



INVITATION TO BID FOR LARGE WORKS – ITB

Ref: No. JAK/ADM/L/22/0503

(Please quote this UNESCO reference in all correspondence)

Published Date: 05 October 2022

You are invited to submit a bid for [Office Premises Fit-out Civil Works](#) in accordance with the present solicitation document.

The Invitation to Bid (ITB) consists of this cover page and the following Annexes:

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Annex XV	SSOT/Contractor Agreement

Your e-bid should reach the following email address bitting.jak@unesco.org (without cc to any other email address) **no later than 19th October 2022 COB Jakarta time. Please list email subject as: E-BID - DO NOT OPEN: ITB Ref: No. JAK/ADM/L/22/0503:** Closing Date: **19th October 2022.** Kindly use a zip file (.zip or a google drop box) to submit bulky attachments.

This letter is not to be construed in any way as an offer of contract. Your bid could, however, form the basis for a contract between your company and UNESCO.

Bidders are kindly requested to acknowledge the receipt of the ITB using the Intention to Bid Form on Annex IV.

For and on behalf of UNESCO:

M. DJELID
Director, UNESCO JAKARTA

ANNEX I – Instructions to Bidders

The Instructions to Bidders contain general guidelines and instructions on the preparation, clarification, and submission of Bids.

A. INTRODUCTION

1. General: UNESCO as the Purchaser invites **Sealed Bids** for the specified Works to the UN system.

2. Eligible Bidders: Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the specifications, and other documents to be used for the procurement of works to be purchased under this Invitation to Bid. Bidders shall be legally incorporated entities, or groups formed by such as joint ventures. This bid is open to all national and international suppliers who are legally constituted, can provide the requested services:

Bidders are ineligible if at the time of submission of the offer:

- (a) The bidder is on the exclusion list published on the global portal for suppliers of the United Nations Organization, (<http://www.ungm.org>) due to fraudulent activities.
- (b) The name of the bidder appears on the Consolidated United Nations Security Council Sanctions List which includes all individuals and entities subject to sanctions measures imposed by the Security Council.
- (c) The bidder is excluded by the World Bank Group.

3. Fraud and corruption: UNESCO requires that bidders, contractors and their subcontractors adhere to the highest standard of moral and ethical conduct during the procurement and execution of UNESCO contracts and do not engage in corrupt, fraudulent, collusive, coercive or obstructive practices. For the purpose of this provision such practices are collectively referred to as “fraud and corruption” and defined as follows:

- “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, an undue advantage, in order that the person receiving the advantage, or a third person, act or refrain from acting in the exercise of their official duties, or abuse their real or supposed influence;
- “Fraudulent practice” is a knowing misrepresentation of the truth or concealment of a material fact aiming at misleading another party in view of obtaining a financial or other benefit or avoiding an obligation, or in view of having another party act to their detriment;
- “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- “Obstructive practice” means acts intended to materially impede the exercise of UNESCO’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNESCO investigation into allegations of fraud and corruption.
- “Unethical practice” means conduct or behaviour that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, postemployment provisions, abuse of authority and harassment.

UNESCO expects that all suppliers who wish to do business with UNESCO will embrace the [United Nations Supplier Code of Conduct](#)

UN Agencies have adopted a zero tolerance policy on gifts and therefore, it is of overriding importance that UNESCO staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favourable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favours. Vendors are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

UNESCO will:

- Reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in fraud and corruption in competing for the contract in question.
- Cancel or terminate a contract if it determines that a vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.
- Declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.

Any concern or evidence that corruption or fraud may have occurred or is occurring related to a UNESCO contract shall be forwarded to the Office of Internal Oversight. Please refer to [how-to-report-fraud-corruption-or-abuse](#).

4. Cost of Bid: The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the procuring UNESCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

5. Pre-bid Conference and Site Visit” – N/A.

B. SOLICITATION DOCUMENTS

6. Examination of Solicitation Documents: The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder’s risk and may affect the evaluation of the Bid. The Solicitation Documents are those stated below and should be read in conjunction with any Addenda issued in accordance with Clause 7 below.

- (a) **Instructions to Bidders;**
- (b) **Bid Data Sheet (BDS);**
- (c) **Contract for Works (form of);**
- (d) **General Conditions of Contract for Construction Works;**
- (e) **Scope of Works;**
- (f) **Bills of Quantities;**
- (g) **Technical specifications;**
- (h) **Drawings;**
- (i) **Sample forms;**
- (j) **Any other document listed in the Bid Data Sheet as forming part of the Solicitation Documents.**

7. Clarification of Solicitation Documents: A prospective Bidder requiring any clarification of the Solicitation Documents may notify UNESCO in writing. The response will be made in writing to any request for clarification of the Solicitation Documents that it receives earlier than two days prior to the Deadline for the Submission of Bids. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the Solicitation Documents. All communication connected with this Bid must be directed exclusively to the UNESCO person identified as the contact person **in the Bid Data Sheet.**

8. Amendments of Solicitation Documents: Prior to the Deadline for Submission of Bids, the UNESCO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the UNESCO may, at its discretion, extend the Deadline for the Submission of Bids.

C. PREPARATION OF BIDS

9. Language of the Bid: The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and UNESCO shall be written in the language indicated on the Bid Data Sheet (*Annex II*).

10. Documents Comprising the Bid: The Bid must comprise the following documents:

- (a) A Bid Submission form;
- (b) Bid Security, if required, under clause 15 of Instructions to Bidders and in the form provided in Section 11.
- (c) Priced Bill of Quantities;
- (d) Written Power of Attorney, authorising the signatory of the bid to commit the bidder;
- (e) Technical information as may be required by the Bid Data Sheet;
- (f) Qualification information in accordance with clause 11 and 12 of the Instructions to Bidders if prequalification of bidders has not been carried out.
- (g) Any additional information required to be completed and submitted by bidders as specified **in the Bid Data Sheet**.

11. Documents Establishing Bidder's Eligibility and Qualifications:

11.1 The Bidder shall furnish evidence of its qualification by submitting the following information and documents with their bids, unless otherwise stated in the Bid Data Sheet:

- (a) Copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Bidder; written power of attorney of the signatory of the Bid to commit the Bidder;
- (b) Total annual monetary value of construction works performed for the years specified in the Bid Data Sheet;
- (c) Experience in works of a similar nature and size for each of the period of years specified in the Bid Data Sheet, and details of work under way or contractually committed; and clients who may be contacted for further information on those contracts;
- (d) Major items of construction equipment proposed to carry out the Contract;
- (e) Qualifications and experience of key site management and technical personnel proposed for the Contract;
- (f) Reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past five years;
- (g) Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);
- (h) Authority to seek references from the Bidder's bankers;
- (i) Information regarding any litigation, current or during the last five years, in which the Bidder was/is involved, the parties concerned, and the disputed amounts; and awards;

11.2 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria:

- (a) an average annual financial amount of construction work over the period specified **in the Bid Data Sheet**.

- (b) Experience as prime contractor in the construction of at least the number of works of a nature and complexity equivalent to the Works over the period specified **in the Bid Data Sheet** (to comply with this requirement, works cited should be at least 70 percent complete);
- (c) Proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment listed **in the Bid Data Sheet**;
- (d) A Contract Manager with at least the number of years' of experience in works of an equivalent nature and volume as specified **in the Bid Data Sheet** including no less than at least the number of years as Manager as specified **in the Bid Data Sheet**;
- (e) Liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount specified **in the Bid Data Sheet**.

A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

12. Documents Establishing Conformity of Equipment Incorporated into the Works: Where electrical and mechanical goods and equipment form part of the Works, the Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all equipment and related services, which the Bidder proposes to supply under the contract.

The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristics of the goods;
- (b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc, necessary for the proper and continuing functioning of the goods for a period to be specified in the **Bid Data Sheet**, following commencement of the use of the goods.

13. Bid Currencies/Bid Prices: All prices shall be quoted in the nominated currency in the **Bid Data Sheet**. The Bidder shall indicate on the appropriate Bill of Quantities the unit prices (where applicable) and total Bid Price of the goods and/or services it proposes to supply under the contract.

14. Period of Validity of Bids: Bids shall remain valid for 90 days after the date of Bid Submission as indicated in the **Bid Data Sheet**. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 21 of Instructions to Bidders. In exceptional circumstances, UNESCO may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

15. Bid Security:

- (a) The Bidder may be requested to furnish at its own cost and expense, as part of its Bid, a Bid Security to the UNESCO in the amount as indicated **in the Bid Data Sheet**.
- (b) The Bid Security is to be sealed in a separate envelope within the main sealed bid
- (c) The Bid Security is to protect the UNESCO against the risk of the Bidder's conduct, which would warrant the security's forfeiture, pursuant to clause 15(h) below;
- (d) The Bid Security shall be denominated in US Dollars and shall be in the form of a bank guarantee, issued by a reputable bank, and in the form provided in these Solicitation Documents.
- (e) Any Bid not secured in accordance with clauses 15(a) and 15(d) above will be rejected by the UNESCO as non-responsive pursuant to clause 28 of Instructions to Bidders;
- (f) Unsuccessful Bidder's Bid Security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the UNESCO pursuant to clause 14 of Instructions to Bidders;
- (g) The successful Bidder's Bid Security will be discharged or returned upon the Bidder signing the Purchase Order, pursuant to clause 28 of Instructions to Bidders, and furnishing the Performance Security, pursuant to clause 29 of Instructions to Bidders;
- (h) The Bid Security may be forfeited:
 1. If a Bidder withdraws its offer during the period of the Bid Validity specified by the Bidder on the Bid Submission Form, or, refuses to accept the correction of errors in its Bid, or,

2. In the case of a successful Bidder, if the Bidder fails:
 - (i) To sign the Contract Order in accordance with clause 28 of Instructions to Bidders, or,
 - (ii) To furnish Performance Security in accordance with clause 29 of Instructions to Bidders.

D. SUBMISSION OF BIDS:

16. Format and Signing of Bids: The Bidder shall prepare two copies of the Bid, clearly marking each "Original Bid" and "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the contract. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

17. Sealing and Marking of Bids (Not Applicable for e-bids)

- 17.1 The Bidder shall seal the original and the copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope.
- 17.2 The inner and outer envelopes shall:
 - (a) be addressed to UNESCO at the address given in Annex II of these Solicitation Documents; and
 - (b) make reference to the "subject" indicated in Annex II of these Solicitation Documents and a statement: "**SEALED TENDER - DO NOT OPEN**", to be completed with the time and the date specified in Annex II of these Solicitation Documents for Bid Opening pursuant to clause 17 of Instructions to Bidders.
- 17.3 The inner and outer envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late".
- 17.4 If the outer envelope is not sealed and marked as required by clause 17.2 of Instructions to Bidders, UNESCO will assume no responsibility for the Bid's misplacement or premature opening.
- 17.5 The Bid Security is to be sealed in a separate envelope within the main sealed bid.
- 17.6 **For Bids submitted electronically, please follow submission instructions indicated on the cover page.**

18. Deadline for Submission of Bids/Late Bids

- 18.1 Bids must be delivered to the office on or before the date and time specified in section II of these Solicitation Documents.
- 18.2 UNESCO may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 7 of Instructions to Bidders, in which case all rights and obligations of UNESCO and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 18.3 Any Bid received by UNESCO after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

19. Modification and Withdrawal of Bids: The Bidder may withdraw its Bid after submission, provided that written notice of the withdrawal is received by UNESCO prior to the deadline for submission. No Bid may be modified after passing of the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.

E. OPENING AND EVALUATION OF BIDS

20. Opening of Bids: UNESCO will open all Bids after the deadline for submissions and in accordance with the rules and regulations of the organization. The opening of bids may or may not be in public.

21. Clarification of Bids: To assist in the examination, evaluation and comparison of Bids UNESCO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.

22. Preliminary Examination

22.1 Prior to the detailed evaluation, UNESCO will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations.

22.2 UNESCO will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order as specified in the Bid Data Sheet.

22.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

22.4 A Bid determined as not substantially responsive will be rejected by UNESCO and may not subsequently be made responsive by the Bidder by correction of the non-conformity. UNESCO shall use the criteria as detailed in the **Bid Data Sheet (Annex 2)** to establish responsiveness.

23. Conversion to Single Currency: To facilitate evaluation and comparison, UNESCO will convert all Bid Prices expressed in the amounts in various currencies in which the Bid Prices are payable to US dollars at the official UN exchange rate on the last day for Submission of Bids.

24. Evaluation of Bids: Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence. The evaluation will take into account the following criteria:

Evaluation Criteria	
1.1	Compliance with pricing conditions set in the ITB and specifically the Bills of Quantities.
1.2	Compliance with requirements relating to the Specifications, Scope of Works and Drawings
1.3	Compliance with Special and General Conditions specified by these Solicitation Documents
1.4	Compliance with start-up, time for Completion deadlines set by UNESCO.
1.5	Company's general and specific experience
1.6	Proposed detailed workplan
1.7	Demonstrated technical capacity to perform the required works as per required Technical Proposal documents (key personnel, machinery capacity to implement the works)
1.8	Demonstrated ability to honor important responsibilities and liabilities allocated to the contractor in this ITB (e.g. quality, insurance coverage, etc...)

F. AWARD OF CONTRACT

25. Award Criteria: UNESCO will issue the Contract to the lowest priced technically qualified Bidder. UNESCO reserves the right to accept or reject any Bid, to annul the solicitation process and reject all

Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for UNESCO's action.

26. Purchaser's right to vary requirements at time of award and to negotiate: UNESCO reserves the right at the time of award of contract to vary the quantity of works and services specified in the ITB.

UNESCO reserves the right to undertake further negotiations on the proposed offer.

27. Notification of Award: Prior to the expiration of the period of Bid Validity, UNESCO will send the successful Bidder the Contract. The Contract may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Contract, as herein specified. Acceptance of this Contract shall affect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this Contract.

28. Signing of the Contract: The successful Bidder shall sign the electronic Contract and return it to UNESCO at the earliest convenience but no later than within **02 days upon** date of issuance.

29. Performance Security: The successful Bidder shall provide a Performance Security in the form of a bank guarantee, a sample of which is provided in these Solicitation Documents (Annex XII), within **05 working days of receipt** of the Contract from UNESCO. **(NOT APPLICABLE)**

Failure of the successful Bidder to comply with the requirement of clause 28 or clause 29 of Instructions to Bidders shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security if any, in which event UNESCO may make the award to the next lowest evaluated Bidder or call for new Bids.

G. OTHER REQUIREMENTS:

30. Time for Completion: The Time for Completion is specified **in the BDS**. The completion of the Works shall be in accordance with the terms of the resulting Contract as may be issued by UNESCO.

31. Material, Labour and Facilities: No material, labour or facilities will be furnished by UNESCO or its clients unless specified in the ITB.

H. PAYMENT

32. Time of Payment: Unless otherwise indicated in the Special Terms and Conditions of this ITB, UNESCO will normally effect payment within 30 days after receipt of a commercial invoice, certification of site works (if applicable) and other supporting documents.

33. Letter of Credit: UNESCO does not accept Letter of Credit terms.

34. Advance Payment: It is not the normal policy of UNESCO to approve advance payments, unless specifically stated in the **Special Contract Conditions (Annex XI)**. In such case, the amount of the advance payment will have to be covered by a bank guarantee (see Annex XI, Special Payment Conditions, point 8). **(NO ADVANCE PAYMENT SHALL BE GRANTED; PROGRESS PAYMENTS APPLY)**

35. Currency of Payment: Payment will be made in the currency in which the Contract is issued (USD).

ANNEX II – Bid Data Sheet

The following specific data shall complement, supplement or amend the provisions in Annex I - Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail. Failure to provide any of the documents here in constitutes an incomplete bill and UNESCO at its discretion may disqualify such incomplete bids.

1. Works (clause 2)	The Works are UNESCO JAK Office Premises Fit-out Civil Work
2. Requests for additional information (clause 7)	All communication requesting clarifications on the Bid must be directed to UNESCO/Country Office Procurement focal point: Name: Attn: Finance & Administrative Officer e-mail: Jakarta@unesco.org
3. Language of the Bid: (clause 9)	ENGLISH
4. Documents Comprising the Bid: (clause 10)	The original and copy of the bid shall include the following documentation (for items (a), (c) and (d) bidders are required to use the dedicated forms contained in the ITB): <i>(a) Bid Submission Form;</i> <i>(b) Priced Bill of Quantities;</i> <i>(c) Written Power of Attorney – (Re: Authorized legal representative);</i> <i>(d) Qualification information in accordance with clause 11.1/11.2 of the Instructions to Bidders;</i> <i>(e) Technical Proposal to include (Maximum 3pages excluding CVs):</i> <ol style="list-style-type: none"> 1. Work Plan (e.g. Gantt/bar Chart) illustrating proposed project Schedule and milestones (percentage/value); 2. Proposed Work Hours (Note weekend hours are necessary in order to finish on time.) 3. Personnel Schedule (qualified staff, skilled labours and unskilled labours to be allocated to perform the works under the contract) and their CVs. 4. Quality Assurance/Control Plan to be adopted to ensure works are performed in accordance with Contract. 5. Portfolio of previous works done by bidder
5. Eligibility Criteria (clause 11.1)	Bidders shall be legally incorporated entities, or groups formed by such joint ventures. MANDATORY bidder eligibility is as listed here below: A. MANDATORY QUALIFICATION: <ol style="list-style-type: none"> 1. Copy of Sertifikat Badan Usaha (Registration/Certificate of Incorporation) 2. Copy of Indonesian construction classification certificate (NB: Bidders shall submit copy of SURAT IZIN USAHA JASA KONSTRUKSI with a minimum KLASIFIKASI MENENGAH.) 3. Copy of ISO Certificate (if available) 4. Copy of VAT Registration/Certificate (PPN) B. FINANCIAL STATUS QUALIFICATION: <ol style="list-style-type: none"> 5. Minimum USD 3,000,000.00 average annual financial amount of construction works over the last 05 years. 6. Certified Financial Audit report for the recent 2 years (could be drawn from period 2018 – 2021 due to COVID impact) signed by a certified auditor. C. EXPERIENCE: <ol style="list-style-type: none"> 7. List a minimum of 03 projects of similar size and scope implemented over the last 05 years. Please list starting dates, end dates and Client references contact number/tel. (Contractor must

	<p><u>have been the Prime Contractor in all projects listed, not a sub-contractor).</u></p> <p>8. List of ongoing projects currently under contract for which Bidder is Prime Contractor (<u>Works cited should be at least 70% complete. Proof of Certificate of completion and/or Contract for ongoing works shall be furnished).</u></p>
6. Qualification Criteria (clause 11.2)	<p>To qualify for award of the contract, bidders shall meet the following minimum qualifying criteria:</p> <p>D. PERSONNEL : The bidder shall provide the following personnel throughout the project:</p> <p>i) Project Manager: ii) Site Engineer</p> <p>Please also attach:</p> <ul style="list-style-type: none"> • Copy of membership to Indonesian Architecture/Engineers board (i.e. SERTIFIKAT KEAHLIAN (SKA) with minimum SKA MADYA. • CVs <p>(Key Personnel data sheet (Annex V) to be completed. CVs provided).</p> <p>E. DECLARATION OF LITIGATION: Information regarding any litigation, current or during the last 05 years, in which the Bidder was/is involved, the parties concerned, and the disputed amounts and awards. (NB: A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification. Further, failure to provide the documents stated under clauses 10 and 11.1 may result in disqualification of the bidder).</p>
7. Equipment (clause 11.2 (c))	The essential equipment to be made available for the Contract by the successful Bidder shall be (if applicable): Bidder is responsible for provision of all Equipment. Kindly complete ANNEX V - Equipment template.
8. Bid and Contract Currency (clause 13)	USD.
9. Bid security: (clause 15)	<p>The Bid Security is for an amount of N/A</p> <p>Clearly marked with the Company Name and: N/A</p> <p>The Bid Security shall name UNESCO as the beneficiary and shall be in the form of an irrevocable bank guarantee or Certified cheques) issued by a reputable bank or other financial organization and in the form provided in these Solicitation Documents, other formats may be permitted, subject to the prior approval of UNESCO</p> <p><u>The Bid Security shall remain valid for thirty (30) days beyond the original validity period for the Bid. In the event of bid validity being extended, the bid security shall be extended accordingly.</u></p>
10. E- Bids to be received at / Bids to be marked (clause 17):	<p>UNESCO JAK EMAIL: bidding.jak@unesco.org</p> <p>ATTN: ADMIN/FINANCE OFFICER</p> <p>PLEASE LIST BELOW ON SUBJECT LINE:</p> <p>E- BID Ref: No. JAK/ADM/L/22/0503</p>
11. Deadline for Submission of Bids/ late	DEADLINE: 19-10-2022 at COB JAK TIME

bids: (clause 18)	Any bid received by UNESCO after the deadline for submission of bids will be rejected.
12. Time, date and Place of Bid Opening, (clause 20)	Time: TBD Date: TBD Place: UNESCO JAK OFFICE (PRIVATE OPENING)
13. Completeness of bids:	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted.
14. Time for Completion (clause 30)	03 calendar months from the date of notice to proceed which will be issued by the Engineer after contract signature.
15. Site Visit/Pre-Bid Meeting (clause 5)	N/A
16. Alternative Bids	<i>Alternative bids are not acceptable.</i>

ANNEX III – Bid Submission Form **(MANDATORY SUBMITTAL)**

To: UNESCO

Dear Sir/Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to execute the works related to the project of UNESCO Jakarta Office Premises Fit-out Construction Works in conformity with the said Solicitation Documents for the sum of USD (\$). **[total bid amount in words and figures]** as may be ascertained in accordance with the Price Schedule Sheet attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to execute the Works in accordance with Annex (Scope of Works), Annex (Bill of Quantities), annex (Technical Specifications), annex (Working drawings), Annex (General Terms and Conditions), Annex (Special Contract Conditions) and as further specified in the Solicitation Documents.

Provided that a Contract is issued by UNESCO within Bid Validity Period, the undersigned hereby offers, subject to the terms of such Contract, and at the price offered, to substantially complete the works within the period of **xxxx** months after commencement.

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

Name of Bidder:	
Address of Bidder:	
Authorised Signature:	
Name & title of Authorised Signature:	
Imprint Organizational seal/stamp	
Date:	

ANNEX IV - Intention to Bid Form (MANDATORY SUBMITTAL)

To be completed and returned within ten (10) working days after date of issuance of the ITB.

By email to UNESCO Focal Point Jakarta@unesco.org (Attn: Admin/Finance Officer)

Attn: (Please refer to Section II – Bid Data Sheet)

ITB Ref.: **No. JAK/ADM/L/22/0503** – [UNESCO JAK Office Premises Fit-Out Civil Works](#)

Yes, we intend to submit a bid.

We are sorry to inform you that we are unable to submit a bid in response to the above-mentioned invitation to bid due to the reason(s) listed below:

- The requested products are not within our range of supply
- We are unable to submit a competitive offer for the requested products at the moment
- The requested products are not available at the moment
- We cannot meet the specifications required
- Insufficient time is allowed to prepare a bid
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify which: e.g. payment terms, request for performance bond etc)
- The information provided for bid purposes is insufficient
- We do not export
- Our production capacity is currently full
- We are closed during the holiday season
- We had to give priority to other clients' requests
- We do not sell directly but through distributors
- We have no after-sales service available in the country of destination
- Others (please specify)

If UNESCO has any question about this NO BID, please contact

Mr./Ms. who will be able to assist you.

Name of the Bidder:

Authorised Signature

Date:

ANNEX V – Bidder Information Form **(MANDATORY SUBMITTAL)**

General Information:

Company Name:	
City, Country	
Web Site URL:	
Contact Person:	
Title:	
Phone:	
Email Address:	

Experience of the Bidder: Bidders should list the works contract which have been awarded and also ongoing contracts as per below:

EXECUTED CONTRACTS (Contractor must have been the Prime Contractor; Similar scope/size requires a minimum total value of \$3,000,000.00 for all projects listed)				
No	Name and description of nature of works	Contact Details (name, tel. and e-mail)	Value of executed works use USD or local currency	Duration of works
1.				
2.				
3.				
4.				
5.				
ON-GOING CONTRACTS				
No	Name and description of nature of works	Contact Details	Value of contracted works use USD or local currency	Deadline for Completion of construction work
1.				
2.				
3.				
4.				
5.				

NB: The Bidder shall include completion certificates, contract, handover documents, etc. Bidders may also attach their own *Project Data Sheets* with more details for assignments above and include statements of satisfactory performance from the top 3 clients.

LITIGATION HISTORY:

<input type="checkbox"/> No litigation history for the last 05 years			
<input type="checkbox"/> 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:	

Proposed personnel: Bidders should provide the names of suitably qualified Key Personnel proposed for this project and list required details relating to the qualifications and experience of each key personnel (as specified in bid data). Please include copies of their CVs as well with your bid.

Position	Name	Qualification/Years of experience (in general)	Years of experience relating to works in the foreseen position
Project Manager			
Site Engineer			

CV/Resume template for resume shall list :

- Full Name**
- Education/Academic Qualifications**
- Professional/Technical Qualifications;** (e.g. project management, if any, etc.)
- Any Other relevant Training
- Employment Record and Professional Experience (List References)
- Projects Managed/Worked – State role in project (e.g. Project Manager and value).
- Language Proficiency skills (see requirement per SOW)
- Attach** copy of membership to Indonesian Architecture/Engineers board (i.e. **SERTIFIKAT KEAHLIAN (SKA)** with minimum **SKA MADYA**).

List of equipment: As a minimum, the equipment listed below are essential for the execution of the works. The bidders are invited to provide all requested information in below table:

Description of Equipment	Details as to (minimum capacity, power rating, tonnage...) and minimum quantity	State (new, good, poor) and available quantity	Owned, leased (from whom?)