INVITATION TO BID

Complementary works at CICOV-Hospitalization Center for Covid-19 Patients in the Mavalane Hospital, Maputo City

ITB No.: ITB_08_2022
Project: Health Shtengentheening System (HSS)
Country: Mozambique
Issued on: 22 July 2022
Contents

Section 1. Letter of Invitation........................................................................................................4
Section 2. Instruction to Bidders ................................................................................................5

GENERAL PROVISIONS ........................................................................................................5
1. Introduction ........................................................................................................................5
2. Fraud & Corruption, Gifts and Hospitality ........................................................................5
3. Eligibility ............................................................................................................................5
4. Conflict of Interests ..........................................................................................................6
B. PREPARATION OF BIDS ...............................................................................................6
5. General Considerations ......................................................................................................6
6. Cost of Preparation of Bid ................................................................................................7
7. Language ..........................................................................................................................7
8. Documents Comprising the Bid ........................................................................................7
9. Documents Establishing the Eligibility and Qualifications of the Bidder ......................7
10. Technical Bid Format and Content ..................................................................................7
11. Price Schedule ................................................................................................................7
12. Bid Security .....................................................................................................................7
13. Currencies .......................................................................................................................8
14. Joint Venture, Consortium or Association .......................................................................8
15. Only One Bid ...................................................................................................................9
16. Bid Validity Period ..........................................................................................................9
17. Extension of Bid Validity Period .....................................................................................9
18. Clarification of Bid (from the Bidders) ............................................................................10
19. Amendment of Bids ........................................................................................................10
20. Alternative Bids ..............................................................................................................10
21. Pre-Bid Conference ........................................................................................................10
C. SUBMISSION AND OPENING OF BIDS .......................................................................11
22. Submission .....................................................................................................................11
Hard copy (manual) submission ..........................................................................................11
Email and eTendering submissions ....................................................................................11
23. Deadline for Submission of Bids and Late Bids ..............................................................11
24. Withdrawal, Substitution, and Modification of Bids ......................................................12
25. Bid Opening ....................................................................................................................12
D. EVALUATION OF BIDS ..................................................................................................12
26. Confidentiality ................................................................................................................12
27. Evaluation of Bids ..........................................................................................................12
28. Preliminary Examination ...............................................................................................13
29. Evaluation of Eligibility and Qualification ..................................................................13
30. Evaluation of Technical Bid and prices .........................................................................13
31. Due diligence ..................................................................................................................13
32. Clarification of Bids ........................................................................................................14
33. Responsiveness of Bid ....................................................................................................14
34. Nonconformities, Reparable Errors and Omissions ........................................................14
E. AWARD OF CONTRACT ..................................................................................................15
35. Right to Accept, Reject, Any or All Bids ......................................................................15
36. Award Criteria ...............................................................................................................15
37. Debriefing ......................................................................................................................15
38. Right to Vary Requirements at the Time of Award ..........................................................15
39. Contract Signature .........................................................................................................15
40. Contract Type and General Terms and Conditions .......................................................15
41. Performance Security ....................................................................................................15
42. Bank Guarantee for Advanced Payment ......................................................................15
43. Liquidated Damages ......................................................................................................16
44. Payment Provisions .......................................................................................................16
45. Vendor Protest ...............................................................................................................16
46. Other Provisions ............................................................................................................16

Section 3. Bid Data Sheet ..........................................................................................................17
Section 1. Letter of Invitation

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

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

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
  - Form A: Bid Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/Consortium/Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Bid
  - Form F: Price Schedule
  - Form G: Form of Performance Security
  - Form H: Draft Contract
- Annex 1: Site plan/ Layout (in Portuguese)
- Annex 2: BoQ (in Portuguese)
- Annex 3: Descriptive Memory (in Portuguese)

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

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

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

Issued by: 
Name: Liliana Caterov
Title: Procurement Specialist
Date: July 21, 2022

Approved by: 
Name: Martin Boben
Title: Head of Procurement
Date: July 21, 2022
Section 2. Instruction to Bidders

GENERAL PROVISIONS

1. Introduction

1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d

1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.

1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.

1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.

2. Fraud & Corruption, Gifts and Hospitality

2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti

2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.

2.3 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.

2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct

3. Eligibility

3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by
these organizations.

3.2 It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

4. **Conflict of Interests**

4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

   a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;

   b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or

   c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.

4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such conflict exists.

4.3 Similarly, the 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 ITB; and

   b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.

4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.

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**B. PREPARATION OF BIDS**

5. **General Considerations**

5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.

5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.
<table>
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<tr>
<th>Section</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>6. Cost of Preparation of Bid</strong></td>
<td>6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</td>
</tr>
<tr>
<td><strong>7. Language</strong></td>
<td>7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language(s) specified in the BDS.</td>
</tr>
</tbody>
</table>
| **8. Documents Comprising the Bid** | 8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS:  
   a) Documents Establishing the Eligibility and Qualifications of the Bidder;  
   b) Technical Bid;  
   c) Price Schedule;  
   d) Bid Security, if required by BDS;  
   e) Any attachments and/or appendices to the Bid.  
   8.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.  
   8.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.  
   8.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.  
   8.5 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.  
   8.6 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.  
   8.7 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.  |
| **9. Documents Establishing the Eligibility and Qualifications of the Bidder** | 9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.                                                                                           |
| **10. Technical Bid Format and Content** | 10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.  
   10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.  
   10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.  
   10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.  
   10.5 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.  |
| **11. Price Schedule** | 11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.  
   11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.  |
| **12. Bid Security** | 12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.  |
12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.

12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.

12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.

12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:
   a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;
   b) In the event the successful Bidder fails:
      i. to sign the Contract after UNDP has issued an award; or
      ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.

13. Currencies

13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:
   a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and
   b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

14. Joint Venture, Consortium or Association

14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that: (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.

14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.

14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by
A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:

- Those that were undertaken together by the JV, Consortium or Association; and
- Those that were undertaken by the individual entities of the JV, Consortium or Association.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

## 15. Only One Bid

The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.

Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:

- They have at least one controlling partner, director or shareholder in common; or
- Any one of them receive or have received any direct or indirect subsidy from the other/s; or
- They have the same legal representative for purposes of this ITB; or
- They have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process;
- They are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.

## 16. Bid Validity Period

Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.

During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.

## 17. Extension of Bid Validity Period

In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.

If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.
### 17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.

### 18. Clarification of Bid (from the Bidders)

| 18.1 | Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received. |
| 18.2 | UNDP will provide the responses to clarifications through the method specified in the BDS. |
| 18.3 | UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary. |

### 19. Amendment of Bids

| 19.1 | At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders. |
| 19.2 | If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids. |

### 20. Alternative Bids

| 20.1 | Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid. |
| 20.2 | If multiple/alternative bids are being submitted, they must be clearly marked as “Main Bid” and “Alternative Bid” |

### 21. Pre-Bid Conference

| 21.1 | When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to ITB. |
## C. SUBMISSION AND OPENING OF BIDS

### 22. Submission

**22.1** The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.

**22.2** The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.

**22.3** Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.

**Hard copy (manual) submission**

**22.4** Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:

- a) The signed Bid shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.

- b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:
  - i. Bear the name of the Bidder;
  - ii. Be addressed to UNDP as specified in the BDS; and
  - iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.

If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.

**Email and eTendering submissions**

**22.5** Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:

- a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;

- b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.

**22.6** Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: [http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/](http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/)

### 23. Deadline for Submission of

**23.1** Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP.

**23.2** UNDP shall not consider any Bid that is received after the deadline for the
<table>
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<tr>
<th>Bids and Late Bids</th>
<th>submission of Bids.</th>
</tr>
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<tbody>
<tr>
<td><strong>24. Withdrawal, Substitution, and Modification of Bids</strong></td>
<td>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</td>
</tr>
<tr>
<td></td>
<td>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION.”</td>
</tr>
<tr>
<td></td>
<td>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</td>
</tr>
<tr>
<td></td>
<td>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</td>
</tr>
<tr>
<td><strong>25. Bid Opening</strong></td>
<td>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</td>
</tr>
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<td></td>
<td>25.2 The Bidders’ names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</td>
</tr>
<tr>
<td></td>
<td>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</td>
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</table>

### D. EVALUATION OF BIDS

| **26. Confidentiality** | 26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award. |
| | 26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP’s decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP’s vendor sanctions procedures. |

| **27. Evaluation of Bids** | 27.1 UNDP will conduct the evaluation solely on the basis of the Bids received. |
| | 27.2 Evaluation of Bids shall be undertaken in the following steps:  
  a) Preliminary Examination including Eligibility  
  b) Arithmetical check and ranking of bidders who passed preliminary examination by price. |
28. Preliminary Examination

28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.

29. Evaluation of Eligibility and Qualification

29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).

29.2 In general terms, vendors that meet the following criteria may be considered qualified:

a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;

b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,

c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;

d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;

e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and

f) They have a record of timely and satisfactory performance with their clients.

30. Evaluation of Technical Bid and prices

30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.

31. Due diligence

31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:

a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;

b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;

c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;

d) Inquiry and reference checking with previous clients on the performance on...
on-going or completed contracts, including physical inspections of previous works, as deemed necessary;

e) Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;

f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

32. Clarification of Bids

32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.

32.2 UNDP’s request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.

32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.

33. Responsiveness of Bid

33.1 UNDP’s determination of a Bid’s responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.

33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

34. Nonconformities, Reparable Errors and Omissions

34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.

34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:

a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;

b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall
### E. AWARD OF CONTRACT

<p>| 35. Right to Accept, Reject, Any or All Bids | 35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP’s action. UNDP shall not be obliged to award the contract to the lowest priced offer. |
| 36. Award Criteria | 36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price. |
| 37. Debriefing | 37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder’s submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder’s submission shall not be discussed. |
| 38. Right to Vary Requirements at the Time of Award | 38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions. |
| 39. Contract Signature | 39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids. |
| 40. Contract Type and General Terms and Conditions | 40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> |
| 41. Performance Security | 41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective. |
| 42. Bank Guarantee for Advanced Payment | 42.1 Except when the interests of UNDP so require, it is UNDP’s standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>43. Liquidated Damages</td>
<td>If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor’s delays or breach of its obligations as per Contract.</td>
</tr>
<tr>
<td>44. Payment Provisions</td>
<td>Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</td>
</tr>
<tr>
<td>45. Vendor Protest</td>
<td>UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></td>
</tr>
<tr>
<td>46. Other Provisions</td>
<td>In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></td>
</tr>
</tbody>
</table>
Section 3. Bid Data Sheet

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

<table>
<thead>
<tr>
<th>BDS No.</th>
<th>Ref. to Section.2</th>
<th>Data</th>
<th>Specific Instructions / Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7</td>
<td>Language of the Bid</td>
<td>Portuguese or English</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)</td>
<td>Not Allowed</td>
</tr>
<tr>
<td>3</td>
<td>20</td>
<td>Alternative Bids</td>
<td>Shall not be considered</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bids not quoting for all (100%) items and in the quantities specified under BoQ will be considered incomplete and will be disregarded.</td>
</tr>
<tr>
<td>4</td>
<td>21</td>
<td>Pre-Bid conference</td>
<td>Will be Conducted</td>
</tr>
</tbody>
</table>

**PRE-BID CONFERENCE**

Date and time: **August 01, 2022, 11:00 AM** Maputo Local Time

Venue: Online, link [https://undp.zoom.us/j/82659082430?pwd=OGczcjBEY1p2bU00MUFESXhJOHdtUT09](https://undp.zoom.us/j/82659082430?pwd=OGczcjBEY1p2bU00MUFESXhJOHdtUT09)

Meeting ID: 826 5908 2430

Password: 405790

INTERESTED BIDDERS ARE STRONGLY ENCOURAGED TO ATTEND THIS SESSION.

To confirm your attendance to either conferences please e-mail:
Focal Point: Liliana Caterov, E-mail: [liliana.caterov@undp.org](mailto:liliana.caterov@undp.org)
copy to [procurement.mozambique@undp.org](mailto:procurement.mozambique@undp.org)

**SITE VISIT AND INSPECTION**

**Site Visit:** Potential bidders are recommended/but not compulsory to conduct the site visit in order to familiarize themselves with the location and characteristics of the site where the works are required. The site visit will enable potential bidders...
to identify all site conditions, such as necessary availability local facilities, accessibility to the site, among others, in order to make a responsive bid accordingly.

Date and time: **August 03, 2022, 09:00 AM** Maputo Local Time  
Venue: **MAVALANE HOSPITAL, MAPUTO CITY (Main entrance)**  
**Hospital Geral de Mavalane, Entrada Principal (Urgências)**  
**Avenida das Forças Populares de Libertação de Moçambique (FPLM) 798, Maputo**

The UNDP focal point for the arrangement is:  
Liliana Caterov, E-mail: [liliana.caterov@undp.org](mailto:liliana.caterov@undp.org) copy to [procurement.mozambique@undp.org](mailto:procurement.mozambique@undp.org)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>16</td>
<td><strong>Bid Validity Period</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>90 days</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>13</td>
<td><strong>Bid Security</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Required in the amount of USD7,000</td>
</tr>
</tbody>
</table>

Acceptable Form of Bid Security

a) Bank guarantee issued by a reputable bank (See Section 6 FORM H for template)  
b) A scanned copy of the bid security shall be submitted as part of the e-Tendering bid submission. The original of the Bid Security shall be delivered to the below address not later than 10 days after the submission deadline.  
**UNDP Mozambique, Av Kenneth Kaunda, 921/931, Maputo Cidade, Mozambique**  
c) The Bid Security shall be valid for a period of 120 calendar days since tender deadline.

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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>41</td>
<td><strong>Advanced Payment upon signing of contract</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Allowed up to a maximum of 20% of contract value</td>
</tr>
</tbody>
</table>

If the advance payment is equivalent or above Thirty Thousand USD (30,000) USD, the proposer shall submit a Bank Guarantee in the full amount of the advance payment.  
The advance payment is based on the Contract Price excluding contingences and provisional sum and will be paid in the same currencies and proportions as the Contract Price.

<p>| | | |</p>
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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>42</td>
<td><strong>Liquidated Damages</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Will be imposed as follows:</td>
</tr>
</tbody>
</table>

Percentage of contract price per day of delay: **0.5%**  
Max. number of days of delay **30**, after which UNDP may terminate the contract.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Performance Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>40</td>
<td>Required in the amount of 10% of the contract amount in Form of: a. Bank guarantee issued by a reputable bank. b. Should be submitted within 15 days upon issuance of letter of intent/contract. c. The proceeds of the Performance Security shall be payable to UNDP as a compensation for any loss resulting from the Contractor’s failure to complete its obligations under the contract. d. The Performance Security shall be denominated in the currency of the contract valid for a period of 15 months. The period of 15 months includes 3 months necessary for works’ completion and 12 months of Defects Liability Period.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Currency of Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>12</td>
<td>United States Dollar</td>
</tr>
</tbody>
</table>

United States Dollar will be also the contract currency and the currency of performance security. Payments under the contract will be made in local currency (applicable to local vendors only) based on UN Operational Rate of Exchange on the day of payment [https://treasury.un.org/operationalrates/OperationalRates.php](https://treasury.un.org/operationalrates/OperationalRates.php) |

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Deadline for submitting requests for clarifications/ questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>31</td>
<td>5 days before the submission deadline</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Contact Details for submitting clarifications/questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>31</td>
<td>Focal Person in UNDP: Liliana Caterov</td>
</tr>
</tbody>
</table>

E-mail address: [liliana.caterov@undp.org](mailto:liliana.caterov@undp.org) copy to [procurement.mozambique@undp.org](mailto:procurement.mozambique@undp.org) |

**Only requests for clarifications should be sent to this email address. Bids submitted to this email address will be disqualified. Bids must be submitted through e-Tendering only as provided in BDS No.15 below.**

Any delay in UNDPs response shall not be used as a reason for extending the submission deadline, unless UNDP determines that such an extension is necessary and communicates a new submission deadline in writing to Bidder
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries | Posted directly to e-Tendering https://etendering.partneragencies.org; Proposers are advised to frequently check the above-mentioned website for any addenda/clarifications that may be posted. Also posted on the following corporate websites: http://procurement-notices.undp.org/ https://www.ungm.org/Public/Notice |
| 14 | 23 | Deadline for Submission | Date and Time: **August 15, 2022, 15:00 PM Mozambique, Maputo time zone.** As indicated in e-Tendering system.
For eTendering submission - as indicated in eTendering system, please note that system time zone is in EST/EDT (New York) time zone.
Try to submit your bid a day prior or well before the closing time. If you face any issues submitting your bid at the last minute, UNDP may not be able to provide any assistance. |
| 14 | 22 | Allowable Manner of Submitting Bids | ☒ e-Tendering |
| 15 | 22 | **Bid Submission Address** | |https://etendering.partneragencies.org|
**Business Unit:** MOZ10
**Event ID:** ITB082022 |
| 16 | 22 | Electronic submission (eTendering) requirement | ▪ Only electronic submission in the e-tendering module.
▪ Format: PDF files only
▪ 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
Bidders are encouraged to check the attachment formats prior to submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software. |

For eTendering guidance please, consult Resources for Bidders: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html
https://www.youtube.com/watch?v=Trv1FX6reu8 Video Guide on How to Register a Bidder Profile on eTendering
<p>| | | |</p>
<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>25</td>
<td>Date, time and venue for the opening of bid</td>
</tr>
<tr>
<td>18</td>
<td>27, 36</td>
<td>Evaluation Method for the Award of Contract</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>Expected date for commencement of Contract</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Maximum expected duration of contract</td>
</tr>
<tr>
<td>21</td>
<td>35</td>
<td>UNDP will award the contract to:</td>
</tr>
<tr>
<td>24</td>
<td>31</td>
<td>Due diligence</td>
</tr>
</tbody>
</table>
Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

- Bid Security
- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity

Minimum Eligibility and Qualification Criteria

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

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Criteria</th>
<th>Document Submission requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELIGIBILITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Status</td>
<td>Vendor is a legally registered entity.</td>
<td>Form B: Bidder Information Form</td>
</tr>
<tr>
<td>(Mandatory)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligibility</td>
<td>Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.</td>
<td>Form A: Bid Submission Form</td>
</tr>
<tr>
<td>(Mandatory)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>No conflicts of interest in accordance with ITB clause 4.</td>
<td>Form A: Bid Submission Form</td>
</tr>
<tr>
<td>(Mandatory)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bankruptcy</td>
<td>Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.</td>
<td>Form A: Bid Submission Form</td>
</tr>
<tr>
<td>(Mandatory)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificates and Licenses</td>
<td>▪ Valid Certificate of Business Registration.</td>
<td>Form B: Bidder Information Form</td>
</tr>
<tr>
<td>(Mandatory)</td>
<td>▪ Minimum Valid class 5 Construction Company license (Alvará de 5a classe) for civil works (regardless shall it be bidder or subcontractor).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ If the bidder is awarded the contract they must agree to follow the local construction regulation requirements for public buildings.</td>
<td></td>
</tr>
<tr>
<td>QUALIFICATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History of Non-</td>
<td>Non-performance of a contract did not occur as a result of contractor default for</td>
<td>Form D:</td>
</tr>
<tr>
<td>Performing Contracts(^1) (Mandatory)</td>
<td>the last 3 years.</td>
<td>Qualification Form</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Litigation History (Mandatory)</td>
<td>No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Previous Experience (Mandatory)</td>
<td>Minimum documented 5 years of experience in civil engineering/ construction relevant to the scope of this tender. (\text{(For JV/Consortium/Association, all Parties cumulatively should meet requirement).})</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td></td>
<td>Minimum 3 contracts of similar nature and complexity implemented over the last 5 (five) years in a cumulative value not less than USD 1 MLN equivalent, out of which: - At least one contract shall have a value not less than USD 450,000 equivalent. - At least one contract shall demonstrate earlier experience in Southern Africa. - At least one contract shall include construction of roads or land improvement works in its scope of work. (\text{(For JV/Consortium/Association, all Parties cumulatively should meet requirement).})</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Financial Standing (Mandatory)</td>
<td>Minimum average annual turnover of USD 1.3 MLN for the last three (3) years, 2019, 2020 and 2021. Provide Audited Financial Statement (Income Statement and Balance Sheet) by a certified public accountant for the financial years 2019, 2020 and 2021. (\text{(For JV/Consortium/Association, all Parties cumulatively should meet requirement).})</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td></td>
<td>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting audited financial reports covering the past three (3) years (2018 onwards). (\text{(For JV/Consortium/Association, all Parties should meet requirement).})</td>
<td>Form D: Qualification Form</td>
</tr>
</tbody>
</table>

**Note:** UNDP reserves the right to verify the bidder financial capacity and seek references from the concerned parties & banks on the bidder’s financial standing. UNDP reserves the right to reject any whom investigations reveal is not financially capable and/ or has serious financial problems.

---

\(^1\) Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.
The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.

Other documents that must be Submitted to Establish Technical responsiveness of the offers in response to the ITB include:

A) TEAM COMPOSITION AND STRUCTURE:

The Bidder shall enclose in the bid the time-effort of each member of the team to be allocated for each stage/milestone, expressed in number of working days.

Submission of documentary evidence, in the way of signed CVs, demonstrating that the Bidder has the following minimum key personnel:

<table>
<thead>
<tr>
<th>Team leader / Project Manager</th>
<th>Civil Engineer or Architect with at least 10 years' experience in construction works management.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Civil Engineer</td>
<td>Civil Engineer with at least 5 years of onsite experience in construction works as resident supervisor.</td>
</tr>
<tr>
<td>The support team should consist of at least but not limited to:</td>
<td></td>
</tr>
<tr>
<td>Hydraulic engineer</td>
<td>Hydraulic Engineer with at least 5 years of experience in installation and supervision of hydraulic systems</td>
</tr>
<tr>
<td>Electrical Engineer</td>
<td>Electrical Engineer with at least 5 years of experience in design, installation, and supervision of electric system</td>
</tr>
<tr>
<td>Health, Safety, and Environmental Engineer</td>
<td>Bachelor’s degree in Engineering with Degree/Diploma in Health, Safety and Environmental field, with at least 5 years of experience in developing, implementing, and health, safety and environmental-projects.</td>
</tr>
<tr>
<td>Administration Assistant</td>
<td>Minimum 3 years relevant experience in administration services</td>
</tr>
</tbody>
</table>

B) DETAILED WORK PLAN. The Bidder shall submit a work plan that illustrates the methodology to be followed in the implementation of the work activities. The work plan shall include:

- Time Schedule of Works. This will show a detailed list of all work activities beside their duration and sequence and delivery milestones as outlined in Schedule of Requirements and Technical Specifications/Bill of Quantities, Section 5a, within a time-frame not to exceed 3 calendar months from the Contract start date. This schedule shall also include the critical path and resource allocation, both human and material, to assure proper planning of work activities.

IMPORTANT: (A) Before the initiation of the works, the Contractor may be requested to do all pertinent modifications in the time schedule proposed by the Employer; (B) Written approval on the Work Plan must be obtained prior to execution of the project. (C) UNDP may request the Contractor to provide Schedule of Material Supply. Such schedule shall include the dates and quantities
of material supply as well as the equipment supply. No delays are accepted due to delay in or insufficient material supply for works in the local market.

C) SUBCONTRACTING:

The maximum percentage of the Contract value allowed to be Subcontracted under this ITB is fixed at **30% of Contract value**. At bid submission stage, if Bidder knows the share of works they will subcontract, Bidder shall disclose this information and provide the following:

- A signed agreement between the Contractor and the Subcontractor.
- And where the Contractor is proposing to Subcontract more than 10% of the total value of the Contract, the following details shall be also enclosed in the bid submission (highlight cells in the BOQ attached in this ITB to indicate subcontracting details and include a letter of confirmation):
  - BOQ item number to be subcontracted
  - Value of item to be subcontracted
  - Name of Subcontractor(s)
  - Full qualifications and resources details for the proposed Subcontractor(s) for evaluation purposes.

D) EQUIPMENT:

- Proof of ownership or an equipment hire agreement / commitment with a reputable equipment hiring company should be provided.
- Two Tipper/dump trucks with a minimum capacity of 15m³
- Two concrete mixers each with a minimum capacity of 500 liters.
- One TLB.
- Minimum roller Compactor for bulk earthworks.
- Minimum One mobile crane (minimum capacity 5 tons and capable of easy manoeuvre around site, reaching even the most confined of places)
- Two Cylindrical Roller Compactors, of the following capacities: Smaller double drum roller compactor for confined places (Capacity 2.5T).

E) WARRANTY:

Written commitment to provide a warranty period of 12 calendar months following issuance of the Certificate of Substantial completion of works, which will run concurrently with the Defects Liability Period.

| Financial Evaluation | Detailed analysis of the price schedule based on requirements listed in Section 6 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates. | Form F: Price Schedule Form |
Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

1. GENERAL BACKGROUND

United Nations Development Program (UNDP) is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional Hubs and Country Office levels, forms a UNDP's partnership with the Global Fund, in line with UNDP’s HIV, Health and Development Strategy 2016-2021: Connecting the Dots, makes a vital contribution to UNDP’s Strategic Plan 2018-2021, the 2030 Agenda for Sustainable Development, the SDGs and the pledge to leave no one behind.

As a long-standing partner of the Global Fund, UNDP’s value proposition lies in providing an integrated package of development solutions to strengthen institutions to deliver health services. Through its contributions as interim Principal Recipient (PR) and provider of technical assistance to Global Fund grants in 53 countries since 2003, UNDP’s provision of integrated policy, implementation and capacity development support to countries has yielded significant health and development results in challenging operating environments. Proactive risk management and investing in sustainability are the cornerstones of UNDP’s portfolio management approach in supporting countries with significant national capacity constraints to manage large-scale health Programs. By providing technical assistance to national counterparts during all phases of implementation, strengthening legislation, policies, and regulatory frameworks, and building capacities across key functional areas, including financial management, health information systems, procurement and supply chain management, UNDP is able to deliver results whilst sustainably transitioning to national entities.

Health System Strengthening (HSS):

In partnership with the National Tuberculosis Control Program, the Central Medical Store of Mozambique, and the Global Fund, UNDP will implement the “Health System Strengthening” project for the construction, rehabilitation of warehouses and TB Wards and shelters, as part of the grant agreements between the Ministry of Health of the Republic of Mozambique (MoH) with the Global Fund in the area of HIV and TB (MOZ-H-MOH, MOZ-T-MOH and MOZ-M-MOH). UNDP will support the Ministry of Health, through the Central Medical Store of Mozambique (MISAU/CMAM) to strengthen the capacities of the national medicine supply system and the national Tuberculosis Control Program to provide quality health services to the population of Mozambique at national and local level, living in remote areas, in absolute poverty, which includes people living with HIV and AIDS, Multi-drug Resistant Tuberculosis (MDR-TB) and Malaria patients. Under the Health Systems Strengthening Program (HSS Program), UNDP’s intervention contributes to the implementation of the CMAM Strategic Plan for Pharmaceutical Logistics (PELF).

UNDP supports the construction of Manica warehouse, five MDR-TB Wards and seventeen waiting areas for the TB patients. UNDP technical support contributes to the CMAM and National Tuberculosis Program NTP efforts to improve treatment outcomes for MDR-TB, infectious disease control, and storage conditions of the medicines, vaccines and other health products.
The main objective of the Program is to strengthen the national health system by reinforcing the medical supply chain and management and enhancing the MDR-TB treatment outcomes through:

Improved safety, security and storage conditions of medicines, vaccines and other health products at sub-national level through the construction of a provincial warehouse in Chimoio, the rehabilitation of provincial warehouses including the repairs of Beira regional warehouse.

Improved conditions of clinical care for MDR TB patients through the construction of five new wards for multi-drug resistant patients and 17 waiting shelters in the TB clinics.

The HSS Program has recently agreed to implement new scope of works referring to the renovation of the Beira Medical Warehouse.

The intervention in the Beira Warehouse, affected by cyclone IDAI in 2019, comprehend in fact three main components: renovation works, capacity expansion and equipment. With this scope of works, UNDP reinforces its support to Central Medical Stores in implementing the Strategic Plan for Pharmaceutical Logistics (PELF), towards improved safety, security and storage conditions of medicines, vaccines, and other health products at sub-national level. This systemic approach facilitates the current decentralization process of the health system promoted by the Government aiming at better and timely delivery of medicines, treatments, and healthcare to people at local level. Ultimately, this intervention supports promoting access to basic social services and ensuring the citizens the right to Health.

COVID-19 has spread rapidly to nearly every corner of the world. In Mozambique, the Government planned and has been delivering an urgent response to back health systems and protect at-risk populations. Even with such a response, COVID-19 is disrupting the functioning of health services and threatens to undo a part of progress made in achieving Sustainable development goals. Since the beginning of the COVID-19 crisis, UNDP has aligned with the efforts of the Government of Mozambique to protect the lives and the livelihoods of its citizens, joining in on the wider United Nations response plan. As part of the ONE UN Health Plan and the MoH Emergency Response Plan, and through the partnership with the Global Fund and the Government, National Health Institute, UNDP is planning to strengthen laboratory capacity for decentralized COVID19 testing, ensuring adequate health infrastructure, including through rehabilitation of the existing infrastructure and installation of prefabricated modules. This intervention increases the diagnostic efficiency at sub-national level, aiming at timely providing the citizens with their right to access quality services of treatment and care.

1.1. PROJECT DESCRIPTION

The phase one of the project of the CICOV-Mavalane Covid Hospitalization Center includes the construction of supporting services for medical staff, chirurgical block and a morgue. This next phase includes the complementary facilities for the successful operation of the CICOV and includes the construction works of waste treatment component, fencing and guard house and complementary works related with external woks (roads and parking area, walking ways, external lighting and landscaping).

The CICOV-Mavalane is located inside the General Hospital of Mavalane compound. The project is conceived to guarantee the functionality of the health activities and to promote healthy and ventilated environments. The
distribution of the buildings considers security and infectiousness related aspects, including the flow of patients and staff.

UNDP aims to hire a consulting firm qualified to develop the Executive Design of the project, in accordance with the provided preliminary design by UNDP and following the national rules and regulations, and to carry out the construction works of the complementary items of CICOV-Mavalane Covid Center, in the city of Maputo in the Republic of Mozambique.

2. SCOPE OF WORK

The objective of this assignment is to develop the Executive Design and to carry out the civil construction works for the new phase of CICOV-Mavalane Covid Center.

The project shall include the following functional program:

a. Waste Treatment Facilities.
To be built conventionally, in addition to a common waste disposal area, the waste treatment area includes an infectious waste disposal area and a biological septic pit as well as a loading and unloading area.

b. Security cabin
This building (about 15 m²) is on the entrance of the ongoing intervention area and consists of the guardhouse, a changing room and a toilet, within the same facility.

c. Fencing and gates
New Fence ClearVu (250ml)
Vehicles Gates (4.80x1.80m)
Pedestrian Gates (160x1.80m)

d. External Paving areas
Parking area, including Covered area for 10 vehicles (155sqm)
Vehicle Roads (2.200sqm)
Walking way (350sqm)
Covered walking way (330sqm)
Covered area for connections of existing buildings (130sqm)

e. Complementary Infrastructure
Electrical - connection between PT to the main electrical boards
Water supply – Connection of water tanks to the new buildings
Sewage – construction of septic tank and sock away pit and all connections including inspection boxes.

f. Landscaping
Shadows Trees
Grass and flowers

Further construction details regarding these elements are presented in the attached map, but the detailed designs are expected to be provided by the awarded contractor. This is a design and build contract, i.e., the technical specifications and the detailed designs will be provided by the contractor and approved by the implementor and the end-user.

Finishing materials must comply with the standards and requirements recommended by the WHO for the construction of centers for the treatment of respiratory diseases.

The consulting firm will receive as inputs the Annexed documentation:

- Conceptual drawings, stating the agreed layout.
- Technical report, defining the technical requirements.
- Estimated Bill of Quantities, base for the definitive BOQ and budget documents.

2.1. Design

The Contractor shall complete a design for the project, which shall be submitted to the Employer for design review and comment prior to start of construction. Notwithstanding the Contractor’s offer to undertake the project, and without adjusting its contract price, the Contractor shall make any alterations to the design necessary based on the results of the geotechnical investigation, topographical investigation, environmental and social impact assessment, existing services evaluation report, and the guiding regulations and standards (listed below. Specific attention must be made to ensure that the project meets or exceeds healthcare and COVID-19 requirements and is fully operational at the end of construction.

The Design submission shall include, but not be limited to, Topographical Survey, Design Criteria Report, Technical Drawings including Architectural, Structural and MEP (Mechanical, Plumbing and Electrical), Calculations (Structural and MEP), Technical Specifications, Detailed Bill of Quantities, Manufacturer data sheets, Equipment data sheets, prefabricated building technical specifications/drawings/manuals. The Design submission shall cover all disciplines required, but not limited to: Architectural, Interior Design, Structural, Mechanical, Electrical, Plumbing, Gas, Telecommunication, Civil, Landscape, Fire, Security, and Health. All submissions shall be in pdf and CAD.

The design of the complementary works of CICOV-Mavalane Covid Center shall comply with the Rules and Regulation of the Republic of Mozambique, including all the Construction laws and permits.

The design will be reviewed and validated by the UNDP Mozambique Engineering team, and any other required approval authority before the implementation phase.

2.2. Implementation

The construction method chosen is the use conventional construction method, following the Mozambique Construction Rules and Regulations.

The Scope of the works include the following aspects:

1. Civil works (Buildings and covered areas)
   - Execution of the foundation in reinforced concrete, raised from ground level, including steps and access ramps;
• Super structure (columns, beams and slabs) in reinforced concrete and walls in masonry cement blocks, finished with cement plastering and painted
• The doors will be in hard wood and windows in aluminum.
• Execution covered areas with metallic structure, and 0.6mm IBR roofing sheets properly fixed in metallic structure.

2. Complementary
• Execution of hydraulic installations (supply and sanitation) including supply and execution of connections and inspection boxes, connection to water supply network, execution of septic tank and drainage.
• Execution electrical installation of main supply network connection and reticulations, including a connection to the automatic generator and external illumination

3. Water network
• The sanitary facilities must be equipped with sanitary ware white ceramic.
• The sewage network will be built on PVC piping, and the internal supply of cold and hot water in PB pipe – Polybutylene. All piping must be executed from according to the specified dimensions and use all accessories suitable for full operation.

4. Electrical installations
• Electrical installation must be carried out in accordance with the Rules and regulations applicable in Mozambique.
• The interior electrical installation must include a lighting system and of outlets, according to specialty drawings, electrical panel with circuit breakers and protection including all accessories and their respective Connections.

5. Fire Protection and Fighting System
• Fire protection: smoke detectors, extinguishers, lighting, and emergency photo luminescent signage.

OTHER REQUIREMENTS OF CONTRACTOR.
• Ensure that construction is executed in accordance with national and international health and safety standards, including COVID-19.
• Ensure that existing health facilities that are in operation that have patients are not disturbed by noise, dust, and light as much as practicably possible and/or mitigation measures are installed as appropriate. Temporary fencing around existing facilities shall be provided to isolate the construction site form occupied health care facilities.
• Provide contact details of the company personnel who will be responsible for managing the day-to-day construction activities on site, and also for the contractor’s designated representative for any contractual or financial issues related to this project.
• All other duties consistent with the normal role of a main contractor

3. Institutional Arrangement
The hired company shall report to UNDP Engineer who is responsible to approve its outputs, or any focal point designated by UNDP Mozambique. The daily construction works will be directly supervised by an Engineering company who will take care of the supervision of the works.

During the execution of the activities, it is expected the consulting firm to interact and collaborate with the responsible of surrounding buildings, technicians from the Provincial Health Directorate, Provincial Health
Services and National Institute of Health in the respective provinces.

4. **Duration of work**

<table>
<thead>
<tr>
<th>Expected duration of the works:</th>
<th>03 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected start date:</td>
<td>27 September 2022</td>
</tr>
<tr>
<td>Expected completion date:</td>
<td>26 December 2022</td>
</tr>
</tbody>
</table>

5. **Commissioning / Defects Notification Period**

The construction company shall make its team available through the Defect’s Notification Period of the project to repair any defect identified, develop the As-Built drawings and for the preparation of project related final accounts and contractual close-out. Additionally, the Consultant may be requested to maintain a presence on site for the remaining construction works or the repair of identified defects.

6. **Site location**

The CICOV-Mavalane Covid Center will be installed in:

<table>
<thead>
<tr>
<th>Location</th>
<th>Province</th>
<th>GPS Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital General de Mavalane, Maputo</td>
<td>Maputo</td>
<td>250 55’ 51” S 320 35’ 11” E</td>
</tr>
</tbody>
</table>

7. **Financial Proposal**

The value of the contract is fixed and must be presented as an overall price. The proposal must include all expenses related to the facilities construction, including transportation, insurance, assembly equipment and all expenses related to technicians, and health and safety at work. Kindly note that as per UNDP civil works contract provisions not unit price fluctuations derived from currency fluctuation, increment of market prices etc are permitted.
### Section 5b: Other Related Requirements

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Delivery Term [INCOTERMS 2010]</strong></td>
<td>DAP Maputo</td>
</tr>
</tbody>
</table>
| **Exact Address of Delivery/Installation Location** | Hospital General de Mavalane  
Avenidas das Forças Populares de Libertação de Moçambique (FPLM) 798, Maputo |
| **Customs, if needed, clearing shall be done by:** | Supplier                                                               |
| **Commissioning**                | Contractor will be responsible for commissioning of all equipment included in this ITB. Corresponding prices / costs shall be factored accordingly in the bidder’s offer. |
| **Warranty/Guarantee**           | The successful Contractor must provide a warranty period of 12 calendar months following issuance of the Certificate of Substantial completion of works, which will run concurrently with the Defects Liability period.  
The warranty will exclude malicious damage or end user damage to works by third parties. |
| **Defects Liability**            | Any damage resulted from defect in execution by the Contractor on the executed works during the defects liability period should be repaired by the contractor and at his own expense and during a week after receiving a notice in writing from UNDP (or it’s appointed representative); and if the contractor does not repair these damages during the above specified period, then UNDP does these repairs at the expense of the contractor, which shall be deducted from due sums against the Performance Guarantee. |
| **Payment Terms**                | UNDP shall issue payments to the contractor according to an agreed payment modality based on millstones (to be agreed at pre-award stage). |
Section 6: Returnable Bidding Forms / Checklist

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

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

Technical Bid:

<table>
<thead>
<tr>
<th>Have you duly completed all the Returnable Bidding Forms?</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Form A: Bid Submission Form</td>
</tr>
<tr>
<td>▪ Form B: Bidder Information Form</td>
</tr>
<tr>
<td>▪ Form C: Joint Venture/Consortium/Association Information Form (if the case)</td>
</tr>
<tr>
<td>▪ Form D: Qualification Form</td>
</tr>
<tr>
<td>▪ Form E: Format of Technical Bid/Bill of Quantities</td>
</tr>
<tr>
<td>▪ From H: Form for Bid Security</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
</tr>
</tbody>
</table>

Price Schedule:

<table>
<thead>
<tr>
<th>Price Schedule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Form F: Price Schedule Form</td>
</tr>
<tr>
<td>▪ Priced BoQ as per Annex 2</td>
</tr>
</tbody>
</table>

|                                                                                       |
| ☐                                                                                      |
**Form A: Bid Submission Form**

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>[Insert Name of Bidder]</th>
<th>Date:</th>
<th>[Select date]</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB reference:</td>
<td>[Insert ITB Reference Number]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;

b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;

c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;

d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

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

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

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

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

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

Name: __________________________________________

Title: __________________________________________

Date: __________________________________________

Signature: _______________________________________[Stamp with official stamp of the Bidder]
**Form B: Bidder Information Form**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal name of Bidder</td>
<td>[Complete]</td>
</tr>
<tr>
<td>Legal address</td>
<td>[Complete]</td>
</tr>
<tr>
<td>Year of registration</td>
<td>[Complete]</td>
</tr>
</tbody>
</table>
| Bidder’s Authorized Representative Information | Name and Title: [Complete]  
Telephone numbers: [Complete]  
Email: [Complete] |
| Are you a UNGM registered vendor?          | ☐ Yes ☐ No  
If yes, [insert UGNM vendor number] |
| Are you a UNDP vendor?                     | ☐ Yes ☐ No  
If yes, [insert UNDP vendor number] |
| Countries of operation                     | [Complete]  |
| No. of full-time employees                 | [Complete]  |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) | [Complete]  
(If yes, provide a Copy of the valid Certificate): |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? | [Complete]  
(If yes, provide a Copy of the valid Certificate): |
| Does your Company have a written Statement of its Environmental Policy? | [Complete]  
(If yes, provide a Copy) |
| 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 | [Complete]  |
| Is your company a member of the UN Global Compact | [Complete]  |
| Contact person that UNDP may contact for requests for | Name and Title: [Complete]  
Telephone numbers: [Complete]  |
**clarifications during Bid evaluation**

**Please attach the following documents:**

- Company Profile, which should **not** exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured
- Provide a Valid Certificate of Business Registration
- Provide a valid class 5 construction company license (Alvará de 5a classe)
- 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
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder’s practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
- List and value of similar projects performed over the last five years, plus clients’ contact details (name, telephone number, email) who may be contacted for further information on those contracts in table format;
- List and value of on-going projects with client contact details (name, telephone number and email address) and current percentage completion of each on-going contract in table format;
- Copies from contracts including completion certificates duly signed by the end-user for each site presented as similar experience (as required under Experience Requirement, Section 4 Evaluation Criteria) or completion certificates duly signed by the end-user only if clearly indicating project name, value and implementing period;
- Statement of satisfactory performance from the top three (3) client’s or more in terms of contract value for the past five (5) years;
- CVs for the proposed key personnel.
- Bidders’ list of equipment (as required under Equipment Requirement, Section 4 Evaluation Criteria).
- Provide Audited Financial Statement (Income Statement and Balance Sheet) by a certified public accountant for the past three years (2019, 2020, 2021).
Form C: Joint Venture/Consortium/Association Information Form

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>[Insert Name of Bidder]</th>
<th>Date:</th>
<th>Select date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB reference:</td>
<td>[Insert ITB Reference Number]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution) [Complete]

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of partner: ________________________     Name of partner: ________________________
Signature: ________________________________     Signature: ________________________________
Date: _________________________________     Date: _________________________________

Name of partner: ________________________     Name of partner: ________________________
Signature: ________________________________     Signature: ________________________________
Date: _________________________________     Date: _________________________________

Name of partner: ________________________     Name of partner: ________________________
Signature: ________________________________     Signature: ________________________________
Date: _________________________________     Date: _________________________________
Form D: Eligibility and Qualification Form

Name of Bidder: [Insert Name of Bidder]  
Date: [Select date]

ITB reference: [Insert ITB Reference Number]

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

History of Non-Performing Contracts

- [ ] Non-performing contracts did not occur during the last 3 years
- [ ] Contract(s) not performed in the last 3 years

<table>
<thead>
<tr>
<th>Year</th>
<th>Non-performed portion of contract</th>
<th>Contract Identification</th>
<th>Total Contract Amount (current value in US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name of Client:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Address of Client:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reason(s) for non-performance:</td>
<td></td>
</tr>
</tbody>
</table>

Litigation History (including pending litigation)

- [ ] No litigation history for the last 3 years
- [ ] Litigation History as indicated below

<table>
<thead>
<tr>
<th>Year of dispute</th>
<th>Amount in dispute (in US$)</th>
<th>Contract Identification</th>
<th>Total Contract Amount (current value in US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name of Client:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Address of Client:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Matter in dispute:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Party who initiated the dispute:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Status of dispute:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Party awarded if resolved:</td>
<td></td>
</tr>
</tbody>
</table>

Previous Relevant Experience

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

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

**Current contracts commitments/Works in Progress**

Complete information about all projects in progress

<table>
<thead>
<tr>
<th>Name of Client</th>
<th>Project name and location</th>
<th>Contract Value</th>
<th>Project Start Date</th>
<th>Scheduled Completion Date</th>
<th>Completion percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Financial Standing**

<table>
<thead>
<tr>
<th>Annual Turnover for the last 3 years</th>
<th>Year</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year</td>
<td>USD</td>
</tr>
<tr>
<td></td>
<td>Year</td>
<td>USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Latest Credit Rating (if any), indicate the source</th>
</tr>
</thead>
</table>

**Financial information (in US$ equivalent)**

<table>
<thead>
<tr>
<th>Financial information (in US$ equivalent)</th>
<th>Historic information for the last 3 years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Information from Balance Sheet*

Total Assets (TA)
Total Liabilities (TL)
Current Assets (CA)
Current Liabilities (CL)

<table>
<thead>
<tr>
<th>Total / Gross Revenue (TR)</th>
<th>Profits Before Taxes (PBT)</th>
</tr>
</thead>
</table>
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.
Form E: Format of Technical Bid

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>[Insert Name of Bidder]</th>
<th>Date:</th>
<th>Select date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB reference:</td>
<td>[Insert ITB Reference Number]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

SECTION 1: Bidder’s qualification, capacity and expertise

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

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

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

2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.

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

In case of subcontracting, please, ensure that Subcontractors are legally registered entities with successful experience in the execution of at least 3 (three) contracts with the specified type of works/services implemented within the last 5 (five) years.

In case of subcontracting, provide the following information:

<table>
<thead>
<tr>
<th>Subcontractors’ name</th>
<th>List type of works that will be subcontracted</th>
<th>Percentage of total Contract Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
☐ Attached are the Certificates of Incorporation/ Business Registration for Subcontractors

☐ Attached are the Company Profiles including past experience in delivering works/services for which they are subcontracted

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

2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

SECTION 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

Format for CV of Proposed Key Personnel

<table>
<thead>
<tr>
<th>Name of Personnel</th>
<th>[Insert]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position for this assignment</td>
<td>[Insert]</td>
</tr>
<tr>
<td>Nationality</td>
<td>[Insert]</td>
</tr>
<tr>
<td>Language proficiency</td>
<td>[Insert]</td>
</tr>
<tr>
<td>Education/Qualifications</td>
<td>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.] [Insert]</td>
</tr>
</tbody>
</table>
| Professional certifications | [Provide details of professional certifications relevant to the scope of goods and/or services]  
  - Name of institution: [Insert]  
  - Date of certification: [Insert] |
| Employment Record/Experience | [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.] [Insert] |
| References | [Provide names, addresses, phone and email contact information for two (2) references] |
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)

(in no circumstances here must be applied the signature of Director or other administrative person, only the signature of person whose experience and qualifications are described in CV)
FORM F: Price Schedule Form

Name of Bidder: [Insert Name of Bidder]  
Date: [Select date]

ITB reference: [Insert ITB Reference Number]

The Bidder is required to prepare the Price Schedule following the below format.

The Bill of Quantities (BOQ) to be priced are attached separately as excel sheet - Annex 2. The Bidder can use only this BOQs to price their bid.

Successful Bidder will be additionally required to present a detailed BoQ which will serve basis for contract management.

Price Schedule

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Total Price US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Complementary works at CICOV-Hospitalization Center for Covid-19 Patients in the Mavalane Hospital, Maputo City</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VAT 17%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal + VAT 17%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contingencies 10%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL and All-inclusive PRICE</td>
<td></td>
</tr>
</tbody>
</table>

IMPORTANT: Kindly note that VAT for this site will not be paid to the Contractor, as this project is eligible for VAT certification mechanism (Decreto n 66.2017 Mecanismo Fiscal de Regularização do IVA). However, it will be included in the Contract for record and reporting purposes. UNDP will issue the VAT Certificate to the Contractor.

Name of Bidder: ________________________________
Authorised signature: ___________________________
Name of authorised signatory: ____________________
Functional Title: ______________________________
FORM G: Form for Performance Security

[insert: address and email address]

Bid Security must be issued using the official letterhead of the Issuing Bank.

PERFORMANCE BANK GUARANTEE

To:..................................................

[INSERT FULL NAME AND ADDRESS OF RR or BUREAU/DIVISION DIRECTOR AT UNDP]

WHEREAS...............................................................................................................................[INSERT NAME AND ADDRESS OF THE CONTRACTOR] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No., dated........., to execute..........................................................................................[INSERT TITLE OF CONTRACT AND BRIEF DESCRIPTION OF WORKS], (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 irrevocably affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of.............................................[INSERT AMOUNT OF GUARANTEE IN FIGURES AND IN WORDS], 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 ...............................................[INSERT AMOUNT OF GUARANTEE] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract Documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until twenty eight calendar days after issuance of the Certificate of Final Completion.

SIGNATURE AND SEAL OF THE GUARANTOR

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

NAME OF BANK ..................................................................

ADDRESS ..................................................................

DATE .....................................................................

---

2 If the ITB requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Bidder’s Bank will issue shall use the contents of this template
PERFORMANCE BOND

By this Bond ..................................................................................................................[INSERT NAME AND ADDRESS OF THE CONTRACTOR] as Principal (hereinafter called "the Contractor") and ..................................................................................................................[INSERT NAME, LEGAL TITLE AND ADDRESS OF SURETY, BONDING COMPANY OR INSURANCE COMPANY] as Surety (hereinafter called "the Surety") are held and firmly bound unto ..................................................................................................................[INSERT NAME AND ADDRESS OF EMPLOYER] as Obligee (hereinafter called "the Employer") in the amount of. ..................................................................................................................[INSERT AMOUNT OF BOND IN FIGURES AND IN WORDS], for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a contract with the Employer dated for ..................................................................................................................[INSERT TITLE OF CONTRACT AND BRIEF DESCRIPTION OF THE WORKS] in accordance with the documents, plans, specifications and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto) then this obligation shall be null and void; otherwise it shall remain in full force and effect. Whenever the Contractor shall be , and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

(1) complete the Contract in accordance with its terms and conditions; or

(2) obtain a bid or bids from qualified Bidders for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsible Bidder, arrange for a Contract between such Bidder and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term " Balance of the Contract Price", as used in this paragraph, shall mean the total amount payable by Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or

(3) pay the Employer the amount required by Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors and assigns of the Employer.

In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this........day of...............2000

SIGNED ON: SIGNED ON:

ON BEHALF OF: ON BEHALF OF:

NAME &TITLE: NAME &TITLE:
FORM H: Form for Bid Security

BID SECURITY

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

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

WHEREAS [name and address of Contractor] (hereinafter called “the Proposer/Bidder”) has submitted a Proposal/Bid to UNDP dated Click here to enter a date., to execute Services/Supply …………….. (hereinafter called “the Proposal/the Bid”):

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

a) Fails to sign the Contract after UNDP has awarded it;
b) Withdraws its Proposal/Bid after the date of the opening of the Proposals/Bid;
c) Fails to comply with UNDP’s variation of requirement, as per RFP/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 Proposer/Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Proposer/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 Proposal 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 30 days from the date of the validity of the Proposal/Bid.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date ..........................................................................................................................................

Name of Bank ..................................................................................................................................

Address ............................................................................................................................................
FORM I: Form for Advanced Payment Guarantee

ADVANCED PAYMENT GUARANTEE

This instruction section, as well as all footnotes, headers and any other instructions in this template, are only for the Business Unit’s guidance and should be deleted before it is sent to the Contractor for review and signature.

How to use this template:

1. This must be finalized using the official letterhead of the Issuing Bank.
2. Except for indicated fields, no changes may be made on this template.
3. This Guarantee shall be required if the Contractor requests advanced payment exceeds the amount of USD 30,000, or its equivalent if the price offer is not in USD, using the exchange rate stated in the Data Sheet. The Contractor’s Bank must issue the Guarantee using the contents of this template, which cannot be changed without the approval of the Legal Office, BMS.

________________________________________________________

INSERT LETTERHEAD OF THE BANK

[Bank’s Name, and Address of Issuing Branch or Office]

Beneficiary: [Name and Address of UNDP]

Date: _____________

ADVANCE PAYMENT GUARANTEE No.: ________________

We have been informed that [name of Company](the “Contractor”) has entered into Contract No. [reference number of the contract] dated [insert: date] with the United Nations Development Programme (the “Beneficiary”) for the provision of [insert description of the Contract] (the “Contract”).
Furthermore, we understand that, according to the terms of the Contract, an advance payment in the sum of [amount in words] ([amount in figures]) is to be made by the Beneficiary to the Contractor against an advance payment guarantee. The Contractor has requested that we issue such guarantee.

Further to the foregoing, we [name of Bank] hereby irrevocably undertake to pay to you, the Beneficiary, or your accredited representative, any sum or sums not exceeding in total an aggregate amount of [amount in words] ([amount in figures]) (the “Guarantee”) upon receipt by us of your first demand in writing, accompanied by a written statement, stating that the Contractor is in breach of its obligation under the Contract to return the amounts of the Guarantee, because the Contractor has used the advance payment for purposes other than the purposes permitted under the Contract. Such statement shall be conclusive evidence of your entitlement to payment in the amount demanded, up to the amount of this Guarantee.

We further agree that no change or addition to or other modification of the terms of the Contract or of any of the Contract documents which may be made between the Beneficiary and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until the Beneficiary receives full repayment of the advance payment from the Contractor.

Subject to the paragraph below, this Guarantee is governed by the Uniform Rules for Demand Guarantees, ICC Publication No. 758. The supporting statement under Article 15(a) thereof is excluded.

---

3 The Guarantor Bank shall insert an amount representing the amount of the advanced payment and denominated in the currency/ies of the advanced payment as specified in the Contract.
Nothing herein or related hereto shall be deemed a waiver express or implied of the privileges and immunities of the United Nations, including its subsidiary organs nor shall it be interpreted or applied in a manner inconsistent with such privileges and immunities.

_____________________

{signature(s)}
FORM J: Model Contract for Works

Available here
ANNEX I

**UNDP GENERAL CONDITIONS OF CONTRACT FOR WORKS**

Available [here](#).
ANNEX II

TECHNICAL SPECIFICATIONS/ DRAWINGS/ BoQ –
as announced in the ITB incl. priced BoQ as per successful Bid

__________________________________________
Certificate Of Completion

Envelope Id: E12C1FA0B13F4799ACECCCCC995C2D10
Status: Completed
Subject: Please DocuSign: Tender document ITB_08_2022_Complementary works for Cicov, Mavalane project

Source Envelope:
Document Pages: 53
Certificate Pages: 2
AutoNav: Enabled
Envelope Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking
Status: Original
7/21/2022 6:40:53 AM
Holder: Liliana Caterov
liliana.caterov@undp.org
Location: DocuSign

Signer Events
Signature
Timestamp
Liliana Caterov
liliana.caterov@undp.org
Procurement Coordinator
United Nations Development Program
Security Level: Email, Account Authentication (None)
Signature Adoption: Uploaded Signature Image
Using IP Address: 92.115.48.231
Sent: 7/21/2022 6:46:39 AM
Viewed: 7/21/2022 6:46:57 AM
Signed: 7/21/2022 6:47:02 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Martin Boben
martin.boben@undp.org
Procurement Specialist
UNDP Mozambique
Security Level: Email, Account Authentication (None)
Signature Adoption: Drawn on Device
Using IP Address: 197.249.44.165
Sent: 7/21/2022 6:47:06 AM
Viewed: 7/21/2022 6:54:18 AM
Signed: 7/22/2022 12:19:15 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events
Signature
Timestamp

Editor Delivery Events
Status
Timestamp
Agent Delivery Events
Status
Timestamp
Intermediary Delivery Events
Status
Timestamp
Certified Delivery Events
Status
Timestamp
Carbon Copy Events
Status
Timestamp
Witness Events
Signature
Timestamp
Notary Events
Signature
Timestamp
Envelope Summary Events
Status
Timestamps
Envelope Sent
Hashed/Encrypted
7/21/2022 6:46:39 AM
Certified Delivered
Security Checked
7/21/2022 6:54:18 AM
Signing Complete
Security Checked
7/22/2022 12:19:15 AM
<table>
<thead>
<tr>
<th>Envelope Summary Events</th>
<th>Status</th>
<th>Timestamps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>Security Checked</td>
<td>7/22/2022 12:19:15 AM</td>
</tr>
</tbody>
</table>

### Payment Events

<table>
<thead>
<tr>
<th>Status</th>
<th>Timestamps</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>