



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-RFQ-2022-144	Date: 11 May 2022
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **Construction of five (05) Shops and 3 Washrooms at Joint Police Training Centre (JPTC) Phase 2, Hakimabad, Nowshera** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Forms for Technical Offer

- Form A Projects in Hand/in progress
- Form B Work Programme/Gantt Chart
- Form C: Key Personal Commitment Form

Annex 4: Forms for Financial Offer/Price Schedule Form

Annex 5: Template for Bid Security

Annex 6: Template for Performance Security (Required once the bidder is selected)

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, through e-Tendering System <https://etendering.partneragencies.org> on or before **Wednesday 25<sup>th</sup> May 2022** (1230 Hrs Pakistan Standard Time) as indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Any requests for clarification about the contents of RFQ shall be sent to the email address at [pakistan.procurement.info@undp.org](mailto:pakistan.procurement.info@undp.org). Answers to questions/inquiries will be forwarded to all the prospective bidders.

Thank you and we look forward to receiving your quotations.

Issued by:

DocuSigned by:  
  
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Signature: "For"

Name: Knut Otsby

Title: Resident Representative, UNDP Pakistan

Date:

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>25-May 2022 (12:30 Hrs Pakistan Standard Time)</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <ul style="list-style-type: none"> <li>▪ The bidder should receive an system email acknowledging receipt of bid in E-Tendeing.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>• Insert BU Code and Event ID number <b>PAK-10 Event ID 0000012388</b></li> </ul> <p>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>Cost of preparation of quotation</b>	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
<b>Conflict of Interest</b>	UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders

	<p>shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [30 Days]</p> <p><input type="checkbox"/> Others [Special Conditions of PO/Contract will be attached Separately]</p>
<b>Eligibility &amp; Qualification</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative [Following are the minimum eligibility requirements].</p> <p><b>Following are the Minimum Eligibility Requirement under this RFQ which will be evaluated on YES/NO Basis. Bidder must submit below mentioned documents to determine their Eligibility in the RFQ.</b></p> <ul style="list-style-type: none"> <li>➤ Valid certificate of registration with Pakistan Engineering Council (PEC) in Category C-4 or above.</li> <li>➤ Bidder must provide 3 contracts/Purchase Orders (Civil Works) and Completion Certificate issued by Clients of Value min. PKR 05 million (each) Completed in last 3 Years.</li> <li>➤ Minimum average annual turnover for the last three (03) years shall equal to no less than PKR 10 million for last 3 Years.</li> <li>➤ Quick Ratio (QR) should be not less than 1.0. If QR is less than 1, UNDP shall verify financial capacity of the bidder and has the right to seek references from concerned parties &amp; banks on the bidder's financial standing.</li> <li>➤ Submission of Bid Security PKR 300,000/-</li> </ul>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>Pakistani Rupee - PKR</b>
<b>Joint Venture,</b>	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

<b>Consortium or Association</b>	act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
<b>Duties and taxes</b>	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: <input checked="" type="checkbox"/> Offer be inclusive of VAT and other applicable indirect taxes. <b>UNDP will not provide any import duty/tax exemption to the bidder.</b> <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes [according to project and applicable country agreement]
<b>Language of quotation</b>	English Including documentation including catalogues, instructions and operating manuals.
<b>Documents to be submitted</b>	<b>Bidders shall include the following documents in their quotation:</b> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical Offer Forms (A, B & C) duly completed and signed and in accordance with technical criteria <input checked="" type="checkbox"/> Annex 4: Financial Offer/Price Schedule Form along with signed BOQs duly completed and signed and in accordance with Schedule of Requirement Annex-1 Properly filled-in Priced BOQs in excel as well as in hard form as per the format with company stamp and signature should be uploaded into e-Tendering system).  <b>Bidder Must Provide below mentioned documents in their submission:</b>  <input checked="" type="checkbox"/> Bid Security - <b>PKR 300,000</b> The original banking instrument should be sent to UNDP Office on the address as UNDP Registry, 2 <sup>nd</sup> Floor, Serena Business Complex, Khayaban-e-Suharwardy, G-5, Islamabad. A scanned copy of the banking instrument must be uploaded in the e-Tendering System along with other requisite documents. <input checked="" type="checkbox"/> Valid PEC Registration Certificate (C-4 or above). <input checked="" type="checkbox"/> Audit Financial Reports for Last three Years i.e. 2019 and 2020 and 2021.

	<input checked="" type="checkbox"/> Tax Registration (NTN & STRN)/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; <input checked="" type="checkbox"/> C.Vs of the project personnel including the qualification and experience of the Team Leader and all other personnel to be assigned to the Project . refer to Form C (Key Personnel Commitment Form) in technical requirements <input checked="" type="checkbox"/> Form A - Projects in Hand/in progress <input checked="" type="checkbox"/> Form B - Key Personal Commitment Form
<b>Quotation validity period</b>	<p>Quotations shall remain valid for <b>90 Days</b> days from the deadline for the Submission of Quotation.</p> <p><b>Please note that this will be fixed price contract, price escalation is not applicable under this RFQ.</b></p>
<b>BID Security</b>	<p>Required - <b>PKR 300,000</b></p> <p>The Original Bid Security should be sent to UNDP Office through courier at the following address on or before <b>25<sup>th</sup> May 2022 at 12:30 pm</b> and a scanned copy should be submitted through the e-Tendering system.</p> <p style="text-align: center;"> <b>UNDP-RFQ-2022-144</b>  <b>UNDP Registry, Quotation/Bids/Proposals</b>  <b>United Nations Development Programme</b>  <b>Serena Business Complex, 2nd Floor,</b>  <b>Khayaban-e-Suharwardy,</b>  <b>Islamabad, Pakistan</b>  <b>Tel: 051-8355600 Fax: 051-2600254-5</b> </p> <p style="text-align: center;">Acceptable forms of Bid Security:</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Form of Bid Security (Annex-5 for template) <b>OR</b></p> <p style="text-align: center;"><input checked="" type="checkbox"/> Any Bank-issued Check / Cashier's Check / Certified Check In the name of UNDP Representative (Rupee) Account, UNDP Pakistan</p> <p>Validity of Bid Security: 120 days from the last day of bid submission.  Bid security of unsuccessful bidders shall be returned.</p>
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
<b>Pre-Bid conference /Site visit</b>	Will not be conducted
<b>Maximum expected duration of contract</b>	Four (04) Months commencing from the date of award of Contract and handing over this site to contractor.

<b>Payment Terms</b>	<input checked="" type="checkbox"/> Within 30 days after submission of payment documentation as per below schedule:		
	<b>Invoice #</b>	<b>Description</b>	<b>Percentage</b>
	1	Upon Completion of 50% of the awarded contract works as per attached BOQ. Duly certified by the consultant and approved by UNDP Engineers	50%
	2	Upon Completion of 100 % of the awarded contract works as per attached BOQ. Duly certified by the consultant and approved by UNDP Engineers	50%
		<b>Total value of Contract in PKR</b>	100%
	<p><b>No Advance Payment allowed</b></p> <p><input checked="" type="checkbox"/> Other Click or tap here to enter text.</p>		
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements (As mentioned in Payment Terms)</p> <p><input type="checkbox"/> Others [pls. specify]</p>		
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>E-mail address: Focal Person – <b>Aman Khan – Procurement Officer</b>  <a href="mailto:pakistan.procurement.info@undp.org">pakistan.procurement.info@undp.org</a>  Please mention RFQ <b>Ref number UNDP-RFQ-2022-144</b> in Subject Line while sending any email for clarification.  <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b>  <b>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b></p>		
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>3</b> days before the submission deadline. Responses to request for clarification will be communicated Email or E-Tendering System by Click or tap to enter a date.		
<b>Liquidated Damages</b>	Will be imposed as follow: Percentage of contract price per day of delay: 0.33% Max. number of days of delay <b>one calendar month</b> , thereafter UNDP may exercise its right to terminate the contract/Purchase Order.		
<b>Performance Security</b>	<b>Required-</b> 10% of Contract Amount. Form: only Bank Guarantee in accordance with template included in Annex-6 of the RFQ. Performance Security must be valid for 16 Months to cover the construction period (04 Months) & defect liability period One (01) year after the substantial completion of project.		
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price, Eligible and Technically compliant offer</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>		
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract for Works.</p> <p><input type="checkbox"/> Others Click or tap here to enter text.</p>		
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order		
<b>Right to vary requirement</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25% ) of the total offer, without any change in the unit price or other terms and conditions.		

<b>at time of award</b>	
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input checked="" type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	01 June 2022
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

**ANNEX 1:****SCHEDULE OF REQUIREMENTS**

*BOQs in excel are attached separately with E-Tendering System.*

*Technical specification as per MRS 2021*

*Tender Drawings are attached separately (E-Tendering System)*

Item No	Description	Schedule Rate	Non Schedule Rate	Total price
1	Civil Works			
2	Electrical Works			
3	Plumbing Works			
4	Septic Tank & soakage pit			
	Grand Total			

Qualification of Key personnel to be assigned to the contract. CV of proposed personnel should be submitted. Attach Form -C (Key Personnel Commitment Form), Must meet requirement (Y/N). The Contractor shall arrange the following permanent staff at site: -

Designation	No	Minimum Qualification	Min Relevant Work experience
Project Manager	01	B.Sc Civil Engineer with valid PEC registration	5 years or above.
Site Supervisor Civil	01	DAE Civil	5 Years
Site supervisor Electrical	01	DAE Electrical	5 Years

**Delivery Requirements**

Delivery Requirements	
Delivery date and time	Works Should be Completed in 04 Months from Date of Award of Contract
Delivery Terms (INCOTERMS 2020)	Joint Police Training Centre, Hakimabad, Nowshera
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	As mentioned above
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A



Training on Operations and Maintenance	N/A
Warranty Period	Defect Liability Period – 01 Year
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	Choose an item.

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**ANNEX 2: QUOTATION SUBMISSION FORM**

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP-RFQ-2022-144	Date: Click or tap to enter a date.

**Company Profile**

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

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 3 contracts</b> Bidder must provide 3 contracts/Purchase Orders (Civil Works) and Completion Certificate issued by Clients of Value min. <b>PKR 05 million (each) Completed</b> in last 3 Years.)				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

**Bidder's Declaration**

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

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

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

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### ANNEX 3 & 4: TECHNICAL AND FINANCIAL OFFER – WORKS This form must be filled, signed and submitted with Bid

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

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

#### Technical Offer

Provide the following:

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

#### Financial Offer

<b>Currency of the Quotation: PKR</b>				
<b>INCOTERMS: CPO Peshawar</b>				
Item No	Description	Schedule Rate	Non Schedule Rate	Total price
1	Civil Works			
2	Electrical Works			
3	Plumbing Works			
4	Septic Tank & soakage pit			
Grand Total				

**Note: The Price should be inclusive of applicable Tax(s) if any; UNDP will not provide any tax exemption to the bidder.**

#### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Full Compliance of Bid to the Technical Requirements in Terms of Complete BOQs Must meet requirement (Y/N)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Form A - Projects in Hand/in progress (Y/N)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Appropriateness of the Implementation Timetable (Form-B) to the Project Schedule/Completion Time in 04 Months Must Meet Requirement (Y/N)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Qualification of Key Personnel to be assigned to Project (Form-C). Must Meet Requirement (Y/N)	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation (90 Days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

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

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## Annex 5: Form of Bid Security

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

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To: *UNDP Representative Rupee Account*

*UNDP Resident Representative*

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

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

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

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

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

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

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

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

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

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

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

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

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*

Annex 6: Form for Performance Security

***(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)***

To:UNDP Representative (Rupee) Account,  
[Insert contact information as provided in Data Sheet]

WHEREAS [name and address of Contractor] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. Click to enter dated Click to enter , to deliver the goods and execute related services Click here to enter text. (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

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

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, 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 Contract Price 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 until a date 30 day from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

SIGNATURE AND SEAL OF THE GUARANTOR BANK  
Date .....  
Name of Bank .....  
Address .....

DS  
[Signature]

DS  
[Signature]



**FORM A - Projects in Hand/In-Progress**

Complete information about all projects in progress

S. No.	Name of the Employer / Client	Name and location of project	Amount of the contract (PKR)	Project start Date	scheduled completion Dates	Project type: <b>B</b> uilding, <b>S</b> ewage, <b>W</b> ater, <b>R</b> oads, etc	Completion percentage (%)	Name of the assigned staff (provide separate list assigned with each project)

[Signature of the Authorized Representative(s) of the Bidder]


 A blue ink signature inside a blue rectangular box with 'DS' in the top left corner.


 A blue ink signature inside a blue rectangular box with 'DS' in the top left corner.

FORM B – Work Programme – Timeline of Completion

Guidance Note: The Work Programme shall be read in conjunction with the Instructions to Bidders, General and Special Conditions of Contract, 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 Programme shall include, but not be restricted to the various activities as specified in the Statement of Works and the Price Schedule etc. Bidders shall add such further details as may, in their assessment, be deemed necessary to fully clarify the Work Programme and justify overall time required to complete the civil works.

Tasks	Week 01							Week 02							Week 03							Week 04							Week 05							Week 06								
	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7		
Mobilise Personnel and Equipment; and set-up Site Facilities																																												
1.1																																												
1.2																																												
Construction works																																												
2.1																																												
2.2																																												
2.3																																												
2.4																																												
2.5																																												
2.6																																												

Add Weeks  
as  
necessary

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**Form C: Key Personnel Commitment Form**

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

To:UNDP

**KEY PERSONNEL COMMITMENT FORM**

We, the undersigned, undertake to commit the following key personnel whose names and qualifications have been summarized below for the execution of the subject matter civil works. Attached are the signed CVs of the proposed key personnel, along with copies of their diplomas and other supporting documents as applicable.

#	Key Personnel	Minimum Requirements by UNDP	Staff proposed by the Contractor	Name and Last Name	Education (Degree)	Years of Similar Work Experience
1						
2						
3						

[Signature of the Authorized Representative(s) of the Bidder with Address

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