the contractor</p> <p><input checked="" type="checkbox"/> CVs of key personnel as stated in Annex-1</p> <ul style="list-style-type: none"> <li>• Lead Engineer – 1 CV</li> <li>• Field Civil Engineer - 1 CV</li> <li>• Electrical Engineer – 1 CV</li> </ul>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> within 30 days after completion of each milestone as per the deliverables sheet.</p>

<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Passing all Testing goods/construction work and certified by UNDP/Relevant Project <input checked="" type="checkbox"/> Completion of delivery schedule <input checked="" type="checkbox"/> Written Acceptance of Construction work provided based on full compliance with RFQ requirements
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:procurement.staff.tp@undp.org">procurement.staff.tp@undp.org</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 7 days before the submission deadline. Responses to request for clarification will be communicated via email by 11 April 2022
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Technical responsiveness to the specification given in the annex 2 <input checked="" type="checkbox"/> Full compliance to requirements and lowest price. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions. <input checked="" type="checkbox"/> Company Experience, at least three (3) years' experience in providing similar construction work, <input checked="" type="checkbox"/> Financial Capacity: average annual turnover of \$100,000 for last 2 years or availability of at-least \$30,000 in form of cash or liquid asset. <input checked="" type="checkbox"/> At-least 2 similar contracts for similar services to international or national organizations during last 4 years with one contract value at-least \$50,000 <input checked="" type="checkbox"/> Confirmation acceptance of warranty period for 6 months after acceptance by UNDP the completion of construction <input checked="" type="checkbox"/> Compliance with delivery terms of 90 days <input checked="" type="checkbox"/> Must have sufficient construction equipment, e.g. Minimum at least: <ul style="list-style-type: none"> <li>• A concrete mixer;</li> <li>• Dump truck for building materials mobilization;</li> </ul> <input checked="" type="checkbox"/> Provision of key personnel CVs and meeting with the minimum criteria: <ul style="list-style-type: none"> <li>• Lead Engineer – 1 CV</li> <li>• Field Civil Engineer- 1 CV</li> <li>• Electrical Engineer – 1 CV</li> </ul>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, <a href="#">Click or tap here to enter text.</a> reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25% ) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	X <a href="#">Contract for Works</a>
<b>Expected date for contract award.</b>	16 May 2022
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.

<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### SCOPE OF WORK

<b>TITLE:</b>	Refurbishment works of Female Prison Block of Gleno Ermera Prison
<b>AGENCY/PROJECT NAME:</b>	UNDP- Human Rights Oriented Prison Enhancement for Gender Equality (HOPE for GE)
<b>PERIOD OF ASSIGNMENT/SERVICES:</b>	Ninety (90) days starting from the issuance of the Contract
<b>COUNTRY OF ASSIGNMENT:</b>	The duty station of the work is Ermera, Gleno Prison.
<b>STARTING DATE</b>	Immediately after signature of contract

#### **A. UNDP Human Rights Oriented Prison Enhancement for Gender Equality (HOPE for GE)**

#### **B. Background**

UNDP is a longstanding institution in Timor-Leste, especially with a justice programme. UNDP's Justice Project has assisted the Government of Timor-Leste (GoTL) in designing the architecture of the justice sector of Timor-Leste, headed by the Ministry of Justice and the Judiciary, in the post-conflict context since 2003. In recent years, UNDP has expanded its access to justice portfolio with a heightened focus on gender justice – gender inequality and gender-based violence. In 2020, UNDP joined the EU-UN Spotlight Initiative to Eliminate Violence Against Women and Girls in Timor-Leste (Spotlight Initiative) which was launched in three municipalities – Bobonaro, Ermera, and Viqueque. UNDP has also initiated a new justice project, Accelerating Access to Justice for All in Timor-Leste (AAJAT) and Human Rights-Oriented Prison Enhancement (HOPE) for Gender Equality, and also partake in another new UN Joint Program funded by Korea International Cooperation Agency (KOICA), Hamutuk ba Igualdade (Together for Equality): Preventing and Responding to Gender-Based Violence.

In these projects, UNDP is exclusively tasked, among others, with the service delivery of the justice sector to increase access to justice of domestic violence/gender-based violence survivors and people residing in remote areas. This includes i) enhancing access to justice of women GBV survivors (access to legal information, strengthened legal aid), ii) strengthening gender-responsiveness in the sector (survivor-centered and responsive criminal justice processes, increase of women's representation in the legal profession), and iii) correctional facilities in line with the human rights standards and female inmates' special needs. Spotlight Initiative and AAJAT/HOPE/Together for Equality are designed to complement each other and have been implemented in a collaborative manner

In particular, the HOPE for GE project (the project) seeks to assist one of the most marginalized populations in Timor-Leste, namely the female pre-trial detainees, inmates, and ex-prisoners. In a patriarchal society, such as Timor-Leste, women face multiple discriminatory practices on a daily basis. More so is the case for women in prisons, such as the application of discriminatory laws (e.g., criminalization of abortion), unjust treatment, or negligence of their special needs. The project intends to tackle the institutionalized human rights violations currently occurring in correctional facilities to restore a sense of dignity and empowerment, as well as ensure gender-sensitivity. Considering female prisoners' disadvantaged status within the facilities and society, the project will provide the refurbishment of the female prison block in the correctional facility of Gleno Prison.

The female block correctional facilities will be refurbished to become gender-responsive and environmentally friendly as per the Bangkok Rules, especially for the female-only premises, including a separate room and other various facilities for female prisoners with a child. In addition to the significance of women prisoners' access to sanitary and washing

facilities, the project will also ensure that COVID-19 prevention measures will be in place. Overcrowded prisons with limited ventilation and water supplies are at high risk of spreading the virus.

Hence, the UNDP Timor-Leste is seeking to hire a construction firm to carry out construction and/or renovation works for the women's block in Gleno Prison. Considering the geographical context, monitoring strategy, work categories and timeliness the project sites are divided into three Lot as given below:

#### List of Project Sites:

No	Municipality	Type of Construction
1	Ermera, Gleno Prison	Refurbishment/Construction

#### C. General Objective of assignment

UNDP Timor-Leste seeks to establish a contract with competent and technically qualified **construction firm(s)** for the purpose of renovation works at Gleno Prison. The construction company shall be hired to carry out all the renovation works as mentioned in the BoQ in compliance with international and local standards. The services will include but **not limited to the following**:

Work to be done	Work breakdown (Specified on BOQ)
Preparation Work	<ul style="list-style-type: none"> <li>• Temporary fencing</li> <li>• Water supply</li> <li>• Electrical supply</li> <li>• Site office</li> </ul>
Demolition Works:	<ul style="list-style-type: none"> <li>• Floors</li> <li>• Walls,</li> <li>• Reinforced concrete,</li> <li>• Roof</li> </ul>
Foundation Work:	<ul style="list-style-type: none"> <li>• Excavation</li> <li>• Foundation Filling</li> </ul>
Concrete Works:	<ul style="list-style-type: none"> <li>• Reinforced concrete for: <ul style="list-style-type: none"> <li>○ Beams</li> <li>○ Water tank</li> <li>○ Kitchen benches and sinks</li> </ul> </li> </ul>
Wall Installation and Plastering:	
Door, Window and Ventilation Works:	<ul style="list-style-type: none"> <li>• Supply and Installation</li> </ul>
Roof Works:	<ul style="list-style-type: none"> <li>• Supply and Installation</li> </ul>
Ceiling Works	<ul style="list-style-type: none"> <li>• Supply and Installation</li> </ul>
Floor Cement & Tile Works	<ul style="list-style-type: none"> <li>• Supply and Installation</li> </ul>
Electrical Works	<ul style="list-style-type: none"> <li>• Supply and Installation</li> </ul>
Sanitation Works	<ul style="list-style-type: none"> <li>• Supply and Installation</li> </ul>
External Works	<ul style="list-style-type: none"> <li>• Supply and Construct</li> </ul>
Painting Works	<ul style="list-style-type: none"> <li>• Interior and Exterior</li> </ul>
Furnitures	<ul style="list-style-type: none"> <li>• Supply and Installation</li> </ul>
Other Works	<ul style="list-style-type: none"> <li>• Minor rehabilitation</li> <li>• Supply and Install</li> <li>• Sound system</li> </ul>
Final Clearance	



## D. Expected Deliverables and timelines

The successful construction firm(s) will perform the following outputs as presented in the table below:

### Timeline for implementation

No	Deliverables	Description of Performance	Timeline	Target due dates
1	Starting of construction and renovation work in facility and ensuring construction is going as per schedule.	<ul style="list-style-type: none"> <li>• Site mobilization</li> <li>• Removal of doors, windows, bars, and any other material</li> <li>• Demolition done</li> <li>• Foundation work done (excavation and foundation filling)</li> <li>• Concrete work completed</li> <li>• Floor cement and tile work done</li> <li>• Water tank and piping done</li> </ul>	45 days	TBD
2	Completion of construction and/or renovation work as per endorsed BoQ	<ul style="list-style-type: none"> <li>• Wall and plastering completed</li> <li>• Door, windows and ventilation works done</li> <li>• External Works</li> <li>• Roofing works completed</li> <li>• Ceiling works done</li> <li>• Electrical works completed</li> </ul>	35 days	TBD
3	Finalizing Bills	<ul style="list-style-type: none"> <li>• Sanitation works done</li> <li>• Painting works done</li> <li>• Furnitures done</li> <li>• Other works completed</li> </ul>	10 days	TBD

## E. Institutional Arrangements

The construction firm(s) will report to the Project Coordinator and/or Head of Democratic Governance Unit of HOPE and contracted UNDP architect. A committee will be established within UNDP Timor-Leste consisting of representatives from key stakeholder groups. The deliverables will be reviewed and accepted by this committee as per the rules and procedures in place.

The contractor is supposed to have adequate number of machineries to perform the construction work at site.

## F. Implementation Arrangement

- UNDP HOPE project will be the executing agency and main recipient for the Construction work with Sora Chung and Eusebio De Jesus Martins as focal point in implementing the services.
- Coordination meetings will be conducted between the UNDP, Ministry of Justice: Prison Department and selected construction firm(s).
- The Project Coordinator of HOPE will provide the Construction firm(s) with the necessary documents or support to enable the performance of the activities are properly undertaken.

**G. Qualifications of the Firm**

Please refer to Bid data sheet

**H. Qualification of Personnel**

The proposed activities shall be undertaken by a Team composed of the following key engineers and their corresponding qualifications:

The contractor should have sufficient number required personnel to complete the work on time. Below are minimum personnel required to start the work.

<b>Expert</b>	<b>Qualification</b>
Lead Engineer – 1CV	<ul style="list-style-type: none"> <li>✓ Education: Bachelor's Degree in Civil/Structural Engineering /Architecture/ Engineering Management/Project Management.</li> <li>✓ Experience: At least five (5) years' experiences in designing and construction or renovation of building or infrastructures project, and preferably with experience in green building design. With at least three (3) projects of similar size and scope. Registered with relevant professional bodies.</li> <li>✓ The lead engineer will be the focal person from the construction company.</li> <li>✓ One lead Engineer.</li> </ul>
Field Civil Engineer- 1 CV	<ul style="list-style-type: none"> <li>✓ Education: Diploma in Civil/Structural engineering /Architecture or its equivalent. Bachelor's degree is preferred.</li> <li>✓ Experience: At least 3 years of relevant experience in construction and/or renovation work. Experience in retrofitting work will be an added advantage. Incumbent should be proficient to prepare layout, section and elevations using AutoCAD. Ideal candidate should be proficient on using Microsoft office packages specially Word and Excel.</li> <li>✓ There should be one Civil Engineer full time.</li> </ul>
Electrical Engineer – 1 CV	<ul style="list-style-type: none"> <li>✓ Education: Diploma in EEE/ECE/ETE Electrical Engineering. Bachelor's degree is preferred.</li> <li>✓ Experience: At least 3 years relevant experience of designing and implementation of construction project preferable office building. Should be proficient to prepare layout for electrical fixtures using AutoCAD. Candidate having 5 years of working experiences with trade course in the same capacity can be accepted in lieu of Diploma/ Bachelor's degree.</li> <li>✓ One Electrical can be applied.</li> </ul>

**I. Duration of contract**

The Construction work will be implemented for a period of Ninety Calendar days (90) starting from the issuance of the Contract.

**J. Duty Station**

The duty station of the work is Ermera, Gleno Prison.

**K. Schedule of Payments**

The payment will be made based on the following deliverables.

<b>No.</b>	<b>Deliverable/Output</b>	<b>% of Progress</b>	<b>Target Due Date</b>	<b>% Disbursement</b>
1	<ul style="list-style-type: none"> <li>• Site mobilization</li> <li>• Removal of doors, windows, bars, and any other material</li> <li>• Demolition done</li> <li>• Foundation work done (excavation and foundation filling)</li> </ul>	45%	45 days	40%

	<ul style="list-style-type: none"> <li>• Concrete work completed</li> <li>• Wall and plastering completed</li> </ul>			
2	<ul style="list-style-type: none"> <li>• Floor cement and tile work done</li> <li>• Door, windows and ventilation works done</li> <li>• External Works</li> <li>• Water tank and piping done</li> <li>• Roofing works completed</li> <li>• Ceiling works done</li> <li>• Electrical works completed</li> </ul>	40%	35 days	35%
3	<ul style="list-style-type: none"> <li>• Sanitation works done</li> <li>• Painting works done</li> <li>• Furnitures done</li> <li>• Other works completed</li> </ul>	15%	10 days	15%
4	<ul style="list-style-type: none"> <li>• End of Defect Liability Period (Six Month after Substantial Completion)</li> </ul>	DLP Monitoring	6 Months	10%
			Total =	100%

N.B: After the substantial completion of the work, the completed work will be monitored by UNDP for 6 months from the date of substantial completion. If there is any defect discovered during DLP period, the construction company shall be liable to do the necessary rectifications of works as per the direction and guidance of UNDP.

PLEASE REFER TO ANNEX-4 for TECHNICAL DRAWINGS

## ANNEX 2: QUOTATION SUBMISSION FORM

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP/TLS/RFQ/2022/001	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 3 contracts</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER -**

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

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

**Technical Offer**

*Provide the following:*

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

No	Description	Amount (US\$)
1	2	3
I	PREPARATION WORK	\$
II	DEMOLITION WORKS	\$
III	FOUNDATION WORK	\$
IV	CONCRETE WORKS	\$
V	WALL INSTALATION AND PLESTERING	\$
VI	DOOR, WINDOW AND VENTILATION WORKS	\$
VII	ROOF WORKS	\$
VIII	CEILING WORKS	\$
IX	FLOOR CEMENT & TILE WORKS	\$
X	ELECTRICAL WORKS	\$
XI	SANITATION WORKS	\$
XII	EXTERNAL WORKS	\$
XIII	PAINTING WORKS	\$
XIV	SUPPLY AND INSTALL BED AND OTHER ROOM FURNITURES	\$
XV	OTHER WORKS	\$
XVI	FINAL CLEARANCE	\$
	<b>Grand Total</b>	<b>\$</b>

**Please refer to attached Excel file for Detailed BoQ Breakdown.**

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Six (6) month Warranty and defect liability period upon completion of works	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of UNDP GTC	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Technical Compliance with requirements of goods/Construction work in this RFQ	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of other terms and conditions in this RFQ	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of 90 days project completion period	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of UNDP GTC	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.