SECTION 1: REQUEST FOR QUOTATION (RFQ)

Re-Advertisement

UNDP kindly requests your quotation for Establishment of Prefabricated Structures in Four (04) Different Locations of Baluchistan (Loralai, Sibi, Khuzdar and Gwadar) 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 and Financial Offer
  - Form A: Projects in Hand/in progress
  - Form B: Work Programme/Gantt Chart
  - Form C: Key Personal Commitment Form
  - Form D: Equipment 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 Thursday, 7 July 2022 (1500 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. Answers to questions/inquiries will be forwarded to all the prospective bidders.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: “For”

Name: Knut Ostby
Title: Resident Representative, UNDP Pakistan
Date: 23 June 2022
SECTION 2: RFQ INSTRUCTIONS AND DATA

**Introduction**
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 [UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement](https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders).

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.

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.

**Deadline for the Submission of Quotation**
7 July 2022 (1500 Hrs Pakistan Standard Time)
If any doubt exists as to the time zone in which the quotation should be submitted, refer to [http://www.timeanddate.com/worldclock/](http://www.timeanddate.com/worldclock/).

For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.

**Method of Submission**
Quotations must be submitted as follows:
- ☒ E-tendering
- ☐ Dedicated Email Address
- ☐ Courier / Hand delivery
- ☐ Other

Bid submission address: **Not Applicable as Bids Submitted through E-Tendering System**

- File Format: Click or tap here to enter text.
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted.
- Max. File Size per transmission: 50 MB
- Mandatory subject of email: Click or tap here to enter text.
- 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”.
- It is recommended that the entire Quotation be consolidated into as few attachments as possible.
- The bidder should receive an email acknowledging email receipt.

[For eTendering method, click the link [https://etendering.partneragencies.org](https://etendering.partneragencies.org) and insert Event ID information]

- Insert BU Code and Event ID number
  **PAK-10 Event ID 12936**

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: [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)

**Cost of preparation of quotation**
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.

**Supplier Code of Conduct, Fraud, Corruption,**
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 principles on labour, human rights, environment and ethical conduct may be found at: [https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct)

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...
Gifts and Hospitality

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.

Conflict of Interest

UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.

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.

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.

General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract

Select the applicable GTC:
- General Terms and Conditions / Special Conditions for Contract
- General Terms and Conditions for de minimis contracts (services only, less than $50,000)
- General Terms and Conditions for Works

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy

Special Conditions of Contract

- Cancellation of PO/Contract if the delivery/completion is delayed by [30 Days]
- Others [Special Conditions of PO/Contract will be attached Separately]

Eligibility & Qualification

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.

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.

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].

**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.**

- Valid certificate of registration with Pakistan Engineering Council (PEC) for 2022 in Category C-.
  UNDP will verify the PEC Certificate and specialization Codes.

- Minimum 1 project of assembling pre-fabricated buildings (provide name of project, value and organization).
Any two projects (any type of construction) over the last five years. (Provide name of project, value and organization)

Minimum average annual turnover for the last two (02) years shall equal to no less than PKR 45 million for last 2 Years.

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 & banks on the bidder’ financial standing.

Minimum one (01) qualified Civil Engineer with five (05) years of experience in the relevant field. Engineer should be registered with PEC. (Attach valid PEC registration certificate)

Four (04) Construction Supervisors, Diploma Holder (DAE-Civil/Mechanical) with Five (05) years experience (01 for each site)
(Note: CVs of all personnel should be attached with the submission)

Submission of Bid Security PKR 500,000/-

<table>
<thead>
<tr>
<th>Currency of Quotation</th>
<th>Quotations shall be quoted in Pakistani Rupee - PKR</th>
</tr>
</thead>
</table>

| Joint Venture, Consortium or Association | 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. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association. |

| Only one Bid | 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. |

| Duties and taxes | 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: ☒ Offer be inclusive of VAT and other applicable indirect taxes. UNDP will not provide any import duty/tax exemption to the bidder. ☐ be exclusive of VAT and other applicable indirect taxes [according to project and applicable country agreement] |
### Language of quotation
English
Including documentation including catalogues, instructions and operating manuals.

### Documents to be submitted

Bidders shall include the following documents in their quotation:
- ☒ Annex 2: Quotation Submission Form duly completed and signed
- ☒ Annex 3: Technical Offer Forms (A, B, C & D) duly completed and signed and in accordance with technical criteria
- ☒ 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.
- ☒ Company Profile, including printed brochures and product catalogues relevant to the goods/services being procured

Following are the Minimum Eligibility Requirement under this RFQ which will be evaluated on PASS/FAIL Basis. Bidder must submit below mentioned documents to determine their Eligibility in the RFQ.

- ☒ Bid Security - PKR 500,000 The original banking instrument should be sent to UNDP Office on the address as UNDP Registry, 2nd 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.
- ☒ PEC Registration Certificate 2022
- ☒ Audit Reports for Last two Years i.e. 2010 and 2021.
- ☒ 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;
- ☒ C.Vs of the project personnel including the qualification and experience of the Civil Engineer and Construction Supervisors and all other personnel to be assigned to the Project. refer to Form C (Key Personnel Commitment Form) in technical requirements

### Quotation validity period
Quotations shall remain valid for **90 Days** days from the deadline for the Submission of Quotation.

Please note that this will be fixed price contract, price escalation is not applicable under this RFQ.

### Bid Security
Required - PKR 500,000

The Original Bid Security should be sent to UNDP Office through courier at the following address on or before **7 July 2022 at 3:00 pm** and a scanned copy should be submitted through the e-Tendering system.

**UNDP-RFQ-2022-114**
**UNDP Registry, Quotation/Bids/Proposals**
**United Nations Development Programme**
**Serena Business Complex, 2nd Floor,**
**Khayaban-e-Suharwardy,**
**Islamabad, Pakistan**
**Tel: 051-8355600 Fax: 051-2600254-5**

Acceptable forms of Bid Security:
- ☒ Form of Bid Security (Annex-5 for template) OR
- ☒ Any Bank-issued Check / Cashier’s Check / Certified Check In the name of UNDP Representative (Rupee) Account, UNDP Pakistan

Validity of Bid Security: 120 days from the last day of bid submission. Bid security of unsuccessful bidders shall be returned.
<table>
<thead>
<tr>
<th>Price variation</th>
<th>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.</th>
</tr>
</thead>
</table>
| Partial Quotes | ☒ Not permitted  
☐ Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| Alternative Quotes | ☒ Not permitted  
☐ 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, [Click or tap here to enter text.] 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” |
| Pre-Bid conference /Site visit | Will not be conducted |
| Maximum expected duration of contract | Three (03) Months commencing from the date of award of Contract, and handing over this site to contractor. |
| Payment Terms | ☒ Within 30 days after submission of payment documentation as per below schedule: |

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upon Completion of 25% of the awarded contract works as per attached BOQ. Duly certified by the consultant and approved by UNODC Consultant Engineer</td>
<td>25%</td>
</tr>
<tr>
<td>2</td>
<td>Upon Completion of 50% of the awarded contract works as per attached BOQ. Duly certified by the consultant and approved by UNODC Consultant Engineer</td>
<td>25%</td>
</tr>
<tr>
<td>3</td>
<td>Upon Completion of 75% of the awarded contract works as per attached BOQ. Duly certified by the consultant and approved by UNDP Engineers</td>
<td>25%</td>
</tr>
<tr>
<td>4</td>
<td>Upon Completion of 100% of the awarded contract works as per attached BOQ. Duly certified by the consultant and approved by UNDP Engineers</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Total value of Contract in PKR</td>
<td>100%</td>
</tr>
</tbody>
</table>

No Advance Payment allowed
☐ Other [Click or tap here to enter text.]

| Conditions for Release of Payment | ☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements (As mentioned in Payment Terms)  
☐ Others [pls. specify] |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contact Person for correspondence, notifications and clarifications | E-mail address: Focal Person – Pramila Tripathi, Procurement Officer [pakistan.procurement.info@undp.org](mailto:pakistan.procurement.info@undp.org)  
Please mention RFQ Ref number UNDP-RFQ-2022-114 in Subject Line while sending any email for clarification.  
Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. |
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.

**Clarifications**

Requests for clarification from bidders will not be accepted any later than 5 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.

**Liquidated Damages**

Will be imposed as follow:
- Percentage of contract price per day of delay: 0.33%
- Max. number of days of delay: one calendar month,

thereafter UNDP may exercise its right to terminate the contract/Purchase Order.

**Performance Security**

Required - 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 15 Months to cover the construction period (03 Months) & defect liability period One (01) year after the substantial completion of project.

**Evaluation method**

☒ The Contract or Purchase Order will be awarded to the lowest price, Eligible and Technically compliant offer
☐ Other Click or tap here to enter text.

**Evaluation criteria**

☒ Full compliance with all requirements as specified in Annex 1
☒ Full acceptance of the General Conditions of Contract for Works.
☐ Others Click or tap here to enter text.

**Right not to accept any quotation**

UNDP is not bound to accept any quotation, nor award a contract or Purchase Order

**Right to vary requirement at time of award**

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.

**Type of Contract to be awarded**

☒ Purchase Order
☐ Contract Face Sheet (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.)
☒ Contract for Works
☐ Other Type/s of Contract [pls. specify]

**Expected date for contract award.**

25 July 2022

**Publication of Contract Award**

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.

**Policies and procedures**

This RFQ is conducted in accordance with [UNDP Programme and Operations Policies and Procedures](#). 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 [www.ungm.org](http://www.ungm.org). 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 are attached as separate (E-Tendering System)**
**Tender Drawings are attached separately (E-Tendering System)**

<table>
<thead>
<tr>
<th>Items to be Supplied</th>
<th>Facility Name</th>
<th>Description of Schemes</th>
<th>Related Services</th>
<th>Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Construction of Prefab Structures</td>
<td>Establishment of Four (04) Prefabricated Satellite Forensic Evidence Collection Units in Balochistan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Loralai</td>
<td>As per BOQs, Drawings and bidding documents</td>
<td>03 months commencing from the date of award of contract</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Sibi</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Khuzddar</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Gwadar</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong>: Refer Drawing for all 04 locations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Designation</th>
<th>No</th>
<th>Minimum Qualification</th>
<th>Min Relevant Work experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Engineer (Civil)</td>
<td>01</td>
<td>BSC Civil</td>
<td>5 years</td>
</tr>
<tr>
<td>Construction Supervisor</td>
<td>04</td>
<td>Diploma Holder (DAE-Civil/Mechanical)</td>
<td>5 years</td>
</tr>
</tbody>
</table>

List of Equipment for the project (Minimum Equipment) Required are: FORM – D Must meet requirement (Y/N)

<table>
<thead>
<tr>
<th>S #</th>
<th>Description</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
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<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Delivery Requirements

<table>
<thead>
<tr>
<th>Delivery date and time</th>
<th>Works Should be Completed in 03 Months from Date of Award of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Terms (INCOTERMS 2020)</td>
<td>DAP – Loralai, Sibi, Khuzdar and Gwadar,</td>
</tr>
<tr>
<td>Customs clearance (must be linked to INCOTERM)</td>
<td>☒ Not applicable</td>
</tr>
<tr>
<td></td>
<td>Shall be done by:</td>
</tr>
<tr>
<td></td>
<td>☐ Name of organisation (where applicable)</td>
</tr>
<tr>
<td></td>
<td>☐ Supplier/bidder</td>
</tr>
<tr>
<td></td>
<td>☐ Freight Forwarder</td>
</tr>
<tr>
<td>Exact Address(es) of Delivery Location(s)</td>
<td>As mentioned above</td>
</tr>
<tr>
<td>Distribution of shipping documents (if using freight forwarder)</td>
<td>N/A</td>
</tr>
<tr>
<td>Packing Requirements</td>
<td>N/A</td>
</tr>
<tr>
<td>Training on Operations and Maintenance</td>
<td>N/A</td>
</tr>
<tr>
<td>Warranty Period</td>
<td>Defect Liability Period – 01 Year</td>
</tr>
<tr>
<td>After-sales service and local service support requirements</td>
<td>N/A</td>
</tr>
<tr>
<td>Preferred Mode of Transport</td>
<td>Choose an item.</td>
</tr>
</tbody>
</table>
ANNEX 2: QUOTATION SUBMISSION FORM - This form must be filled, signed and submitted with Bid

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.

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>Click or tap here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Click or tap to enter a date.</td>
</tr>
</tbody>
</table>

**Company Profile**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal name of bidder or Lead entity for JVs</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Legal Address, City, Country</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Website</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Year of Registration</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Legal structure</td>
<td>Choose an item.</td>
</tr>
<tr>
<td>Are you a UNGM registered vendor?</td>
<td>☐ Yes ☐ No If yes, insert UNGM Vendor Number</td>
</tr>
<tr>
<td>Quality Assurance Certification (e.g. ISO 9000 or Equivalent)</td>
<td>☑ Yes ☐ No</td>
</tr>
<tr>
<td>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):</td>
<td>☑ Yes ☐ No</td>
</tr>
<tr>
<td>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</td>
<td>☑ Yes ☐ No</td>
</tr>
<tr>
<td>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)</td>
<td>☑ Yes ☐ No</td>
</tr>
</tbody>
</table>
Is your company a member of the UN Global Compact

☒ Yes ☐ 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: 3 contracts

Bidder must provide 1-4 contracts/Purchase Orders (Civil Works/Prefabricated Buildings) of Value PKR 20 million (Cumulative amount) completed or in progress in last 3 Years.

<table>
<thead>
<tr>
<th>Name of previous contracts</th>
<th>Client &amp; Reference Contact Details including e-mail</th>
<th>Contract Value</th>
<th>Period of activity</th>
<th>Types of activities undertaken</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Bidder’s Declaration

☐ ☐ Yes ☐ No

**Requirements and Terms and Conditions:** 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.

☐ ☐ Yes ☐ No

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.

☐ ☐ Yes ☐ No

**Ethics:** 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.

☐ ☐ Yes ☐ No

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: [https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct) and acknowledge that it provides the minimum standards expected of suppliers to the UN.

☐ ☐ Yes ☐ No

**Conflict of interest:** 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.

☐ ☐ Yes ☐ No

**Prohibitions, Sanctions:** 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.

☐ ☐ Yes ☐ No

**Bankruptcy:** 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.
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
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</tr>
</tbody>
</table>

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 & 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: UNDP-RFQ-2022-114 – Establishment of Prefabricated Structures in Four (04) Different Locations of Baluchistan (Loralai, Sibbi, Khuzdar and Gwadar) 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
- Equipment & Machinery Commitment Form – Form D

Financial Offer

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Buildings (GWADAR SITES)</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prefab Structure in Loralai</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Prefab Structure in Sibbi</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Prefab Structure in Khuzdar</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Prefab Structure in Gwadar</td>
<td></td>
</tr>
</tbody>
</table>

GRAND TOTAL (PKR)

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

The financial offer is the summary of the BOQ. Bidders should fill the attached BOQ in Excel.

Compliance with Requirements

<table>
<thead>
<tr>
<th></th>
<th>You Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Compliance of Bid to the Technical Requirements in Terms of Complete BOQs Must meet requirement (Y/N)</td>
<td>Yes, we will comply</td>
</tr>
<tr>
<td>Appropriateness of the Implementation Timetable (Form-B) to the Project Schedule/Completion Time in 03 Months Must Meet Requirement (Y/N)</td>
<td>Yes, we will comply</td>
</tr>
<tr>
<td>Qualification of Key Personnel to be assigned to Project (Form-C). Must Meet Requirement (Y/N)</td>
<td>Yes, we will comply</td>
</tr>
<tr>
<td>List of the Equipment for the Project (Form-D) Must Meet Requirement (Y/N)</td>
<td>Yes, we will comply</td>
</tr>
<tr>
<td>Validity of Quotation (90 Days)</td>
<td>Yes, we will comply</td>
</tr>
</tbody>
</table>
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.

**Exact name and address of company**

- **Company Name**: [Click or tap here to enter text.]
- **Address**: [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.]
FORM A - Projects in Hand/In-Progress

Complete information about all projects in progress

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Employer / Client</th>
<th>Name and location of project</th>
<th>Amount of the contract (PKR)</th>
<th>Project start Date</th>
<th>scheduled completion Dates</th>
<th>Project type: Building, Sewage, Water, Roads, etc</th>
<th>Completion percentage (%)</th>
<th>Name of the assigned staff (provide separate list assigned with each project)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Week 01</th>
<th>Week 02</th>
<th>Week 03</th>
<th>Week 04</th>
<th>Week 05</th>
<th>Week 06</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
</tr>
</tbody>
</table>

- 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
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.

Note: The requirement of Permanent Staff and Need basis Staff is mentioned in Evaluation Criteria – Page 22

<table>
<thead>
<tr>
<th>#</th>
<th>Key Personnel</th>
<th>Minimum Requirements by UNDP</th>
<th>Staff proposed by the Contractor</th>
<th>Name and Last Name</th>
<th>Education (Degree)</th>
<th>Years of Similar Work Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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</tr>
</tbody>
</table>

[Signature of the Authorized Representative(s) of the Bidder with Address]
Form D: Equipment Commitment Form

Guidance Note: The Equipment Commitment Form should be printed on company letterhead, signed by the authorized representative(s) of the bidder, dated and stamped. The Bidder must demonstrate that it will have access, at the minimum, to the key equipment, listed hereafter. The list of equipment hereafter will be used as minimum benchmark for assessment of bids. However, the Bidders should propose an extensive list of required equipment to successfully complete the works. The Bidders’ list must match their approach to the works and demonstrate their understanding and ability to complete the works satisfactorily.

To: UNDP

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

Note: The list of minimum equipment required is mentioned in Evaluation Criteria.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Information on the equipment</th>
<th>Current Status</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer</td>
<td>Model and Power Rating</td>
<td>Capacity</td>
<td>Year of Manufacture</td>
</tr>
<tr>
<td>Owned</td>
<td>Rented</td>
<td>Lease</td>
<td>Owned</td>
</tr>
</tbody>
</table>

Best regards,

Signature of the authorized Representative(s) of the Bidder

Name: Insert Name(s) of the authorized representative(s) of the Bidder

In the capacity of (Insert capacity of the person signing the application Duly authorized to sign the application for and on behalf of: (Insert full name of the applicant)

Address (Insert Street Number/Town or City/ Country Address)

Dated on (Insert the date: DD/MM/YYYY)

Company Name:...........................
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.

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 ...............................................................