

**INVITATION TO BID**

**Construction of Masholomoshe Irrigation Scheme, in Matebeleland South, Zimbabwe**

ITB No.: **PRC/ZWE/ITB/0010/16/09/2022:**

Project: Green Climate Fund

Country: Zimbabwe

Issued on: 21 September 2022

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# Section 1. Letter of Invitation

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

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

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements and Technical Specifications

Section 6: Returnable Bidding Forms

* 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 Bid Security

Annexures

Annexure A: Technical Specifications

Annexure B: Bill of Quantities

Annexure C: Tender Drawings

Annexure D: Environmental and Social Management Plan

Annexure E: ILO Guidelines on Safety, Health, and Welfare on Construction Sites

Annexure F: Sample Contract & GTCs of Contract for Construction (Civil) Works

Annexure G: Additional Forms

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

Please acknowledge receipt of this ITB by sending an email to procurement.zw@undp.org indicating whether you intend to submit a Bid or otherwise. You may also utilize 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 Approved by:

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| Name: Melody Saineti  Title: Procurement Analyst  Date: September 21, 2022 | Name: Elliman Jagne  Title: Deputy Resident Representative - Operations  Date: September 21, 2022 |

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# Section 2. Instruction to Bidders

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| GENERAL PROVISIONS | |
| Introduction | * 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>   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.   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.   4. As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://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. |
| Fraud & Corruption,  Gifts and Hospitality | * 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. 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.   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.   * 1. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <http://www.un.org/depts/ptd/pdf/conduct_english.pdf> |
| Eligibility | * 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.   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. |
| Conflict of Interests | * 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:   2. 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;   3. Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or   4. Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.   5. 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.   6. Similarly, the Bidders must disclose in their Bid their knowledge of the following:   7. 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   8. 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.   * 1. 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. |
| PREPARATION OF BIDS | |
| General Considerations | * 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.   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. |
| Cost of Preparation of Bid | * 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. |
| Language | * 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. |
| Documents Comprising the Bid | * 1. The Bid shall comprise of the following documents and related forms which details are provided in the BDS:  1. Documents Establishing the Eligibility and Qualifications of the Bidder; 2. Technical Bid; 3. Price Schedule; 4. Bid Security, if required by BDS; 5. Any attachments and/or appendices to the Bid. |
| Documents Establishing the Eligibility and Qualifications of the Bidder | * 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. |
| Technical Bid Format and Content | * 1. The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.   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.   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.   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. |
| Price Schedule | * 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.   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. |
| Bid Security | * 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.   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.   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.   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.   5. The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:      1. If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;      2. In the event the successful Bidder fails:      3. to sign the Contract after UNDP has issued an award; or      4. 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. |
| Currencies | * 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:  1. 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 2. 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. |
| Joint Venture, Consortium or Association | * 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.   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.   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.   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 UNDP.   5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:  1. Those that were undertaken together by the JV, Consortium or Association; and 2. Those that were undertaken by the individual entities of the JV, Consortium or Association.    1. 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    2. 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. |
| Only One Bid | * 1. The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.   2. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:   3. they have at least one controlling partner, director or shareholder in common; or   4. any one of them receive or have received any direct or indirect subsidy from the other/s; or   5. they have the same legal representative for purposes of this ITB; or   6. 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;   7. 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. |
| Bid Validity Period | * 1. Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.   2. During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price. |
| Extension of Bid Validity Period | * 1. In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.   2. If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.   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. |
| Clarification of Bid (from the Bidders) | * 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.   2. UNDP will provide the responses to clarifications through the method specified in the BDS.   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. |
| Amendment of Bids | * 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.   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. |
| Alternative Bids | * 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.   2. If multiple/alternative bids are being submitted, they must be clearly marked as “Main Bid” and “Alternative Bid” |
| Pre-Bid Conference | * 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. |
| SUBMISSION AND OPENING OF BIDS | |
| Submission | * 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.   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.   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 | * 1. 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:   1. Bear the name of the Bidder; 2. Be addressed to UNDP as specified in the BDS; and 3. 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 | * 1. Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:  1. Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; 2. 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.    1. 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/> |
| Deadline for Submission of Bids and Late Bids | * 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   2. UNDP shall not consider any Bid that is received after the deadline for the submission of Bids. |
| Withdrawal, Substitution, and Modification of Bids | * 1. A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.   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”   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.   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. |
| Bid Opening | * 1. UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.   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.   3. In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened. |
| EVALUATION OF BIDS | |
| Confidentiality | * 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.   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. |
| Evaluation of Bids | * 1. UNDP will conduct the evaluation solely on the basis of the Bids received.   2. Evaluation of Bids shall be undertaken in the following steps:   3. Preliminary Examination including Eligibility   4. Arithmetical check and ranking of bidders who passed preliminary examination by price.   5. Qualification assessment (if pre-qualification was not done)   6. Evaluation of Technical Bids   7. Evaluation of prices   Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary |
| Preliminary Examination | * 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. |
| Evaluation of Eligibility and Qualification | * 1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).   2. In general terms, vendors that meet the following criteria may be considered qualified:   3. 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;   4. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,   5. 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;   6. They are able to comply fully with the UNDP General Terms and Conditions of Contract;   7. They do not have a consistent history of court/arbitral award decisions against the Bidder; and   8. They have a record of timely and satisfactory performance with their clients. |
| Evaluation of Technical Bid and prices | * 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. |
| Due diligence | * 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:   2. Verification of accuracy, correctness and authenticity of information provided by the Bidder;   3. Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;   4. 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;   5. 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;   6. Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;   7. Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| Clarification of Bids | * 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.   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.   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. |
| Responsiveness of Bid | * 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.   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. |
| Nonconformities, Reparable Errors and Omissions | * 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.   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.   3. For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:  1. 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; 2. 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 3. 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.    1. If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected. |
| AWARD OF CONTRACT | |
| Right to Accept, Reject, Any or All Bids | * 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. |
| Award Criteria | * 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. |
| Debriefing | * 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. |
| Right to Vary Requirements at the Time of Award | * 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. |
| Contract Signature | * 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. |
| Contract Type and General Terms and Conditions | * 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 <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Performance Security | * 1. A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at   <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default> 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. |
| Bank Guarantee for Advanced Payment | * 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 available at   <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default> |
| Liquidated Damages | * 1. If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor’s delays or breach of its obligations as per Contract. |
| Payment Provisions | * 1. Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract. |
| Vendor Protest | * 1. UNDP’s vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html> |
| Other Provisions | * 1. In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.   2. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.   3. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer> |

# Section 3. Bid Data Sheet

Construction of Masholomoshe Irrigation Scheme, in Matebeleland South, Zimbabwe

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

|  |  |  |  |
| --- | --- | --- | --- |
| **BDS No.** | **Ref. to Section.2** | **Data** | **Specific Instructions / Requirements** |
| 1 | 7 | Language of the Bid | English |
| 2 |  | Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids) | Not Allowed |
| 3 | 20 | Alternative Bids | Shall not be considered |
| 4 | 21 | Pre-Bid conference | Will be Conducted  The compulsory pre- bid conference/meeting will consist of the following activities:  **Part 1. Site visit / inspection:** The project team will arrange for a site visit / inspection of the Proposed Site for the project, to allow proposers to obtain information and evaluate the existing conditions.   * The site visit will take place on: * Date: October 4, 2022, 10:00 AM * Time: 09.00 AM Zimbabwe Time +2 hours GMT. * Venue: Assembly at Department of Irrigation, Mat South Provincial Offices, Gwanda, Zimbabwe * - Depart 1000hr to Masholomoshe Site * - Depart Masholomoshe to Bulawayo 1200hrs * The UNDP focal point for this arrangement is: * Name: Regis Chiwaya   The Site Visit (without cost to UNDP) can be conducted either by the vendor’s staff, the local partner, or a third representative. Conducting a site visit is compulsory for the offer to be valid.  **Part 2: pre-proposers information meeting**:  Date: 7 October, 2022  Time: 10.00 AM.   * Venue: Virtual as per link below * Prebid Meeting: Construction of Irrigation Schemes, in Matebeleland South, Zimbabwe * Time: Oct 7, 2022 10:00 AM Harare, Pretoria * Join Zoom Meeting * <https://undp.zoom.us/j/81253991747> * Meeting ID: 812 5399 1747 * The UNDP focal point for the arrangement is: * Melody Saineti * Telephone: +263242338836 * E-mail: [procurement.zw@undp.org](mailto:procurement.zw@undp.org)   **Important:**  Any proposer who wishes to participate in the site- visit and/or pre-proposers information meeting shall notify the above indicated focal points, with a MINIMUM 48-hour notice. The notification shall also include the name of the appointed representative/s who will be attending the site-visit representing the proposer. Each proposer may be represented by a maximum of 2 representatives. Each representative must carry and produce a suitable identification card / ID.  UNDP will prepare and disseminate minutes of the pre-bid conference / information meeting. Only the information contained in these minutes will be binding. The minutes will constitute an integral part of the ITB documentation / process. |
| 5 | 16 | Bid Validity Period | 120 days |
| 6 | 13 | Bid Security | Required in the amount of USD20,000.00  Acceptable Forms of Bid Security   * Bank Guarantee (See Section 8 for template) * Any Bank-issued Check / Cashier’s Check / Certified Check |
| 7 | 41 | Advanced Payment upon signing of contract | Allowed up to a maximum of 10% of contract value. A maximum 10% advance payment will be authorized to facilitate early mobilization, start up and/or minimum design related costs. As per UNDP policies, in principle, advance payments shall be backed up by a corresponding bank guarantee or certified cheque. |
| 8 | 42 | Liquidated Damages | Will be imposed as follows:  Price per day of delay: USD 500  Max. deduction of contract price :10 per cent  Next course of action: contract termination  Percentage of contract price per day of delay:  Max. number of days of delay      , after which UNDP may terminate the contract. |
| 9 | 40 | Performance Security | **Required Amount :10%**  **Form:** Bank Guarantee (See Section 9 for template) or Any Bank-issued Check / Cashier’s Check / Certified Check  Within 7 days of receipt of the letter of Intent, and before contract signature, the successful Bidder shall furnish a Performance Security to UNDP in the amount of 10% of the Contract Value.  The Performance Security shall be valid until end of defects liability period (i.e., 12 months after the intended completion date).  The proceeds of the Performance Security shall be payable to the UNDP as a compensation for any loss resulting from the Contractors’ failure to complete its obligations under the contract.  The Performance Security shall be denominated in the currency of the contract.  Within seven (7) days from the date of Issuance of a Certificate of Substantial Completion of works, the UNDP will return to the Supplier the Performance Security and after the Contractor, at his own cost and expense furnishes to the UNDP a Maintenance Guarantee in an amount equal to (5%) of the Contract Price to be valid until the end of the Warranty / Defects Liability Period;  If, within 12 months after the goods/system have been put into service, any defects are discovered or arise in the normal course of usage, the Supplier shall remedy the defect either by replacement or by repair.  If the Supplier fails to replace/repair the defect during the above specified period, then UNDP does these repairs at the expense of the Supplier, which shall be deducted from due sums against the Maintenance Guarantee. |
| 10 | 12 | Currency of Bid | United States Dollar |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | 5 days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions | Focal Person in UNDP: Melody Saineti, Procurement Analyst  Address: Block 10 Arundel Office Park, Mount Pleasant, Harare  E-mail address: procurement.zw@undp.org |
| 13 | 18, 19  and 21 | Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries | Posted directly to eTendering |
| 14 | 23 | Deadline for Submission | 16:00hours Zimbabwe Time +2hours GMT  For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. |
| 14 | 22 | Allowable Manner of Submitting Bids | Courier/Hand Delivery  Submission by email  e-Tendering |
| 15 | 22 | Bid Submission Address | eTendering  [For eTendering method, keep link below and insert Event ID information]  <https://etendering.partneragencies.org>  ZWE10 0000013689 |
| 16 | 22 | Electronic submission (email or eTendering) requirements | * 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:45MB * Mandatory subject of email:Construction of Masholomoshe Irrigation Scheme, in Matebeleland South, Zimbabwe * Documents which are required in original (e.g. Bid Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:   Procurement.zw@undp.org |
| 17 | 25 | Date, time and venue for the opening of bid | Date and Time: Click to enter a date and time.  Venue: Virtual  In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened. |
| 18 | 27,  36 | Evaluation Method for the Award of Contract | Lowest priced technically responsive, eligible and qualified bid.  Award Criteria   * Compliance with the minimum set of eligibility and qualification requirements stated in Section Instructions to Bidders, Bid Data Sheet in this ITB. * Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications * Confirmation that Maximum percentage of supply/work that will be sub-contracted: 30% of contract value. * Acceptability of the Delivery Schedule. * Appropriateness of the Implementation work plan and Timetable to Project Schedule. * Full compliance of qualification of the team assigned to the contract. * Appropriateness of Plant and Equipment schedule. |
| 19 |  | Expected date for commencement of Contract | The expected time frame for completion of the works is envisaged to be a maximum of 6 months. |
| 20 |  | Maximum expected duration of contract | The expected time frame for completion of the works is envisaged to be a maximum of 6 months. |
| 21 | 35 | UNDP will award the contract to: | One Proposer Only |
| 22 | 39 | Type of Contract | Contract for Civil Works  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 23 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Works  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 24 |  | Other Information Related to the ITB | **Proposed team composition and structure**, per the minimum stated in BDS with recent CVs and the corresponding time-effort to be allocated for each milestone, expressed in number of working days;  **Detailed implementation work plan and time schedule.** Bidders are required to submit a proposed implementation work programme from contract signature to project completion and handover. The work plan shall cover the full scope of the BOQ included in this ITB. The work plan must show detailed list of tasks, duration, and allocated resources per task   * + 1. The work plan shall be sufficiently detailed to substantiate the bidder’s ability to meet the stated delivery milestones.     2. The Programme will form part of the contractual documents   **The work plan shall show the works schedule** and at the same time show bidder’s ability to finish the works within 5 calendar months from the contract start date.  **Maximum percentage of the contract value** which may be subcontracted is fixed at 30% of contract value.  **Where the contractor is proposing to subcontract more than 10%** of the total value of the contract, the following details should be submitted by the contractor in the bid submission:   1. BOQ item number to be subcontracted 2. Value of item to be subcontracted 3. Name of subcontractor(s) 4. Full qualifications and resources details for the proposed subcontractor(s) for evaluation purposes.   **Additional information may be requested by UNDP to verify the technical and administrative capacity of the subcontractor(s)** to undertake the works. UNDP reserves the right to accept or reject proposed subcontractor(s) based on their qualifications. |

# Section 4. Evaluation Criteria

**Preliminary Examination Criteria**

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

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

**Minimum Eligibility and Qualification Criteria**

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

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

|  |  |  |
| --- | --- | --- |
| **Subject** | **Criteria** | **Document Submission requirement** |
| **ELIGIBILITY** |  |  |
| **Legal Status** | Vendor is a legally registered entity. | Form B: Bidder Information Form |
| **Eligibility** | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3. | Form A: Bid Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with ITB clause 4. | Form A: Bid Submission Form |
| **Bankruptcy** | Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form A: Bid Submission Form |
| **Certificates and Licenses** | * Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer * Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country * Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder * Export/Import Licenses, if applicable | Form B: Bidder Information Form |
|  |  |  |
| **QUALIFICATION** |  |  |
| **History of Non-Performing Contracts[[1]](#footnote-2)** | Non-performance of a contract did not occur as a result of contractor default for the last 3 years. | Form D: Qualification Form |
| **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.   * All information regarding any past and current litigation during the last three (3) years, in which the applicant is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded shall be submitted in accordance. All pending litigation shall in total not represent more than 50% of the Applicant’s net worth | Form D: Qualification Form |
| **Previous Experience** | Minimum 5 years of relevant experience. | Form D: Qualification Form |
| Minimum 3 contracts of similar value, nature and complexity implemented over the last 5years.   * A minimum documented 5 years of general experience in civil works. A minimum of 3 years general experience in water supply and irrigation works in the role of contractor, major subcontractor and/or management contractor. In cases of Association / consortium / joint venture, the lead party shall fulfil this minimum requirement * Participation as contractor, management contractor and/or major subcontractor in at least 2 contracts within the last 5 years that have been successfully and substantially (80% or more) completed and that include works of similar nature. * At least one of the contracts shall demonstrate earlier experience in Zimbabwe. * Similarity will be assessed by verifying earlier experience in one or more of the following areas:   - Earthmoving works.  - Bulk excavation.  - Pipe laying  - Pumps installation  - Solar systems installation.  - Irrigation systems installation.   * Bidders are required to submit statement of Satisfactory Performance from 3 relevant Clients. Such statements shall be dated six months or less, before the deadline for submission of bids in response to this ITB. * Submission of documentary evidence, in the way of signed CVs, demonstrating that the Bidder has the following minimum key personnel   o A Team leader with minimum 10 years of experience in the management civil construction works.  o One or more electrical engineers, (with experience in solar systems installations) each with a minimum 5 years of experience.  o One or more civil engineers, each with a minimum 5 years of experience.  o One or more plumbers, each with a minimum 5 years of experience.   * Confirmation that the Bidder has the ability to mobilize the required equipment for it to be on-site within 30 days after issuance of a contract award.   *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Minimum average annual turnover of USD400,000 for the last 3 years.   * Minimum average annual turnover of US$400,000 calculated as total payments received for contracts in progress or completed within the last 3 years. In cases of Association / consortium / joint venture, the combined turnover of the parties shall fulfil this minimum requirement   *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Technical Evaluation** | 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. | Form E: Technical Bid Form |
| **Financial Evaluation** | Detailed analysis of the price schedule based on requirements listed in Section 5 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 |
|  | * Confirmation that the Bidder has a local registered representative in Zimbabwe that will be permanently available in Harare during the duration of any works contracted resulting from this Bid and who will act as the main operational focal point for daily contact between the Employer and Contractor (See Section 5, Form 10). This requirement only applies to bidders that are not national legal entities / companies of Zimbabwe. |  |

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

**Construction of Masholomoshe Irrigation Scheme, in Matebeleland South, Zimbabwe**

**SECTION A - PROJECT INFORMATION**

1. **PART A1 - BACKGROUND**

Zimbabwe has experienced an overall 5 percent decline in the total amount of rainfall over the 20th century. Furthermore, the number of hot days has been increasing. Considering that agriculture is the backbone of Zimbabwe’s economy, with a 20% contribution to the country’s GDP, directly and indirectly sustaining the livelihoods of over 70% of the population with the majority of small holder farmers practicing rainfed agriculture, climate change has had a significant negative impact on the livelihoods of Zimbabweans. This scenario is also true for other developing countries facing similar negative impacts of climate change.

The Green Climate Fund (GCF) was created to support developing countries in responding to the negative impacts of climate change. Zimbabwe received funding from GCF for the project entitled “Building Climate Resilience of Vulnerable Livelihoods in Southern Zimbabwe”, with the objective of strengthening resilience of agricultural livelihoods of vulnerable communities, especially women, in southern Zimbabwe in the face of increasing climate risks.

The project intends to achieve its objectives through implementation of three interlinked outputs, namely, (1) increased access to water for climate-resilient agriculture by implementing climate resilient irrigation systems and efficient water resources management, (2) scaled up climate resilient agricultural production and diversification through increased access to climate-resilient inputs, practices, and markets, (3) improved access to weather, climate and hydrological information for climate resilient agriculture. The project is being implemented by the Government of Zimbabwe in partnership with UNDP for 7 years from June 2020 to May 2027 with Ministry of Lands, Agriculture, Water and Rural Resettlement (MLAWRR) as the implementing partner.

One of the project’s key component focuses on climate proofing irrigation infrastructure for enhanced water security under climate change impacts through revitalizing of 21 irrigation schemes consisting of 15 existing irrigation schemes and 6 new schemes. These schemes are located across 13 districts in Manicaland, Masvingo, and Matabeleland South Provinces of Zimbabwe and are divided into three Lots. This assignment is for Lot 1 and entails feasibility studies and detailed designs for three irrigation schemes in Matabeleland South Province, namely Masholomoshe, Masiyapambili, and Masholomoshe.

Detailed designs, bill of quantities, drawings, and construction specifications are now in place for the construction of the Masholomoshe Irrigation Scheme.

1. **PART A2 - GENERAL**

Further to the Schedule of Requirements in Section B below, Bidders are requested to take note of the following additional requirements, conditions, and related services and to include the corresponding documents required in their offers submitted in response to this ITB and/or present these prior to award of contract.

|  |  |
| --- | --- |
| Delivery Term [INCOTERMS 2010] | All prices for materials and equipment included in this ITB shall be understood as supplied, installed, tested to the required specifications, and commissioned. |
| Exact Address of Delivery/Installation Location | Masholomoshe Irrigation Scheme, in Matebeleland South, Zimbabwe |
| Customs, if needed, clearing shall be done by: | The Bidder shall be responsible for payment of all duties and clearing for importation of goods into the country where the works will be implemented. |
| 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 365 days 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. |
| Liability Insurance | Insurance policies (All risks insurance, public liability insurance - third parties & Workers’ compensation insurance) should be issued by the successful bidder subject to the general conditions, terms and conditions of the contract, and as per/ in compliance with the applicable Zimbabwean Labour Law and international standards in this regard. |
| 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 the Employer; 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 Maintenance Guarantee. |
| Taxes | This contract is exempted from VAT and all other taxes; as such taxes will be excluded from the bid contract amount. |
| Payment Terms | UNDP shall issue payments to the contractor according to an agreed payment modality based on progress of the works specified in Section III of the Terms of Reference (Section 3). See further Section 11 of this ITB.   * In the case of requesting an advance payment by the Contractor; the UNDP shall pay the Contractor an advance payment up to 10% of the contract value upon signature of the contract between UNDP and the Contractor and submission of the following documents by the Contractor:   + An irrevocable bank guarantee for the same value of the advance payment valid for the period of 30 days after the intended completion date of the project works.   + The required Performance Security as stipulated in this contract. * The amount of the advance payment if paid to the contractor shall be subject to a deduction of a 10% (Ten percent) of the amount accepted for payment until the cumulative amount of the deductions so effected shall equal the amount of the advance payment when 80% of the works are completed. Should the cumulative amount of the deductions so made be lower than the amount of the advance payment after the date of completion of 80% the Works, UNDP may deduct the amount equal to the difference between the advance payment and the cumulative deductions from the payments due after completion or may recover such amount from the bank guarantee * On each payment, UNDP shall withhold a per centum of the invoice amount, up to a maximum of 10% of the total price of the Contract for due performance of execution. Half of this amount (5%) shall be returned to the Contractor within Forty   (40) days upon the substantial completion and taking-over of the Works, and the remaining (5%) will be retained until the contractor furnishes the Maintenance Bank Guarantee which to be issued in the amount of 5% (five-percent) of contract value, and to be valid until the end of the one year defects liability period. The said remaining (5%) of the contract value shall be returned to the contractor within Forty (40) days as of the date of receipt of the Maintenance Bank Guarantee.   * Deliverables and payment schedule will be discussed during the contract preparation. |
| Safety, Health & Welfare Plan | Upon contract award, the contractor should provide, as part of his contractual commitments, a detailed Safety, Health & Welfare plan, being part of the overall program of works, subject to the Engineer approval. Contractor to bear all the costs associated with implementation of the said Safety, Health & Welfare plan.  The said Safety, Health & Welfare plan shall be based on the following Safety manual, “Safety, health and welfare on construction sites/A Training Manual - International Labour Office Geneva (1999 version)” – Section 14 of the ITB and in compliance with the Project Environmental and Social Management Plan.  The above-mentioned Safety Manual shall be an integral part of the tender and contract documents and the contractor is obligated to fully comply with the guidelines and instructions contained in the said manual, all to the satisfaction of the UNDP Engineer.  Important: The contractor shall also implement fully the applicable Safety measures contained in the approved Safety plan during mobilization stage before actual work starts. |
| Special Requirements | **1. Miscellaneous**  **a) Time Schedule**:  The contractor is required to submit a time schedule for the all activities and deliverables of the project as outlined in the BDS and the sequence of work activities using MS-Project software. This time schedule should be reviewed and approved by the engineer before the initiation of work activities. The contractor has to update it and do all modifications deemed necessary to work activities as per the instructions of the engineer.  The contractor shall carry out quantity verification to be executed before the start-up of work activities. Written approval on the scope of works shall be obtained prior to implementation process.  **b) Schedule of material supply**  No delays are accepted due to delay in or insufficient material supply for works in the local market. Hence a schedule for material supply is required before starting up activities.  The time schedule of works should include the dates and quantities of material supply as well as the equipment supply to assure proper planning of work activities.  **c) Work plan**  The contractor has to submit a written work plan that illustrates the methodology to be followed in implementation of the work activities.  **d) Samples and catalogues:**  The contractor has to submit all samples and /or catalogues for all materials to be used on the project to verify their compliance with the technical specifications as follows:  \*The samples will be handed along with the request of material approval as per the schedule of material supply such that one week is allowed to obtain approval before order of material supply is placed.  \*The samples and catalogues should show the data of technical specification. In case there is no possibility to obtain a sample, the catalogue might be accepted after the engineer approval.  **e) Cash – Flow:**  The contractor has to submit a cumulative cash flow chart (S- curve) expected during implementation. Updates should be carried out on regular basis to adapt the actual expenditure on the project.  **f) Monthly reports and photographs:**  The contractor has to submit monthly reports in three copies reflecting the actual progress of works in percentage, executed work activities, obstacles and difficulties faced and photos showing such progress.  **g) Contract documents:**  All tender documents stipulated in the ITB should be preferably submitted, signed and stamped. It is deemed that all mentioned in the technical specification (General and Specific), drawings, bill of quantities, pre-bid meeting notes and/or any addendum thereof are included in the unit prices of the items and no extra charges will be paid in that respect.  **2) WORKMANSHIP:**  The contractor has to engage competent workers to achieve the workmanship stated in the tender documents. It is expected that best local practices be utilized in case no specific workmanship is identified.  **3) DRAWINGS:**   1. The contractor has to abide to any additional detail or general drawings issued by the engineer and will be considered as part of the contract. 2. The contractor will develop line-drawings for all electrical works and submit for approval. No activity can be started unless engineer approves relevant line-drawings. 3. The contractor should submit three copies of the line drawings a week ahead of required approval. In case of changes required, the contractor will resubmit the drawings with changes and obtain approval before execution of works.   **4) As-Built Drawings:**  The Contractor is responsible to submit as-built drawings before the preliminary handing over in two hard copies A3 size and three CD’s. They should show all details (civils, structural, mechanical, and electrical along with services routes, trenches, and levels etc.). The drawings will be submitted to UNDP and/or the appointed Engineer who will review accordingly.  **5) Discrepancies and mistakes in tender documents:**   1. In case there is discrepancy in the tender documents, the Engineer will verify the correct specification of any item in the tendering stage. 2. In case there is missing information in the contract documents or discrepancy or review and approval of the engineer, improper description of details of the items, it doesn’t relieve the contractor from carrying out the item in the most correct manner as if identified and properly described in the original tender documents. 3. The contractor has to inform the Engineer in case of omissions, discrepancies or mistakes in the tender documents in the tendering stage and price according to the engineer's answer.   **INSPECTION OF SITE:**  The contractor is deemed to have visited and investigated the site and identified all site conditions in terms of ground nature, accessibility to site, availability of services like water & electricity and all factors affecting execution of work activities before submitting his offer. All such factors are deemed to be taken into consideration while pricing.  **SUB-CONTRACTORS:**  Sub- contractors are dealt with according to General Conditions of Contract. The main contractor should submit to the Engineer the certified agreement between him and the subcontractor prior to commencement of the work. See also BD, section 27.  **EQUIVALENCE AND ENGINEER’S INSTRUCTION:**  Wherever equivalence and Engineers’ instruction are mentioned within the contract documents, they are interpreted to be dealt with and /or executed according to the consent of the engineer.  **6) SITE MEETINGS:**  Periodical site meetings will be carried out and the contractor or duly authorized delegate should attend the meetings.  **7) TESTING:**  The contractor at his own expenses shall provide any test as requested by the Engineer for any materials supplied, installed, or stored in the site according to the stipulated tests. The contractor has to secure devices and equipment that are necessary to test any works as requested by the Engineer.  **8) SPECIFICATIONS:**  Specifications are the approved international and/or Zimbabwean Specifications or as indicated in the ITB.  In case there is no clear or missing specification for items, it is deemed that the contractor has based his prices on high quality materials and best practice in implementation.  **9) TAKE OFF QUANTITIES AND PRICING:**  a) Description of items  The tender documents are complementary and self- explanatory and what is deemed necessary in one is deemed necessary in all.  Accordingly, the item specification is not limited to item description in the bill of quantity but rather to the tender documents as a whole.  b) Deliverables and pricing  c) Bidders are expected to submit a total lump sum all-inclusive offer for each of the required deliverables included in Section 3 of this ITB. Costing for each deliverable shall be based on the information provided in this ITB and such costing shall be reflected in the corresponding financial proposal included in Section 7 of this ITB.   1. The costing should not include VAT. All payments will be processed according to Zero VAT invoices all according to applicable rules and regulations in that respect. The contractor has to include all expenses that might occur in his overhead expenses and no claims will be accepted regarding this issue. 2. Price shall include fees of testing according to specification and engineer's instruction. UNDP has the right to change the testing laboratory from time to time.   **10) PROJECT SIGN BOARDS:**  The contractor has to supply and install two project sign boards before the start-up of work activities. All information and logos that have to be included on the board will be provided by the Engineer during the mobilization period.  **11) Assistance To The Engineer**  The Contractor shall liaise with the Engineer with regards to any designs that according to their experience looks wrong before execution of such works.  **12) Temporary installations during implementation**  All temporary installations needed to facilitate the implementation and completion of the project works will be carried out by the contractor at his own expense. Such temporary installations shall be removed by the contractor after completion of the project works. In case of any delays by the contractor in establishing the temporary installations or any part thereof and in the removal of these installations or any part thereof, the Engineer shall have a right to establish these temporary installations and to remove them at the end of the project at the expense of the contractor. Such expenses, if happened, will be reduced from the amounts payable to the contractor without any objection to the action or the cost.  The contractor to safeguard the site, the works, materials and plant from damage and theft. Take all reasonable precautions to prevent unauthorized access to the Works.  **13) Warehouses**  The contractor shall establish stores and warehouses to store all the building materials, especially cement and ensure the conditions necessary for the protection of stored materials from damage caused by exposure to external conditions. |
| Various Additional & Important Special Conditions: | 1. A detailed Safety, Health & Welfare plan, including any support systems plan shall be prepared and presented by the contractor to the UNDP Engineer for his review and approval before start of the works. The said safely plans and related measures shall be in full compliance with the ILO safety manual, the safety and other related regulations issued by the related authorities, and the relevant parts of the project specifications and tender documents. Please refer to the relevant parts in the subject tender documents for the instructions and conditions related to the safety & security plans and the applicable safety manual and guidelines. 2. Any related official governmental/municipal/local fees and work permits (yet not mentioned in this tender), as applicable under the local laws in terms of the works, are and remain the sole responsibility of the contractor. Contractor should therefore inquire on, and take into account in his bid, such possible applicable fees given the context of this project. 3. Detailed line drawings and shop drawings as directed and requested by the UNDP Engineer and as required in the projects specifications shall be prepared and given to the UNDP Engineer for his review and approval before and during implementation of the works. 4. Setting up and furnishing of the site-offices is the sole responsibility of the awarded contractor. |

1. **PART A2 - GENERAL**

**2.1 Phasing**

The project will be implemented in one phase.

**2.2 Commissioning and Hand Over**

The Contractor is responsible for verifying that all works and systems, equipment, and other project elements have been installed, tested, fit the purpose, and are in good operating condition. If defects are found, the Contractor is responsible for correcting these defects. Additionally, the Contractor is required to handover all buildings and systems to UNDP after the completion of the works and after the issued the letter of acceptance by the Engineer’s representative.

**2.3 Construction Oversight**

UNDP will assign an appointed “Engineer” to manage the contract.

The Department of Irrigation of the Government of Zimbabwe will have overall supervisory role in the execution of the project for Government of Republic of Zimbabwe to ensure compliance with National Regulations and Government Standards.

1. **SECTION B - PROJECT DETAILS**
2. **PART B1 - PROJECT OVERVIEW**

**1.1 Existing conditions**

The site is situated on the current Masholomoshe Irrigation Scheme, in Matebeleland South, in Matobo District.

The irrigation scheme is currently functional, irrigating an area of 8ha.

Water supply is from the Masholomoshe Dam, which is located about 2.2km from the scheme. A submersible pump and 160mm dia PVC pipeline delivers the water to the irrigation scheme. A system of infield underground pipes, tapes and hoses is used to irrigate the crops.

The scheme has a membership of 52 households. An Irrigation Management Committee manages the affairs of the scheme on behalf of its members.

**1.2 Project Goals**

The objective of this project is to convert a 12ha portion of the area to a center pivot system. A 5ha portion will be converted to a drag hose system.

The 12ha centre pivot system will be supplied by a new pump station and a new pipeline. While the drag hose system will be supplied by the existing pump station and existing 160mm dia PVC pipeline.

**1.3 Project Bidding/Contract Procedures**

Contracts – The UNDP General Conditions of Contract for Civil Works – will be used.

**SECTION C - TECHNICAL SPECIFICATIONS**

Annexure A provides details of the Technical Specifications to be applied on the works.

# 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: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

|  |  |
| --- | --- |
| Delivery Term [INCOTERMS 2010]  *(Pls. link this to price schedule)* | Choose an item. |
| Exact Address of Delivery/Installation Location | Click here to enter text. |
| Mode of Transport Preferred | Choose an item. |
| UNDP Preferred Freight Forwarder, if any[[2]](#footnote-3) | Click here to enter text. |
| Distribution of shipping documents  *(if using freight forwarder)* | Click here to enter text. |
| Customs, if required, clearing shall be done by: | Choose an item. |
| Ex-factory / Pre-shipment inspection | Click here to enter text. |
| Inspection upon delivery | Click here to enter text. |
| Installation Requirements | Click here to enter text. |
| Testing Requirements | Click here to enter text. |
| Scope of Training on Operation and Maintenance | Click here to enter text. |
| Commissioning | Click here to enter text. |
| Warranty Period | Click here to enter text. |
| Local Service Support | Click here to enter text. |
| Technical Support Requirements | Click here to enter text. |
| After-sale services Requirements | Warranty on Parts and Labor for minimum period of \_\_\_\_\_\_\_\_\_  Technical Support  Provision of Service Unit when pulled out for maintenance /repair  Others *[pls. specify]* |
| Payment Terms  *(max. advanced payment is 20% as per UNDP policy)* | Choose an item. |
| Conditions for Release of Payment | Pre-shipment inspection  Inspection upon arrival at destination  Installation  Testing  Training on Operation and Maintenance  Others *[pls. specify]*  Written Acceptance of Goods based on full compliance with ITB requirements |
| All documentations, including catalogues, instructions and operating manuals, shall be in this language | Choose an item. |

# 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:**

|  |  |
| --- | --- |
| **Have you duly completed all the 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/Bill of Quantities |  |
| * From G: Form of Bid Security |  |
| * [Add other forms as necessary] |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form F: Price Schedule Form |  |

## Form A: Bid Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | Construction of Masholomoshe Irrigation Scheme, in Matebeleland South, Zimbabwe | | |

We, the undersigned, offer to supply the goods and related services required for Construction of Masholomoshe Irrigation Scheme, in Matebeleland South, Zimbabwein accordance with your Invitation to Bid No. Construction of Masholomoshe Irrigation Scheme, in Matebeleland South, Zimbabwe 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:

1. 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;
2. 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;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. 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);
5. 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;
6. 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 weembrace 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

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **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)** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **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 clarifications during Bid evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * 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   Each offer submitted in response to this ITB shall contain the following information / documentation for UNDP to determine its fulfilment of the eligibility criteria. For each point below applicants are required to complete and submit information / documentation as required in Section 5 included in this ITB.   * Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if bidder is not a corporation. In case of association / consortium / joint venture all parties to the association are required to submit the corresponding certificate of Registration (See Section 4). * 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. In case of association / consortium / joint venture all parties to the association are required to submit the corresponding tax registration (See Section 5.16) * Confirmation of non-inclusion of the bidder (or any of the parties in case of association / consortium / joint venture) in any of the UNDP / UN ineligibility lists (See Section 4). * If the offer is submitted by an association / consortium / joint venture, it shall include a document signed by all parties to the association confirming the establishment of such association / consortium / joint venture and clearly determining what is the party appointed as the Lead Party (See Section 5, Form C) * Bidders and all parties constituting the Applicant shall not have a conflict of interest. Bidders shall be considered to have a conflict of interest if they are involved as a consultant in the preparation of the design or technical specifications of the works that are subject of this prequalification   Each offer in response to this ITB shall contain the corresponding information / documentation for UNDP to determine its fulfilment of the following minimum qualifying criteria.   * All information regarding any past and current litigation during the last three (3) years, in which the applicant is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded shall be submitted in accordance. All pending litigation shall in total not represent more than 50% of the Applicant’s net worth (See Section 4). * A minimum documented 5 years of general experience in civil works. A minimum of 3 years general experience in water supply and irrigation works in the role of contractor, major subcontractor and/or management contractor. In cases of Association / consortium / joint venture, the lead party shall fulfil this minimum requirement. * Minimum average annual turnover of US$400,000 calculated as total payments received for contracts in progress or completed within the last 3 years. In cases of Association / consortium / joint venture, the combined turnover of the parties shall fulfil this minimum requirement (See Section 4) * Participation as contractor, management contractor and/or major subcontractor in at least 2 contracts within the last 5 years that have been successfully and substantially (80% or more) completed and that include works of similar nature (See Section 4). * At least one of the contracts shall demonstrate earlier experience in Zimbabwe. * Similarity will be assessed by verifying earlier experience in one or more of the following areas:   - Earthmoving works.  - Bulk excavation.  - Pipe laying  - Pumps installation  - Solar systems installation.  - Irrigation systems installation.   * In cases of Association / Consortium / Joint venture, at least one of the parties shall document fulfilment of the minimum relevant experience in above area.   - Bidders are required to submit statement of  - Satisfactory Performance from 3 relevant Clients. Such  statements shall be dated six months or less, before the deadline for submission of bids in response to this ITB.   * Submission of documentary evidence, in the way of signed CVs, demonstrating that the Bidder has the following minimum key personnel (See Section 6, Form E)   o A Team leader with minimum 10 years of experience in the management civil construction works.  o One or more electrical engineers, (with experience in solar systems installations) each with a minimum 5 years of experience.  o One or more civil engineers, each with a minimum 5 years of experience.  o One or more plumbers, each with a minimum 5 years of experience.   * Confirmation that the Bidder has the ability to mobilize the required equipment for it to be on-site within 30 days after issuance of a contract award. * Confirmation that the Bidder has a local registered representative in Zimbabwe that will be permanently available in Harare during the duration of any works contracted resulting from this Bid and who will act as the main operational focal point for daily contact between the Employer and Contractor (See Section 4). This requirement only applies to bidders that are not national legal entities / companies of Zimbabwe. * Submission of audited financial statements for the last two years to demonstrate:   - the current soundness of the applicant’s financial position and its prospective long-term profitability,  - Capacity to have a minimum cash flow amount of U$ 300,000. In cases of association / consortium / joint venture, the lead party shall fulfil this minimum requirement. See also Section 6, Form D for additional financial information required to be completed by each bidder.   * Submission of a detail of the present workload executed by the Bidder, including details of nature, scope, complexity, value, as well as anticipated time for completion of the corresponding works. See form 13. |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | Construction of Masholomoshe Irrigation Scheme, in Matebeleland South, Zimbabwe | | |

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

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

|  |  |
| --- | --- |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Form D: Eligibility and Qualification Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | Construction of Masholomoshe Irrigation Scheme, in Matebeleland South, Zimbabwe | | |

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 | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

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

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

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

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

**Financial Standing**

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

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

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

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

## Form E: Format of Technical Bid

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | Construction of Masholomoshe Irrigation Scheme, in Matebeleland South, Zimbabwe | | |

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.

* 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. 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.
  3. The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  4. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  5. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goods and services to be Supplied and**  **Technical Specifications** | **Your response** | | | | |
| **Compliance with technical specifications** | | **Delivery Date**  *(confirm that you comply or indicate your delivery date)* | **Quality Certificate/Export Licenses, etc.** *(indicate all that apply and attach)* | **Comments** |
| **Yes, we comply** | **No, we cannot comply**  *(indicate discrepancies)* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Related services and requirements**  *(based on the information provided in Section 5b)* | **Compliance with requirements** | | **Details or comments**  **on the related requirements** |
| **Yes, we comply** | **No, we cannot comply**  *(indicate discrepancies)* |
| e.g. Delivery Term |  |  |  |
| Warranty |  |  |  |
| Local Service Support |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

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

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| **Name of Personnel** | [Insert] |
| **Position for this assignment** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency** | [Insert] |
| **Education/ Qualifications** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| **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]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

## FORM F: Price Schedule Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | Construction of Masholomoshe Irrigation Scheme, in Matebeleland South, Zimbabwe | | |

**Please use attached BoQ and only captured totals in the table below**

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

**Currency of the Bid:** [Insert Currency]

**Price Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item #** | **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Price** |
| Bill No. 1 |  |  |  |  |  |
| Bill No. 2 |  |  |  |  |  |
| Bill No. 3 |  |  |  |  |  |
| Bill No. 4 |  |  |  |  |  |
| Bill No. 5 |  |  |  |  |  |
| Bill No. 6 |  |  |  |  |  |
| Bill No. 7 |  |  |  |  |  |
| **GRAND TOTAL** | | | | |  |

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

## FORM G: Form of Bid Security

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

Except for indicated fields, no changes may be made on this template.

To: UNDP

*[Insert contact information as provided in Data Sheet]*

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

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

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

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

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

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

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

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

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

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

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

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

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Stamp with official stamp of the Bank]*

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. [↑](#footnote-ref-2)
2. *A factor of the Incoterms stipulated in the ITB. The use of a UNDP preferred freight forwarder may be considered for purposes of ensuring forwarder’s familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.*  [↑](#footnote-ref-3)