



## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	May 26, 2022
UNDP TLS CO	REFERENCE: Re-advertisement of <b>UNDP/TLS/RFQ/2022/002</b> <b>- Renovation works for STAE Office Buildings in 7 lots: at Dili HQ, Aileu, Ainaro, Bobonaro, Liquica, Baucau and Lautem.</b>

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

Dear Sir / Madam:

We kindly request you to submit your quotation for **Renovation works for STAE Office Buildings in 7 lots: at Dili HQ, Aileu, Ainaro, Bobonaro, Liquica, Baucau and Lautem** as detailed in Terms of Reference 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:** Terms of Reference, Schedule of Requirements /Technical Specifications/Drawings


**Annex 2:** Quotation Submission Form

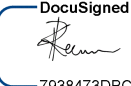
**Annex 3:** Technical and Financial Offer

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

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

Thank you and we look forward to receiving your quotations.

Signature:   
DocuSigned by:  
8F53BE9ADE76452...  
 Name: Ahmad Zubair  
 Title: Head of Procurement  
 Date: 26 May 2022

Signature:   
DocuSigned by:  
7938473DBCE645A...  
 Name: Ronald Kumar  
 Title: Operations Manager  
 Date: 26 May 2022

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b><u>16 June 2022 05:00 PM Timor-Leste Time</u></b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: <b><u>bids.tp@undp.org</u></b></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF, JPG and MS Office</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 10 MB</li> <li>▪ Mandatory subject of email: <b>UNDP/TLS/RFQ/2022/003 - Renovation works for STAE Seven Office Buildings</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the</p>

	<p>requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p>X <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
Special Conditions of Contract	<p><b>Liquidated Damages</b></p> <p>Will be imposed as follows:</p> <p>If the contractor fails to deliver the specified works within the time period(s) stipulated by the Contract, UNDP shall, without prejudice to its other remedies under the contract, deduct from the payments due to the Contractor, as liquidated damages, a percentage of 0.33% per day. Once the delay reaches to the maximum limit (10%) or 33 days, UNDP may consider termination of the Contract.</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in US\$</p>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p>

	<p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Duly Accomplished and signed Form as provided in Annex 2 Form for Submitting Suppliers Quotation, and in accordance with the list of requirements set in Annex 1;</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Company Profile - should include construction methodology, QC/QA process, equipment's or tools to be used, office organogram with qualifications of key staffs, list of ongoing projects with value/list of completed project with contract value, materials to be used for the work as mentioned in the BoQ etc;</p> <p><input checked="" type="checkbox"/> Latest Certificate of Incorporation/ Business Registration (from Timor-Leste Government);</p> <p><input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p> <p><input checked="" type="checkbox"/> Financial Statement or Bank statement for 3 years;</p> <p><input checked="" type="checkbox"/> List of previous contracts with amounts, reference and other details;</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from Clients for at least two (2) successfully implemented projects of similar scope and complexity within the last five (5) years.</p> <p><input checked="" type="checkbox"/> List of experts and team</p> <p><input checked="" type="checkbox"/> Construction Timetable with stipulated completion deadline no longer than 120 Calendar days for each LOT applied separately.</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted within a LOT</p> <p>However, the bidders can quote for one or more LOTs.</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> within 30 days after completion of each milestone as per the deliverables sheet.</p>

<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Passing all Testing goods/construction work and certified by UNDP/Relevant Project <input checked="" type="checkbox"/> Completion of delivery schedule <input checked="" type="checkbox"/> Written Acceptance of Construction work provided based on full compliance with RFQ requirements
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person in UNDP: Procurement Unit  E-mail address: procurement.staff.tp@undp.org</p> <p><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 7 days before the submission deadline. Responses to request for clarification will be communicated via email by 03 June 2022
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the Lowest priced technically responsive, eligible and qualified bid per lot.  <i>Companies bidding for more than one LOT should fulfil the evaluation criteria for multiple lots and demonstrate how they will be able to finance all projects at the same time in case if recommended for award of contract.</i>
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Technical responsiveness to the specification given in the annex 2 <input checked="" type="checkbox"/> Full compliance to requirements and lowest price. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions. <input checked="" type="checkbox"/> Company Experience, Minimum 2 year of relevant experience in field of RCC/CC infrastructure construction/maintenance/rehabilitation/renovation like residential/commercial/office building/bridge/road (HBB/BC) etc. <input checked="" type="checkbox"/> Minimum 2 contracts in the last five (5) years, with one contract amount of at least US\$ 15,000 of similar nature and complexity. <input checked="" type="checkbox"/> Financial Capacity: Minimum average annual turnover of USD 25,000 in any of the three (3) years over the period of last five (5) years to be qualified for one LOT and availability of at-least \$15,000 in form of cash or liquid asset or a dedicated credit line. Applying for more than one LOT will require additional annual turnover amount of \$ 15,000 to get qualified for each LOT.  <p>Companies applying for more than one LOT should demonstrate additional US\$ 15,000 turnover for each additional LOT as below:  For one LOT: US\$ 25,000  For two LOTs: US\$ 40,000  For three LOTs: US\$ 55,000  For four LOTs: US\$ 70,000  For five Lots: US\$ 85,000  For six Lots: US\$ 100,000  For seven Lots: US\$ 115,000</p> <p>In the best interest of the organization, UNDP reserves the right not to award the Contract to the lowest priced bidder only in case when one bidder offers the lowest price for more than one LOT but has no capacity to perform works concurrently on all offered LOTs. The bidder/s in subject will be awarded with LOT/LOTs according to assessed and proved capacity and for LOT with highest cost difference to next ranked bidder. For LOT where the lowest bidder was already awarded with other LOT, the criteria for awarding not the lowest priced bid will be based on calculating the least price difference between the lowest and next ranked bidders.</p>


	<input checked="" type="checkbox"/> Confirmation acceptance of warranty for six months after acceptance by UNDP the completion of renovation work <input checked="" type="checkbox"/> Compliance with delivery terms of 120 calendar days <input checked="" type="checkbox"/> Team of technical personnel, should minimum consist of following personnel: <ul style="list-style-type: none"> <li>• Lead Engineer, 1 CV if applied for two or more LOTs. Not applicable if apply one Lot only.</li> <li>• Electrical Engineer, 1 CV for all LOT applied as per site requirement</li> <li>• ICT Engineer, 1 CV for all LOT applied as per site requirement</li> <li>• Field Civil Engineer, 1 CV for each Lot applied from starting to handover of the project.</li> </ul>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, <a href="#">Click or tap here to enter text.</a> reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	X <a href="#">Contract for Works</a>
<b>Expected date for contract award.</b>	01 July 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>Maximum expected duration of contract</b>	<p>One Hundred and Twenty day (120) days starting from signing date of contract</p> <p>Please submit implementation schedule for all LOTs separately.</p> <p>All 7 LOTs will start simultaneously and should finish within One hundred and twenty days (120) time .</p>
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>Pre-Bid conference</b>	<p>Will be Conducted on 03 June 2022 at 4:00PM - Dili Local Time</p> <p><b>Venue : Virtual (Zoom link will be shared with companies who expressed their interest to participate in pre-bid meeting)</b></p> <p>The UNDP focal point for the arrangement is:  Procurement Unit  Telephone: +67078367023  E-mail: <a href="mailto:procurement.staff.tp@undp.org">procurement.staff.tp@undp.org</a></p> <p><b>Service Providers interested to attend the pre-bidding conference must send the following information to the above-mentioned email address on or before 04:00 PM (local time) on 02 June 2022</b></p> <p>Email and Title (position) and company details</p>
<b>Site visit</b>	<p>Site visit is optional but recommended. Interested bidders to conduct site visit for each location should contact following focal point person:</p> <p>Focal point name: Reinaldo Soares Da Costa  Phone number: +670 77837462  Email address: reinaldo.dacosta@undp.org</p> <p>Requests for site visits will not be accepted later than 7 days before the submission deadline.</p>

## Schedule of Requirements and Technical Specifications








Renovation works for STAE Seven Office Buildings at Dili HQ, Aileu, Ainaro, Bobonaro, Liquica, Baucau and Lautem

### Please refer to attached technical documents:







- Annex-1: TECHNICAL SPECIFICATIONS and TERMS OF REFERENCE











LOTS – 1 to 7
 ToR_Renovation Work_7 Sites.docx

- Annex-2: BILL of QUANTITIES and Unit Price Breakdown

LOT-1: Aileu	Lot-2: Ainaro	Lot-3: Bobonaro
 L-1_Aileu_BoQ_Without Cost.xlsx	 L-2_Ainaro_BoQ_Without Cost.xlsx	 L-3_Bobonaro_BoQ_Without Cost.xlsx
LOT-4: Liquica	Lot-5: Baucau	Lot-6: Lautem
 L-4_Liquica_BoQ_Without Cost.xlsx	 L-5_Baucau_BoQ_Without Cost.xlsx	 L-6_Lautem_BoQ_Without Cost.xlsx
Lot-7:		
 L-7_Dili HQ_BoQ Without Cost.xls		

- Annex-4: TECHNICAL DRAWINGS

I. Architectural Design		
LOT-1: Aileu	Lot-2: Ainaro	Lot-3: Bobonaro
 L1_Aileu_Drawing.pdf	 L2_Ainaro_Drawing.pdf	 L3_Bobonaro_Drawing.pdf
LOT-4: Liquica	Lot-5: Baucau	Lot-6: Lautem
 L4_Liquica_Drawing.pdf	 L5_Baucau_Drawing.pdf	 L6_Lautem_Drawing.pdf
Lot-7:		

 L7_Dili HQ_Drawings.pdf		
<b>II. Site Photos</b>		
<b>LOT-1: Aileu</b>	<b>Lot-2: Ainaro</b>	<b>Lot-3: Bobonaro</b>
 Aileu.pdf	 Ainaro.pdf	 Bobonaro.pdf
<b>LOT-4: Liquica</b>	<b>Lot-5: Baucau</b>	<b>Lot-6: Lautem</b>
 Liquica.pdf	 Baucau.pdf	 Lautem.pdf
<b>LOT-7:</b>		
 Dili.pdf		
<b>III. Map and Google earth sites location</b>		
 Location of the sites in Google Earth.zip		 Map_Timor Leste.pdf



ANNEX 2: QUOTATION SUBMISSION FORM

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP/TLS/RFQ/2022/003	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			
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 2 contracts managed in the last 8 years				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[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>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[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 contact for requests for clarifications during Bid evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<input checked="" type="checkbox"/> Annex 2: Duly Accomplished and signed Form as provided in Annex 2 Form for Submitting Suppliers Quotation, and in accordance with the list of requirements set in Annex 1; <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1; <input checked="" type="checkbox"/> Company Profile - should include construction methodology, QC/QA process, equipment's or tools to be used, office organogram with qualifications of key staffs, list of ongoing projects with value/list of completed project with contract value, materials to be used for the work as mentioned in the BoQ etc; <input checked="" type="checkbox"/> Latest Certificate of Incorporation/ Business Registration (from Timor-Leste Government); <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> Financial Statement or Bank statement for 3 years; <input checked="" type="checkbox"/> List of previous contracts with amounts, reference and other details;

	<input checked="" type="checkbox"/> Statement of Satisfactory Performance from Clients for at least two (2) successfully implemented projects of similar scope and complexity within the last five (5) years. <input checked="" type="checkbox"/> List of experts and team <input checked="" type="checkbox"/> Construction Timetable with stipulated completion deadline no longer than 120 Calendar days for each LOT applied separately.
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## Previous Relevant Experience

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

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

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:

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

**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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

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

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

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

**Technical Offer**








*Provide the following:*

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

## **\*Price Schedule (Please indicate prices for LOTs that your company has bid)**

**FOR DETAILED PRICE SCHEDULE AND BOQ PLEASE REFER TO Annex-3: BILL of QUANTITIES, please fill Annex-3 and submit upload in system.**

**Annex-3: BILL of QUANTITIES**

<b>LOT-1: Aileu</b>	<b>Lot-2: Ainaro</b>	<b>Lot-3: Bobonaro</b>
 L-1_Aileu_BoQ_Without Cost.xlsx	 L-2_Ainaro_BoQ_Without Cost.xlsx	 L-3_Bobonaro_BoQ_Without Cost.xlsx
<b>LOT-4: Liquica</b>	<b>Lot-5: Baucau</b>	<b>Lot-6: Lautem</b>
 L-4_Liquica_BoQ_Without Cost.xlsx	 L-5_Baucau_BoQ_Without Cost.xlsx	 L-6_Lautem_BoQ_Without Cost.xlsx
<b>Lot-7:</b>		
 L-7_Dili HQ_BoQ Without Cost.xls		

**Summary of price schedule:**

<b>LOT #</b>	<b>Description</b>	<b>Total Price</b>
LOT-1	Renovations works for Aileu STAE office building	
LOT-2	Renovations works for Ainaro STAE office building	
LOT-3	Renovations works for Bobonaro STAE office building	
LOT-4	Renovations works for Liquica STAE office building	

LOT-5	Renovations works for Baucau STAE office building	
LOT-6	Renovations works for Lautem STAE office building	
LOT-7	Renovations works for Dili HQ STAE office building	

**Please refer to above Excel files for Detailed BoQ Breakdown.**

#### Compliance with Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
12 months Warranty and defect liability period upon completion of works			
Acceptance of UNDP GTC			
Technical Compliance with requirements of goods/Construction work in this RFQ			
Acceptance of other terms and conditions in this RFQ			
Acceptance of 120 days project completion period			

Goods and services to be Supplied and Technical Specifications	Your response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	LOT Preference <i>(for example; (1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>/ 5<sup>th</sup>/ 6<sup>th</sup>/ 7<sup>th</sup>)</i>
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
Compliance with LOT-1 Technical Specs, technical drawings, BOQ and Terms of Reference.					
Compliance with LOT-2 Technical Specs, technical drawings, BOQ and Terms of Reference.					
Compliance with LOT-3 Technical Specs, technical drawings, BOQ and Terms of Reference.					
Compliance with LOT-4 Technical Specs, technical drawings, BOQ and Terms of Reference.					
Compliance with LOT-5 Technical Specs, technical drawings, BOQ and Terms of Reference.					

<b>Compliance with LOT-6 Technical Specs, technical drawings, BOQ and Terms of Reference.</b>					
<b>Compliance with LOT-7 Technical Specs, technical drawings, BOQ and Terms of Reference.</b>					

**Compliance with requirements of LOT-1: Aileu**

<b>Other Related services and requirements</b> <i>(based on the information provided in Section 5b)</i>	<b>Compliance with requirements of</b>		<b>Details or comments on the related requirements</b>
	<b>Yes, we comply</b>	<b>No, we cannot comply</b> <i>(indicate discrepancies)</i>	
Compliance with implementation schedule			
12 months of Defect Liability period coverage			
Presence of technical team for LOT-1			
Have you submitted Financial Proposal according to BOQ for LOT-1			

**Compliance with requirements of LOT-2: Ainaro**

<b>Other Related services and requirements</b> <i>(based on the information provided in Section 5b)</i>	<b>Compliance with requirements of</b>		<b>Details or comments on the related requirements</b>
	<b>Yes, we comply</b>	<b>No, we cannot comply</b> <i>(indicate discrepancies)</i>	
Compliance with implementation schedule			
12 months of Defect Liability period coverage			
Presence of technical team for LOT-2			
Have you submitted Financial Proposal according to BOQ for LOT-2			

**Compliance with requirements of LOT-3: Bobonaro**

<b>Other Related services and requirements</b> <i>(based on the information provided in Section 5b)</i>	<b>Compliance with requirements of</b>		<b>Details or comments on the related requirements</b>
	<b>Yes, we comply</b>	<b>No, we cannot comply</b> <i>(indicate discrepancies)</i>	
Compliance with implementation schedule			
12 months of Defect Liability period coverage			
Presence of technical team for LOT-3			
Have you submitted Financial Proposal according to BOQ for LOT-3			

**Compliance with requirements of LOT-4: Liquica**

<b>Other Related services and requirements</b> <i>(based on the information provided in Section 5b)</i>	<b>Compliance with requirements of</b>		<b>Details or comments</b>
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	<b>Yes, we comply</b>	<b>No, we cannot comply</b> <i>(indicate discrepancies)</i>	<b>on the related requirements</b>
Compliance with implementation schedule			
12 months of Defect Liability period coverage			
Presence of technical team for LOT-4			
Have you submitted Financial Proposal according to BOQ for LOT-4			

**Compliance with requirements of LOT-5: Baucau**

<b>Other Related services and requirements</b> <i>(based on the information provided in Section 5b)</i>	<b>Compliance with requirements of</b>		<b>Details or comments on the related requirements</b>
	<b>Yes, we comply</b>	<b>No, we cannot comply</b> <i>(indicate discrepancies)</i>	
Compliance with implementation schedule			
12 months of Defect Liability period coverage			
Presence of technical team for LOT-5			
Have you submitted Financial Proposal according to BOQ for LOT-5			

**Compliance with requirements of LOT-6: Lautem**

<b>Other Related services and requirements</b> <i>(based on the information provided in Section 5b)</i>	<b>Compliance with requirements of</b>		<b>Details or comments on the related requirements</b>
	<b>Yes, we comply</b>	<b>No, we cannot comply</b> <i>(indicate discrepancies)</i>	
Compliance with implementation schedule			
12 months of Defect Liability period coverage			
Presence of technical team for LOT-6			
Have you submitted Financial Proposal according to BOQ for LOT-6			

**Compliance with requirements of LOT-7: Dili HQ**

<b>Other Related services and requirements</b> <i>(based on the information provided in Section 5b)</i>	<b>Compliance with requirements of</b>		<b>Details or comments on the related requirements</b>
	<b>Yes, we comply</b>	<b>No, we cannot comply</b> <i>(indicate discrepancies)</i>	
Compliance with implementation schedule			
12 months of Defect Liability period coverage			
Presence of technical team for LOT-7			
Have you submitted Financial Proposal according to BOQ for LOT-			



Management Structure and Key Personnel

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<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>
Employment Record/ Experience	<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]
References	<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)

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.