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# INVITATION TO BID

**For the Construction works on: Repair and Construction of Education Facilities for “EU4Schools” Programme funded by the European Union**

**Project Name: Reconstruction of “Emin Duraku” 9 years School, Tirana Municipality, Albania**

ITB No.: 0000012144

Project: EU4Schools Programme

Country: Albania

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## Section 1. Letter of Invitation

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

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


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

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

Please acknowledge receipt of this ITB by using the "Accept Invitation" function in eTendering system. This will enable you to receive amendments and updates to the ITB. Should you require further clarification, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for the queries on this ITB.

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

Approved by:

DocuSigned by:  
  
68CE0AA0456D436...  
Nuno Queiros

Deputy Resident Representative

## Section 2. Instruction to Bidders

### GENERAL PROVISIONS

<b>1. Introduction</b>	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<b>2. Fraud &amp; Corruption, Gifts and Hospitality</b>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>
<b>3. Eligibility</b>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by</p>

	<p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>B. PREPARATION OF BIDS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>

<b>6. Cost of Preparation of Bid</b>	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
<b>7. Language</b>	7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
<b>8. Documents Comprising the Bid</b>	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Bid;</li> <li>c) Price Schedule;</li> <li>d) Bid Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Bid.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
<b>10. Technical Bid Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p><b>10.3</b> When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
<b>11. Price Schedule</b>	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
<b>12. Bid Security</b>	<p>12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required</p>

	<p>by the ITB but is not found in the Bid, the offer shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> <li>ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</li> </ul> </li> </ul>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and</li> <li>b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by</p>



	<p>UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Bid</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process;</li> <li>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>16. Bid Validity Period</b>	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Bid Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p>

	17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
<b>18. Clarification of Bid (from the Bidders)</b>	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Bids</b>	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
<b>20. Alternative Bids</b>	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
<b>21. Pre-Bid Conference</b>	21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.

## c. SUBMISSION AND OPENING OF BIDS

<b>22. Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard (manual) submission copy</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> <li>i. Bear the name of the Bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS; and</li> <li>iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ol> <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
<b>Email and eTendering submissions</b>	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> <li>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</li> <li>b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</li> </ol> <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</a></p>
<b>23. Deadline for Submission of Bids and Late Bids</b>	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the</p>

	submission of Bids.
<b>24. Withdrawal, Substitution, and Modification of Bids</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
<b>25. Bid Opening</b>	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
<b>D. EVALUATION OF BIDS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Bids</b>	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination including Eligibility</li> <li>Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> <li>Qualification assessment (if pre-qualification was not done)</li> </ol>

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

	<p>works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
<b>32. Clarification of Bids</b>	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
<b>33. Responsiveness of Bid</b>	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <p>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall</p>

	be rejected.
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Bids</b>	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36. Award Criteria</b>	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
<b>37. Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
<b>40. Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form

	<p>available at  <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<b>43. Liquidated Damages</b>	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
<b>44. Payment Provisions</b>	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
<b>45. Vendor Protest</b>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>



## Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	<p>Will be Conducted</p> <p>The bidders are encouraged to attend the pre-bid conference to have a complete understanding of the Scope of Works and obtain information that may be necessary for preparing the bid.</p> <p>The <b>pre-bid conference</b> will be conducted:  <b>Date: 20 April 2022</b>  <b>Time: 11:00 AM</b></p> <p><b>Join Zoom Meeting</b></p> <p><a href="https://undp.zoom.us/j/84930301509">https://undp.zoom.us/j/84930301509</a>  <b>Meeting ID: 849 3030 1509</b></p> <p><b>Site visit will also be organized and all bidders are strongly encouraged to attend.</b>  <b>Date: 22 April 2022</b>  <b>Time: 11:00 AM</b></p> <p>The UNDP focal point for the arrangement is:  Procurement Unit  E-mail: <a href="mailto:procurement.al@undp.org">procurement.al@undp.org</a></p>

5	16	Bid Validity Period	90 days
6	13	Bid Security	<p>Required in the amount of ALL 2,200,000</p> <p>Acceptable Forms of Bid Security:</p> <ul style="list-style-type: none"> <li>▪ <b>Bank Guarantee only</b> (See Section 8 for template) – <b>no documents from Insurance companies are accepted.</b></li> </ul> <p>A scanned copy of the bid security shall be submitted as part of the e-Tendering bid submission. The original of the Bid Security shall be delivered to the below address not later than 10 days after the submission deadline.</p> <p><i>UNDP Albania, Str. Skenderbej, Gurten Building, 2<sup>nd</sup> Floor, Tirana, Albania</i></p>
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <ol style="list-style-type: none"> <li>1. The Contractor shall always ensure presence of its full time Engineers on site until the Substantial Acceptance is made, in line with conditions of the contract. UNDP shall deduct US\$200 per day for any absence of the Contractor's key personnel on the site.</li> <li>2. In case the works are not completed by contract completion date, 0.3 % of the total contract amount will be deducted out of the final invoice of the contractor for each day of delay.</li> <li>3. Once the total amount of liquidated damages is equal to 10% of the total contract amount, UNDP may terminate the contract.</li> </ol>
9	40	Performance Security	Required in the amount of 10% of the Bid Offer
10	12	Currency of Bid	For local vendors, Albanian Lek, whereas for foreign vendors US Dollars
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Procurement Unit E-mail address: <a href="mailto:procurement.al@undp.org">procurement.al@undp.org</a> Please specify the event ID in the subject of your email.</p>

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	As indicated in eTendering system. 09 May 2022, 14.00 hrs (local time) Note: eTendering system is in New York time zone. In case of any discrepancies in deadline, the one indicated in eTendering system prevails.
14	22	Allowable Manner of Submitting Bids	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input checked="" type="checkbox"/> <b>e-Tendering</b> <b>Bids not sent in eTendering system will not be considered.</b> This procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guides and videos in different languages: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a>  If already registered, go to <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and sign in using your username and password. Use "Forgotten password" link if you do not remember your password. Do not create a new profile.  If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached): <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> •Username: event.guest •Password: why2change
15	22	Bid Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> <u>Search for event ALB10 and Event ID: 0000012144</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only and the Priced BOQ in excel format in addition to the signed and stamped PDF file</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: 35Mb</li> </ul> Documents which are required in original (such as Bid Security) should be sent to the UNDP address from BDS No. 6 with a PDF copy submitted as part of the electronic submission. Other documents need to be uploaded directly

			in the system. UNDP reserves the rights to ask for originals during the evaluation.
17	25	Date, time and venue for the opening of bid	Bidders will receive an automatic notification from eTendering system after bidding is closed.
18	27, 36	Evaluation Method for the Award of Contract	Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and Lowest price offer of technically qualified/responsive Bid per LOT/ITB
19		Expected date for commencement of Contract	<i>June 1, 2022</i>
20		Maximum expected duration of contract	300 calendar days, starting from the date on which the Contractor is given Access to the Site and receive a notice from the UNDP Engineer to commence the Works and ending on the date of substantial completion of works stated in the Certificate of Substantial Completion.
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	Contract for Civil Works <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Works <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
24		Other Information Related to the ITB	<b><i>Based on the Decision of Council of Ministers No. 143, dated 13.02.2020 "On the procedures for issuing the authorization for subjects of reconstruction and for exemption from value added taxation (VAT) of furniture of goods and services related with reconstruction process", amended by the Decision of Council of Ministers No. 804, dated 30.09.2020, the projects under this call are VAT exempted.</i></b>  <b><i>Please, follow the link below for more details regarding this issue:</i></b> <a href="https://qbz.gov.al/eli/vendim/2020/09/30/804/0752944c-d6e2-478d-ac39-666cb0b2f5dc">https://qbz.gov.al/eli/vendim/2020/09/30/804/0752944c-d6e2-478d-ac39-666cb0b2f5dc</a>

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security (if required) submitted as per ITB requirements with compliant validity period

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity. Notarized copies of Registration Documents of legal entity; in case of joint venture or consortium, copies of article of association and/or copy of joint venture/consortium agreement and copy of the Power of Attorney for the representative of the JV.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form - Attestation from the Court that the company (companies in case of JV or consortium) did not make any request for bankruptcy procedures (reference to ICMIS system), or Updated National Registration Centre

		<p>extract (QKB) issued within the last month (30 days).</p> <p>- Certificate from the tax office that certifies the company has no fiscal obligations issued within the last month (30 days)</p>
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"> <li>▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer</li> <li>▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> <li>▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</li> <li>▪ Export/Import Licenses, if applicable</li> </ul>	Form B: Bidder Information Form
	<p>Certified copies of licenses for the required type of construction works issued by relevant institutions in Albania, or by other international relevant institutions equivalent and recognized by Albanian authorities.</p> <p>The company/JV must have at least the following requirements:</p> <p>(i) Construction of high-rise buildings</p> <ul style="list-style-type: none"> <li>• NP-1, A Excavation Work,</li> <li>• NP-2, C, Civil and industrial building works</li> <li>• NP-3, C Reconstruction and maintenance of civil and industrial buildings</li> <li>• NP 7 A, Water supply installation</li> <li>• NP-11, A Electrical work installation, substation, low, medium and high voltage lines</li> <li>• NP-12, A Environmental engineering works</li> <li>• NS-1, A Demolishing works</li> <li>• NS-2, A Hydro-sanitary work, laundry, cousins and maintenance</li> <li>• NS-3 A, Lifting Elevator implants</li> <li>• NS-4, B Finishes work, masonry, wood, plastic metallic and glass finishes</li> <li>• NS-12, B Air conditioner, technologic implants, technologic implants</li> <li>• NS-13, A Telephone lines and telecommunications works</li> <li>• NS-14, A Indoor electrical, phone and TV installation</li> <li>• NS -18 A, Topographic Work</li> <li>• III.2.A collection, storage and transportation of urban waste</li> </ul>	

	<p>(ii) Relevant certificates related with international standards such as ISO, etc.</p> <p>Note: All above license points are as per Albanian legislation. For the Foreign Companies, the License points specified above must be equivalent and recognized by the Albanian authorities.</p> <p><i>(For JV/Consortium/Association, all JV members cumulatively should meet requirement).</i></p>	
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	<p>Minimum 5 (five) years of relevant experience in implementing construction, renovation or rehabilitation projects.</p> <p>In case of a JV/ Consortium/ Association each company must have minimum 5 years of experience. In case of a JV/ Consortium/ Association, each member must have similar works related to the works that they will undertake in the contract.</p>	Form D: Qualification Form
	<p>Minimum 3 (three) contracts of similar value, nature and complexity implemented over the last 5 (five) years.</p> <p>Minimum 3 (three) completed works contracts of similar nature and complexity implemented in over the past 5 years with the minimum average value of not less than 400,000,000 ALL;</p> <p>Similar works include civil works in the field of construction, reconstruction and/or repairing of schools, kindergartens, creches, social centres, residential and commercial buildings, hospital, hotels and multifunctional centres. Minimum volume of implemented works for the last 5 years in the above-mentioned types of interventions for each contract must be supported with the relevant work contract, final certificate of payment, completion certificate and hand over certificate and invoices translated and notarized if it they are not in English language.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover <sup>2</sup> of ALL 1,000,000,000 for the last 3 years.	Form D: Qualification Form

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

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

	<p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>The Applicant should demonstrate proven financial reporting and accounting capability and stability to implement the civil works on Repair and Construction of Education facilities in Albania.</p> <p>Applicants should provide key financial information by filling Form D: Financial Standing.</p> <p>The Applicant shall provide certified copies of financial statements Balance Sheet and Income Statement, Profit and Loss, Cash Flow, notes to the Financial Statements) for the past three (3) fiscal years. The financial statements shall:</p> <ol style="list-style-type: none"> <li>reflect the financial situation of the Applicant, and not parent or subsidiary firms;</li> <li>be complete, including all notes to the financial statements;</li> <li>correspond to accounting periods already completed (no statements for partial periods shall be requested or accepted).</li> </ol> <p>The financial statements shall be audited by certified auditor. UNDP reserves the right to require from the Applicant during the evaluation process or at later stage additional evidence (e.g., audited financial balance sheets) to ensure that the financial statements are duly reflecting the financial state of the Applicant.</p> <p>Liquidity – The Bidder is required to provide proof of financial liquidity/available credit facility by submitting a bank confirmation stipulating that the company will be financed to cover expected monthly cash flow requirements for the contract.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Form D: Qualification Form</p> <p>Bank confirmation on Credit Facility / Financial Liquidity</p>
<b>Technical Evaluation</b>	<p>The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.</p> <p>Full compliance of Bid to the Technical Requirements. Documents to be submitted are as follows:</p> <p><b>A description of the technical approach and methodology</b> proposed for the execution of works must be submitted. This approach and methodology should provide details on how the bidder intends to organize and execute the works as well as ensure the quality, timelines and warranty period.</p> <p><b>Health, safety and environmental management program.</b> Based on the particular and specific work under this contract, the bidder must provide a <b>separate safety manual</b> and also a <b>separate environmental management program</b>, where all the safety and</p>	<p>Form E: Technical Bid Form</p>



security procedures that will be followed on site during the implementation of works should be explained in detail.

**Time for Completion** and a detailed specified schedule of works must be provided.

Bidder's **internal technical and quality assurance review**

### **Management Structure and Key personnel**

**Qualification of key personnel to be assigned to the contract as follow:**

- I. **One Licensed University Graduate Civil Engineer/ Architect** to act as an overall team leader and a construction site manager with a minimum of 10 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.
- II. **One Licensed University Graduate Civil/Hydro Engineer** to act as construction site engineer with a minimum of 10 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities. He/she must be permanent staff of the Company and its payroll for at least 1 (one) year.
- III. **One Licensed University Graduate Electrical Engineer** with a minimum of 7 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.
- IV. **One Dedicated Site Health and Safety Engineer.** He or She must be full time on site for Safety issues, equipped with Safety Certificates based on the Albanian legislation on occupational health and safety procedures He/she must be permanent staff of the Company with a minimum of 3 years of experience in the construction field.
- V. **One Licensed University Graduate Topographic Engineer** with a minimum of 5 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.
- VI. **One Licensed University Graduate Geological/Geotechnical Engineer** with a minimum of 7 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.
- VII. **One Licensed University Graduate Hydro Technical Engineer** with a minimum of 10 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and

- education facilities.
- VIII. **One Licensed University Graduate Mechanical Engineer** with a minimum of 10 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education.
  - IX. **One Licensed University Graduate IT Engineer**, with a minimum of 5 years of experience in the field of construction, reconstruction and/or rehabilitation of residential, commercial or public buildings, schools and education facilities.
  - X. **One Licensed University Graduate Environmental Engineer (or chemistry)** with a minimum of 5 years of experience licensed in the field.
  - XI. **At least three site technicians** specialized in civil and construction finishing works to act as foreman with minimum of 5 years of experience in the field of construction finishing works of residential, commercial or public buildings

The bidder shall provide certified copies of Certificates (professional license/ professional exam certificates) to prove the qualification of key personnel.

**Other Personnel:**

The Applicant must have at least 150 full-time employed construction workers, including the company's key and permanent personnel for a minimum period from March 2021 to March 2022, certified through Attestation (E-SIG 02/a) issued by Tax Office, confirming paid of social and health contribution or any other relevant document in case of international applicant.

The Bidder must have 1 (one) general practitioner doctor as a staff member of Company. In the case of the JV, at least one of the members of the JV must have in their staff of 1 (one) general practitioner.

The Applicant shall submit a statement that he will engage additional specialized technical personnel and construction workers as per the project needs.

**Equipment Commitment Form as follows:**

Description	Capacity	Q-ty
Heavy trucks	20 m3	5
Heavy trucks	10 m3	4
Truck	3 -4 m3	2
Tire Excavator		1

Tract Excavator		2
Loader		1
Backhoe Loader		1
Water tank truck		1
Generator		1
Steel Cutting machine		3
Concrete mixer manual		6
Concrete vibrator		4
Excavator equipped with pneumatic hammer		1
Hand Jack hammer		4
Compressor		2
Scaffolding		1600 m2
Moto welding generator		2
Electric Welding machine		2
Plastering pump		4
False work	M2	1600 m2
Auto crane	pcs	1
Tower crane	pcs	1
Portable crane	pcs	4

**Note:** The above machineries must be owned by the company or JV or within leasing contract. In both case they must be accompanied with:

- For the vehicles owned by the bidder, listed in the public registers, the document certifying the registration of the vehicle (circulation permit), plus the certificate of technical control and insurance of the vehicle (valid) should be presented.
- For the leased or rented vehicles, must be provided the document certifying its registration plus the certificate of technical control and vehicle insurance (valid) must be accompanied by the relevant lease or rent contract, valid for the entire period of performance of the contract subject to this procurement. In the case of other assets, it should be accompanied by the clearance deeds or purchase tax invoices.

For JV/Consortium/Association, all Parties cumulatively must meet the above requirements, but each party of the

	<p>JV/Consortium/Association must submit the relevant machinery as per the JV percentage agreement). All the documents submitted for the above machineries and equipment's must be translated in English by a certified translator.</p> <p>The bidder must submit a statement that the above machinery is not engaged in other contracts.</p> <p>The Contracting Authority reserves the right to carry out the physical verification of the availability of these machineries at any time.</p>	
<b>Financial Evaluation</b>	<p>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)</p> <p>Comparison with budget/internal estimates.</p>	Form F: Price Schedule Form

**Note: All the Forms must be submitted as per the template provided in the solicitation documents and no deviation should be made.**

**UNDP reserves the right to request additional documentation to the Bidders to substantiate their offers if deemed necessary before taking the final decision.**

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

Excerpts from the project design, Bill of Quantity (BoQ) and drawings/plans with all needed details are provided as separate files. The bidders are not allowed to change the existing works description, quantities, nor add new items, etc. in the BoQ.

If the BoQ as well as technical documentation specifies the name of the manufacturers of equipment, the offer of another manufacturer with the same or better technical characteristics than required is acceptable. Bidder should submit a Compliance Sheet with detail specifications of the equipment offered as well as catalogues and brochures for each of required equipment.

The bidder must submit the BoQ in PDF signed and sealed as well as **in Excel version.**



BoQ Emin  
Duraku.xlsx

## Section 5b: Other Related Requirements

Exact Location	<b>"Emin Duraku" 9-year School is situated in Tirana Municipality.</b>
Commencement of work	The Contractor shall commence work within 7 days from the date on which it is given access to the site, and it receives the notice to commence from the engineer
Warranty	<p>12 Months after the construction works have been completed, and final certificate hand over is issued 24 months warranty period will be applied for mechanical and CCTV equipment installation,</p> <p>The warranty period, for construction work and for the equipment installation will be verified on a joint site visit with UNDP Engineer responsible, Supervision Company and Contractor representative. Beneficiary representative may participate in this visit.</p>
Pricing	<p>The contract is based on unit price, and the final price of the Contract will be determined on the basis of actual quantities of work and materials utilized in the complete and satisfactory performance of the Works as certified by the Engineer and the unit prices contained in the Contractor's financial proposal. Such unit prices are fixed and are not subject to any variation whatsoever.</p> <p>Bidders shall quote reasonable bid prices with an acceptable margin of deviation in comparison to the local market prices at the time of bids preparation. In case of unbalanced pricing (i.e., despite an acceptable total evaluated price, the price of one or more BoQ line items is significantly over- or under-priced), UNDP have the right to reject the unbalanced bid if it determines that the lack of balance does pose an unacceptable risk to UNDP).</p>
Payment Terms	The contractor shall submit invoices for the work performed every month. The final payment invoice will be paid upon to the works completed in according to the BoQ and technical specification., Before the final payment the following must have been finalised: (i) supervision final report must be submitted, (ii) and testing and commissioning finalized, (iii), final technical dossier must be submitted and accepted, including built drawings and (iv). The final handover certificate of the project is completed. All the above documents must be signed and approved by the technical staff assigned by the programme and the Supervision Company,

## Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

### Technical Bid:

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

### Price Schedule:

▪ Form F: Price Schedule Form	<input checked="" type="checkbox"/>
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## Form A: Bid Submission Form

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*[Stamp with official stamp of the Bidder]*



## Form B: Bidder Information Form

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

<b>contact for requests for clarifications during Bid evaluation</b>	Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures</li> <li>▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</li> <li>▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.</li> <li>▪ Export Licenses, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> </ul>

## Form C: Joint Venture/Consortium/Association Information Form

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

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

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

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

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

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

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

## Form D: Eligibility and Qualification Form

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

If JV/Consortium/Association, to be completed by each partner.

### History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Bid

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

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization’s commitment to sustainability.

**SECTION 2: Scope of Supply, Technical Specifications, and Related Services**

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 Method Statement. A detailed description of the technical approach and methodology proposed for the execution of works must be submitted. This approach and methodology should provide details on how the bidder intends to organize and execute the works as well as ensure the quality, timelines and warranty period. Details how the different service elements shall be organized controlled and delivered.

- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

2.3 The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.

2.4 Work Schedule including a Gantt Chart indicating the detailed sequence of activities that will be undertaken and their corresponding timing. The Work Schedule shall be read in conjunction with the Instructions to Bidders, Bid Data Sheet, Statement of Works, and Technical Drawings and shall set forth the Bidder’s best estimate, at the time of preparation of the Bid, of the time(s) required for the various key tasks required to execute the works in accordance with the information provided in the aforementioned Bid Documents. The key tasks and activities for which execution times are to be detailed in the Work Schedule shall include, but not be restricted to the various activities as specified in the Statement of Works and the Bill of Quantities, etc.

2.5 Health, safety and environmental management program. Demonstrate how you plan to integrate sustainability measures in the execution of the contract. The bidder must provide a separate safety manual and also a separate environmental management program, where all the safety and security procedures that will be followed on site during the implementation of works should be explained in detail.

**SECTION 3: Management Structure and Key Personnel**

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

**Format for CV of Proposed Key Personnel**

Name of Personnel	[Insert]
Position for this assignment	[Insert]

<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert]  Reference 2: [Insert]

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

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

\_\_\_\_\_  
Date (Day/Month/Year)



## Form E1: Projects in Hand/In-Progress

Complete information about all projects in progress. (In case of JV, each of JV members must fill-in the Form).

Name of Client	Project name and location	Contract Value	Project Start Date	Scheduled Completion Date	Completion percentage

## FORM E2: KEY PERSONNEL COMMITMENT FORM

*The key personnel commitment form should be printed on company letterhead, signed by the authorized representative(s) of the bidder, dated and stamped.*

Role/Designation	Name of personnel	Education (degree)	Years of Similar Work Experience

**Note:** Form E2 should be supplemented by:

- CVs of the proposed key personnel;
- University Degrees, and other supporting documents (certifications, membership to professional bodies etc.);
- Work Contracts;
- Declaration of the availability for non-permanent staff;
- Statement that the bidder will engage additional specialized technical personnel and construction workers as per the project needs;
- Attestation (E-SIG 02/a) issued by Tax Office, confirming paid of social and health contribution or any other relevant document in case of international applicant for period of January 2021 – January 2022.

We, the undersigned, undertake to commit the following key personnel whose names and qualifications have been summarized above for the execution of the subject matter works project.

## Form E3: Equipment Commitment Form

The list of minimum equipment required is provided in Section 4.

Equipment	Manufacturer	Model	Year of manufacturer	Source
				Owned Rented Lease

**Note:** The above equipment must be owned by the company or JV or rented through leasing contract. In both cases they must be accompanied with:

- For the vehicles owned by the bidder, listed in the public registers, the document certifying the registration of the vehicle (circulation permit), plus the certificate of technical control and insurance of the vehicle (valid) should be presented.
- For the leased or rented equipment, must be provided the document certifying its registration plus the certificate of technical control and vehicle insurance (valid) must be accompanied by the relevant lease or rent contract, valid for the entire period of performance of the contract subject to this procurement. In the case of other assets, it should be accompanied by the clearance deeds or purchase tax invoices.
- We, the undersigned, undertake to commit at the above-mentioned equipment for the subject matter works

We, the undersigned, undertake to commit at the above-mentioned equipment for the subject matter works project

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

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

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

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

*[Stamp with official stamp of the Bidder]*

## Form E4: Main Equipment Specifications Form

#	Description	UNDP Requested specifications	Bidders Offered specification
1	<i>SP Elevator (3 stops) which includes its cabin, movement instruction construction, bolting, electrical panel, motor, etc.</i>	320KG-400KG, Brake voltage<5, Power 380V,220V,50HZ/60HZ, Integrated Controller.; see design drawings and specs for more details	
2	<i>S.I Station Fire Protection Pump.</i>	Compact pressure increase system in accordance with EN 12845, 2005. Diesel engine fuel pump, air cooling, direct injection of fuel. Diesel Pump / Flow 36 m <sup>3</sup> / h. Head 75 m kH <sub>2</sub> O. Power 26.5 kw. Electric Pump. Flow 36 m <sup>3</sup> / ore. Head 75 mKH <sub>2</sub> O. Power 22 kw. Current 39.9A. Voltage 3/400 V50 H/Z. Protective Rate IP54. Jockey Pump. Power 1.1 kw. Current 2.7A. Manifold Suction DN 65 PN 10 Dimension 1609 X1230 X1748 mm.	
3	<i>SI. Sanitary water system pump with technical characteristics for the school.</i>	Installed power 2X4kw. Current intensity (7.4) A Connections 11/2 PN 16, Voltage given 3F 400V, 50Hz Flow .22 m <sup>3</sup> / h. Prevalence 75 m KH <sub>2</sub> O with expansion tank 500 liters. Dimension 1635 X 600X730 mm	
4	<i>S.I. Autonomous and compact air-air units of horizontal design, Rooftop Type. They include inside all the components required for providing the proper air conditioning to the installation. Units for Reversible Heat Pump Operation.</i>	Cooling/Heating Capacity Q=123/130 kw. Air flow = 20 000 m <sup>3</sup> /h Available static pressure 300Pa. COP=3.64 EER=3.18	
5	<i>Scroll compressor heat pump. axes D-L equipped with</i>	cooling capacity 68.7 kw heating capacity 71 kw COP=4	

	<i>temperature sensor. including control panel, ground floor.</i>	EER=3.5	
<b>6</b>	<i>Scroll compressor heat pump. axes A-C equipped with temperature sensor. including control panel, ground floor.</i>	cooling capacity 72 kw heating capacity 76 kw COP=4 EER=3.5	
<b>7</b>	<i>Scroll compressor heat pump. axes D-L equipped with temperature sensor. including control panel, first floor.</i>	cooling capacity 83 kw heating capacity 90 kw COP=4 EER=3.5	
<b>8</b>	<i>Scroll compressor heat pump. axes A-C equipped with temperature sensor. including control panel, first floor and second floor (two equipment in total).</i>	cooling capacity 74 kw heating capacity 79 kw COP=4 EER=3.5	
<b>9</b>	<i>Scroll compressor heat pump. axes D-L equipped with temperature sensor. including control panel, second floor.</i>	cooling capacity 84 kw heating capacity 92 kw COP=4 EER=3.5	
<b>10</b>	<i>Scroll compressor heat pump. axes D-L equipped with temperature sensor. including control panel, third floor.</i>	cooling capacity 85 kw heating capacity 94 kw COP=4 EER=3.5	
<b>11</b>	<i>Scroll compressor heat pump. axes A-C equipped with temperature sensor. including control panel, third floor.</i>	cooling capacity 76 kw heating capacity 80 kw COP=4 EER=3.5	
<b>12</b>	<i>Fire Alarm Control Panel Control</i>	Intelligent Addressable, network communication options through Essent cards, power stations, 230V / 12V, 24 h / aut. 127 elements per loop (complete with operating module, LCD panel, Loop Card, etc. RL Card. With 1 loop	
<b>13</b>	<i>Indoor Camera</i>	<i>5mpx, 2560×1920 @20fps, Fixed Lens 6mm, Color: 0.006Lux @F1.2, * Easy Installation * Built-in Microphone * SD card support * IP67 Ingressive Protection * IK09 Vandal-proof * Wall Mount Optional * 25m IR Distance</i>	

14	UPS 220V, 3kVA, 10min Autonomy	Input: 1.Nominal voltage: U=230V; 1P +Neuter 2.Nominal frequency f=50 Hz; 3.Voltage variation : $\pm 15\%$ ; 4.Stability ICC = 16kA; 5.Cos fi: 0,9; 6.Battery voltage: 110V (DC);  Output: 1.Nominal voltage: S=3 kVA; 2.Output voltage: 230V, 1P + N; 3.Voltage stability $\pm 1\%$ ; 4.Voltage mechanical stability: $\pm 3\%$ (within 2 msec); 5.Frequency: f=50 Hz; 6.Frequency stability $\pm 0,5\%$ (in absence of the grid)	
15	Photovoltaic panel system.	Total power of 15kVA including battery system, mounting accessories, batteries, inverters, and everything else for a functional system. The system should supply only the lighting section	

Bidder should submit a Compliance Sheet with detail specifications of the equipment offered as well as catalogues and brochures for each of required equipment.

We, the undersigned, undertake to commit at the minimum the following equipment for the subject matter works project

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

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

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

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

*[Stamp with official stamp of the Bidder]*

**Note: Form E2 should be supplemented by the CVs of the proposed key personnel, copies of their diplomas, and other supporting documents (certifications, membership to professional bodies etc.) as applicable if they are different from the personnel submitted during the pre-qualification. The requirements for key personnel are provided in the Section 4.**

**Form E3 should be supplemented by documents about the capacity, customs clearance, tax payments, ownership status, rented contract if the equipment are in addition or different from those submitted in the pre-qualification phase.**

## FORM F: Price Schedule Form

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

**The Bidder is required to prepare the Price Schedule following the below instructions:**

Bill of Quantities has been attached as a separate excel document (Section 5/A). Bidders shall complete and submit the Bill of Quantities along with their Bid, in PDF signed and sealed and also in excel version.

This Bill of Quantities is an itemized breakdown of the works to be carried out, indicating a quantity for each item and the corresponding unit price. The quantities set out in this Bill of Quantities are estimated quantities. The amounts due shall be determined through the measurement of the actual quantities of the works executed and by applying the unit rates to the quantities actually executed for the respective items.

The prices inserted in the Bill of Quantities are to be the full inclusive values of the works described under the items, including all costs and expenses which may be required in and for the construction of the works described together with any temporary works and installations which may be necessary, and all general risks, liabilities and obligations set forth or implied in the documents on which the tender is based. It will be assumed that establishment charges, profit and allowances for all obligations are spread evenly over all the unit rates.

In the bill of quantities, rates and prices shall be entered by the Bidder in the appropriate columns in ALL or USD. Unit Rates shall include the overheads.

### A. Summary Table

Description	Total Price (ALL or USD)
<b>PUNIME STRUKTURE / STRUCTURAL WORKS</b>	
<b>PUNIME ARKITEKTURE / ARCHITECTURAL WORKS</b>	
<b>SISTEMI I NGROHJES &amp; FTOHJES / HEATING &amp; COOLING SYSTEM</b>	
<b>PUNIME HIDROSANITARE + MBROJTJA NGA ZJARRI / HYDRAULIC INSTALLATIONS + FIRE PROTECTION SYSTEM</b>	
<b>PUNIMET ELEKTRIKE / ELECTRICAL WORKS</b>	
<b>SHUMA PA TVSH / TOTAL WITHOUT VAT:</b>	
<b>FONDI REZERVE 5% / CONTINGENCY 5%</b>	
<b>SHUMA TOTALE / TOTAL AMOUNT</b>	

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

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

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

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

*[Stamp with official stamp of the Bidder]*

## FORM G: Form of Bid Security

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]  
[insert: address and email address]*