INVITATION TO BID

PAL10- 00098764/ Rehabilitation of Electricity Power Distribution Network in three areas in the Gaza strip (GS)

Invitation to Bid No: ITB-2017-004 - PACKAGE #2 - Installation, Connection and Concrete Works.

LOT 1: Installation, Connection and Concrete Works at Beit Hanoun

LOT 2: Installation, Connection and Concrete Works at Gaza City

LOT 3: Installation, Connection and Concrete Works at Khan Younis

State of Palestine



United Nations Development Programme
Programme of Assistance to the Palestinian People
January, 2017

SECTION 1. LETTER OF INVITATION

Jerusalem, 5 January 2016

ITB-2017-004 - PACKAGE #2 - Installation, Connection and Concrete Works. Rehabilitation of Electricity Power Distribution Network in three areas in the Gaza strip (GS)

LOT 1: Installation, Connection and Concrete Works at Beit Hanoun

LOT 2: Installation, Connection and Concrete Works at Gaza Governorate

LOT 3: Installation, Connection and Concrete Works at Khan Younis Governorate

The United Nations Development Programme/ Programme of Assistance to the Palestinian People (UNDP/PAPP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for **one** or **two** of the above-referenced lots.

This ITB includes the following documents:

Section 1: This Letter of Invitation
Section 2: Instructions to Bidders (including Data Sheet)
Section 3: Statement of Works and Technical Specifications
Section 4: Bid Submission Form
Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder
Section 6: Technical Bid Form
Section 7: Price Schedule Form (Bill of Quantities) (**Lot 1, Lot 2 and Lot 3**)
Section 8: Form for Bid Security
Section 9: Form for Performance Security
Section 10: Form for Advanced Payment Guarantee
Section 11: Contract to be Signed, including General Terms and Conditions for Civil Works
Section 12: Safety and Health in Construction: An ILO code of practice, and Safety, Health and Welfare on Construction Sites: A training manual
Section 13: Drawings (**Lot 1, Lot 2 and Lot 3**)
Section 14: Form of Socio-Environment Compliance
Section 15: Form of Financial Capability
Section 16: Acknowledgement Letter

Your offer, comprising of a Technical Bid and Price Schedule, in separate sealed envelopes, should be submitted in accordance with Section 2.

A pre-bid meeting will take place as per the following schedule:

Pre-bid meeting Date & Time and Location	Site visit info
15 January 2017 at 10 a.m. at UNDP/PAPP Gaza Office	Site visit shall be conducted after the pre-bid meeting

Bidders are advised to attend the pre-bid meeting and site visit (*on their own cost and responsibility*). Arrangements have been made for site visit to be held as per above schedule

clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

The pre-bid meeting minutes, and any further enquiries received on or before **17 January 2017**, will be documented and posted on the designated UNDP website on **19 January 2017**. No inquiries will be accepted after **17 January 2017.**

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

United Nations Development Programme
Programme of Assistance to the Palestinian People (UNDP/PAPP)
UNDP/PAPP Office -Gaza
Omar Bin Abed Al Aziz Street
Al Remal Gaza
proc10.papp@undp.org
Attention: Procurement Unit

The letter should be received by UNDP no later than **16 January 2017.** The same letter should advise whether your company intends to submit a Bid. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

Should you require any clarification, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

This letter is not to be construed in any way as an offer to contract with your company.

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

Yours sincerely,

Khaled Shahwan
Office-in-Charge
UNDP/PAPP

SECTION 2: INSTRUCTION TO BIDDERS

Definitions

a) "*Bid*" refers to the Bidder's response to the Invitation to Bid, including the Bid Submission Form, Technical Bid and Price Schedule and all other documentation attached thereto as required by the ITB.

b) "*Bidder*" refers to any legal entity that may submit, or has submitted, a Bid for the implementation of civil works and provision of related services requested by UNDP.

c) "*Contract*" refers to the legal instrument that will be signed by and between the UNDP and the successful Bidder, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.

d) "*Country*" refers to the country indicated in the Data Sheet.

e) "*Data Sheet*" refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.

f) "*Day*" refers to calendar day.

g) "*Civil Works*" refers to all types of civil, mechanical, electrical or other engineering services (other than consulting services) as well as the supply of construction materials and equipment.

h) "*Government*" refers to the Government of the country where the civil works and related services provided/rendered specified under the Contract will be undertaken.

i) "*Instructions to Bidders*" refers to the complete set of documents which provides Bidders with all information needed and procedures to be followed in the course of preparing their Bid

j) "*ITB*" refers to the Invitation to Bid consisting of instructions and references prepared by UNDP for purposes of selecting the best supplier or service provider to fulfil the requirement indicated in the Statement of Works and Technical Specifications.

k) "*LOI*" (Section 1 of the ITB) refers to the Letter of Invitation sent by UNDP to Bidders.

l) "*Material Deviation*" refers to any contents or characteristics of the bid that is significantly different from an essential aspect or requirement of the ITB, and (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.

m) "*Statement of Works and Technical Specifications*" refers to the document included in this ITB as Section 3 which describe civil works in sufficient detail to identify the location, nature and any complexities involved and required by UNDP, and other information pertinent to UNDP's receipt and acceptance of the works.

n) "*Services*" refers to the entire scope of tasks related or ancillary to the completion of civil works required by UNDP under the ITB.

o) "*Supplemental Information to the ITB*" refers to a written communication issued by UNDP to

prospective Bidders containing clarifications, responses to queries received from prospective Bidders, or changes to be made in the ITB, at any time after the release of the ITB but before the deadline for the submission of Bid.

A. GENERAL

1. UNDP hereby solicits Bids as a response to this Invitation to Bid (ITB). Bidders must strictly adhere to all the requirements of this ITB. No changes, substitutions or other alterations to the rules and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the ITB.

2. Submission of a Bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and, unless specified otherwise, the Bidder has read, understood and agreed to all the instructions in this ITB.

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

4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for full description of the policies)

5. In responding to this ITB, UNDP requires all Bidders to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All 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:

   5.1 Are, or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Schedule of Requirements and Technical Specifications, cost analysis/estimation, and other documents to be used for the procurement of the *civil works* and related services in this selection process;

   5.2 Were involved in the preparation and/or design of the programme/project related to the *civil works* and related services requested under this ITB; or

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

   In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, Bidders must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the following must be disclosed in the Bid :

6.1 Bidders who are owners, part-owners, officers, directors, controlling shareholders, or key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving the *civil works* and related services under this ITB; and

6.4 Others that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the Bid.

7. 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 as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this ITB, and others that may lead to undue advantage against other Bidders, and the eventual rejection of the Bid.

8. All Bidders must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf

B. CONTENTS OF BID

9. Sections of Bid

Bidders are required to complete, sign and submit the following documents:

9.1 Bid Submission Cover Letter Form (see ITB Section 4);
9.2 Documents Establishing the Eligibility and Qualifications of the Bidder (see ITB Section 5);
9.3 Technical Bid (see prescribed form in ITB Section 6);
9.4 Price Schedule (see prescribed form in ITB Section 7);
9.5 Bid Security, if applicable (if required and as stated in the DS nos. 9-11, see prescribed Form in ITB Section 8);
9.6 Any attachments and/or appendices to the Bid (including all those specified under the **Data Sheet**)

10. Clarification of Bid

10.1 Bidders may request clarification of any of the ITB documents no later than the number of days indicated in the **Data Sheet** (DS no. 16) prior to the Bid submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid.

10.2 UNDP shall endeavor to provide such 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 Bid, unless UNDP deems that such an extension is justified and necessary.

11. Amendment of Bid

11.1 At any time prior to the deadline for submission of Bid, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of a Supplemental Information to the ITB. All prospective Bidders will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the ITB and through the method specified in the **Data Sheet** (DS No. 18).

11.2 In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, UNDP may, at its discretion, extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.

C. PREPARATION OF BID

12. Cost

The Bidder shall bear any and all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

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 **Data Sheet** (DS No. 4). Any printed literature furnished by the Bidder written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

14. Bid Submission Form

The Bidder shall submit the Bid Submission Form using the form provided in Section 4 of this ITB.

15. Technical Bid Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Bidder shall structure the Technical Bid as follows:

15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the ITB, manufacturing capacity of plant if Bidder is a manufacturer, authorization from the manufacturer of the goods if Bidder is not a manufacturer, and proof of financial stability and adequacy of resources to complete the delivery of the *civil works* and provision of related services required by the ITB (see ITB Clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the ITB as a Joint Venture or Consortium.

15.2 Technical Specifications and Implementation Plan – this section should demonstrate the Bidder's response to the *Statement of Works* and Technical Specifications by identifying the specific components proposed; how each of the requirements shall be met point by point; providing a detailed specifications and description of the *civil works* required, plans and drawings where needed; the essential performance characteristics, identifying the works/portions of the work that will be subcontracted; a list of the major subcontractors, and demonstrating how the bid meets or exceeds the requirements, while ensuring appropriateness of the bid to the local conditions and the rest of the project operating environment during the entire life of the goods provided. Details of technical bid must be laid out and supported by an Implementation Timetable, including Transportation and

Delivery Schedule where needed, that is within the duration of the contract as specified in the **Data Sheet** (DS noS. 29 and 30).

Bidders must be fully aware that the *civil works*, goods, and related services that UNDP require may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures. All bidders are therefore required to submit the following in their bids :

a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users;
b) Confirmation that the Bidder has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their bid be rendered the most responsive; and
c) Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".

15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the technical bid, clearly defining their roles and responsibilities. CVs should establish competence and demonstrate qualifications in areas relevant to the requirements of this ITB.

In complying with this section, the Bidder assures and confirms to UNDP that the personnel being nominated are available to fulfil the demands of the Contract during its stated full term. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to render the Bid non-responsive. Any deliberate substitution of personnel arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Bidder, shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the **Data Sheet** requires the submission of the Bid Security, the Bid Security shall be included along with the Technical Bid. The Bid Security may be forfeited by UNDP, and reject the Bid, in the event of any or any combination of the following conditions:

a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the **Data Sheet** (DS no. 11), or;
b) If the Bid Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
c) In the case the successful Bidder fails:

   i. to sign the Contract after UNDP has awarded it;
   ii. to comply with UNDP's variation of requirement, as per ITB Clause 35; or
   iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering effective the contract that may be awarded to the Bidder.

16. Price Schedule

The Price Schedule shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the *civil works* and related services, and the detailed breakdown of such costs. All *civil works* and services described in the Technical Bid must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of the items or activities, as well as in the final total price of the bid.

17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Bids are quoted in different currencies, for the purposes of comparison of all Bid:

17.1 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 Bid; and

17.2 In the event that the Bid found to be the most responsive to the ITB requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

18. Documents Establishing the Eligibility and Qualifications of the Bidder

18.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Bidder Information Forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfactions. These include, but are not limited to the following:

a) That, in the case of a Bidder offering to supply *civil works, goods, and services* under the Contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
b) That the Bidder has the financial, technical, and production capability necessary to perform the Contract; and
c) That, to the best of the Bidder's knowledge, it is not included in the UN 1267 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

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

a) they have at least one controlling partner, director or shareholder in common; or
b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
c) they have the same legal representative for purposes of this ITB; or
d) 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;
e) 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
f) an expert proposed to be in the bid of one Bidder participates in more than one Bid received for this ITB process. This condition does not apply to subcontractors being included in more than one Bid.

19. Joint Venture, Consortium or Association

If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of 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 joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along 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 entities that comprise the joint venture.

After the bid has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

a) Submit another Bid, either in its own capacity; nor
b) As a lead entity or a member entity for another joint venture submitting another Bid.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the ITB, both in the bid and in the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the ITB, it should present such information in the following manner:

a) Those that were undertaken together by the joint venture; and
b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the ITB.

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 joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If the Bid of a joint venture is determined by UNDP as the most responsive Bid that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity, who shall sign the contract for and on behalf of all the member entities.

20. Alternative Bid

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative bid shall not be considered. 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.

21. Validity Period

21.1 Bid shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Bid valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

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

22. Bidder's Conference

When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). 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 either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the ITB unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the ITB.

D. SUBMISSION AND OPENING OF BID

23. Submission

23.1 The Technical Bid and the Price Schedule **must** be submitted together and sealed together in one and the same envelope, delivered either personally, by courier, or by electronic method of transmission. If submission will not be done by electronic means, the Technical Bid and Price Schedule must be sealed together in an envelope whose external side must :

a) Bear the name of the Bidder;
b) Be addressed to UNDP as specified in the **Data Sheet** (DS no.20); and
c) Bear a warning not to open before the time and date for Bid opening as specified in the **Data Sheet** (DS no. 24).

If the envelope is not sealed nor labeled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labeling by the Bidder.

23.2 Bidders must submit their Bid in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Bid is expected to be in transit for more than 24 hours, the Bidder must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Bid is the actual date and time when the said Bid has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).

23.3 Bidders submitting Bid by mail or by hand shall enclose the original and each copy of the Bid, in separate sealed envelopes, duly marking each of the envelopes as "Original Bid" and the others as "Copy of Bid". The two envelopes, consisting of original and copies, shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS no. 19). In the event of any discrepancy between the contents of the "Original Bid" and the "Copy of Bid", the contents of the original shall govern. The original version of the Bid shall be signed or initialed by the Bidder or person(s) duly authorized to commit the Bidder on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Bid.

23.4 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that

the Bidder accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

24. Deadline for Submission of Bid and Late Bids

Bid must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS no. 20 and 21).

UNDP shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received by UNDP after the deadline for submission of Bid shall be declared late, rejected, and returned unopened to the Bidder.

25. Withdrawal, Substitution, and Modification of Bid

25.1 Bidders are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Bid to the requirements of the ITB, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of *civil works* and related services to be provided, may result in the rejection of the Bid. The Bidder shall assume any responsibility regarding erroneous interpretations or conclusions made by the Bidder in the course of understanding the ITB out of the set of information furnished by UNDP.

25.2 A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, 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 must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with ITB Clause 23 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or MODIFICATION".

25.3 Bid requested to be withdrawn shall be returned unopened to the Bidders.

25.4 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

26. Bid Opening

UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic Bid opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

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 submission, for which the Bid shall be returned unopened to the Bidder.

27. Confidentiality

Information relating to the examination, evaluation, and comparison of Bid, 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.

Any effort by a Bidder to influence UNDP in the examination, evaluation and comparison of the Bid or contract award decisions may, at UNDP's decision, result in the rejection of its Bid.

In the event that a Bidder is unsuccessful, the Bidder may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving the bid presented to UNDP. The content of other bid and how they compare to the Bidder's submission shall not be discussed.

E. EVALUATION OF BID

28. Preliminary Examination of Bid

UNDP shall examine the Bid to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Bidder is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Bid are generally in order, among other indicators that may be used at this stage. UNDP may reject any Bid at this stage.

29. Evaluation of Bid

29.1 UNDP shall examine the Bid to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Bidder without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the 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 **Data Sheet** (DS No. 25). Absolutely no changes may be made by UNDP in the criteria after all Bids have been received.

29.1 UNDP reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;
c) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;
d) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
e) Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
f) Testing and sampling of completed goods similar to the requirements of UNDP, where available; and

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

30. Clarification of Bid

To assist in the examination, evaluation and comparison of bids, UNDP may, at its discretion, ask any Bidder to clarify its Bid.

UNDP's request for clarification and the Bidder's response shall be in writing. Notwithstanding the written communication, 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 Bid, in accordance with ITB Clause 35.

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 Bid.

31. Responsiveness of Bid

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, and specifications of the ITB without material deviation, reservation, or omission.

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.

32. Nonconformities, Reparable Errors and Omissions

32.3 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.

32.4 Provided that a Bid is substantially responsive, UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, 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.

32.5 Provided that the Bid is substantially responsive, UNDP shall correct arithmetical errors as follows:

a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

32.6 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.

F. AWARD OF CONTRACT

33. Right to Accept, Reject, or Render Non-Responsive Any or All Bid

33.1 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. Furthermore, UNDP is not obligated to award the contract to the lowest price offer.

33.2 UNDP shall also verify, and immediately reject their respective Bid, if the Bidders are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/

34. Award Criteria

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 (See DS No. 32).

35. Right to Vary Requirements at the Time of Award

At the time of award of Contract, UNDP reserves the right to vary the quantity of the *civil works* and/or related 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.

36. Contract Signature

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 of the successful Bidder to comply with the requirement of ITB Section F.3 and this provision shall 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 Bidder with the second highest rated Bid, or call for new Bid.

37. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Bidder and UNDP.

38. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Bidder requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total Bid price, or exceed

the amount of USD 30,000, UNDP shall require the Bidder to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or 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/procurement/protest.shtml

Instructions to Bidders

DATA SHEET

The following data for the supply of the civil works and related services shall complement / supplement the provisions in the Instruction to Bidders. In the case of a conflict between the Instruction to Bidders and the Data Sheet, the provisions in the Data Sheet shall prevail.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	PAL10- 00098764/ Rehabilitation of Electricity Power Distribution Network in three areas in the Gaza strip (GS)
2		Title of Works Required:	**LOT 1:** Installation, Connection and Concrete Works at Beit Hanoun **LOT 2:** Installation, Connection and Concrete Works at Gaza Governorate **LOT 3:** Installation, Connection and Concrete Works at Khan Younis Governorate
3		Country:	State of Palestine – Gaza Strip
4		Minimum Qualifying Criteria (Clauses 9.1 & 9.2)	All items under this clause must be met as a minimum qualifying criteria: 1) Section 7 – **Price schedule Form** filled in completely and signed; 2) **Valid registration** from Palestinian Contractors Unions, classification **Grade 3 in Road Works and Grade 3 in Electromechanical Works Or equivalent class as per host country official contractors rating/classification system.** 3) Minimum no. of years of experience in similar contracts: 5 years
5	C.13	Language of the Bid:	English
6	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	Not allowed
		Conditions for Submitting Alternative Bid	Shall not be considered
7	C.22	A pre-Bid conference will be held on:	Time: 10 a.m. Date: **15 January 2017** Venue: UNDP/PAPP – Gaza Office Note: No more than two representatives from each bidder to attend the pre-bid meeting.

			The pre-bid meeting minutes, and any further enquiries received on or before **17 January 2017,** will be documented/sent to participating bidders on **19 January 2017**. No inquiries will be accepted after **17 January 2017 .** **The bidder/tenderer should visit and examine the site and its surroundings, and must obtain for himself on his own responsibility all information which may be necessary for preparing the tender/bid and entering into a contract.**
8	C.21.1	Period of Bid Validity commencing on the submission date	120 days
9	B.9.5 C.15.4 b)	Bid Security	**Required in the amount of:** **Lot 1: USD 3,000** **Lot 2: USD 3,000** **Lot 3: USD 3,000**
10	B.9.5	Acceptable forms of Bid Security	X Bank Guarantee (See Section 8 for template) X Any Bank-issued Check / Cashier's Check / Certified Check
11	B.9.5 C.15.4 a)	Validity of Bid Security	**120 days from the last day of Bid submission** Bid Security of unsuccessful Bidders shall be returned.
12		Advanced Payment upon signing of contract	Allowed up to a maximum of 20% of contract
13		Liquidated Damages	**Will be imposed under the following conditions:** Price per day of delay: **Lot 1: USD200** **Lot 2: USD200** **Lot 3: USD200** Max. deduction of contract price: **10 per cent** Next course of action: **contract termination**
14	F.37	Performance Security	**Required** **Amount:10%** **Form**: Bank Guarantee (See Section 9 for template) or Any Bank-issued Check / Cashier's Check / Certified Check (a) 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; (b) The Performance Security shall be valid until end of defects liability period (i.e. 12 months after the intended completion date); (c) 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; (d) The Performance Security shall be denominated in the currency of the contract; (e) Within seven (7) days from the date of Issue of a Satisfactory Certificate of Inspection and Testing by UNDP, 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 Period; (f) If, within 12 months after the works 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; (g) 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.
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	United States Dollars (USD) Any resulting contract will be in the USD currency based on the official UN rate of exchange.
16	B.10.1	Deadline for submitting requests for clarifications/ questions	**17 January 2017**
17	B.10.1	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Khaled Shahwan, Deputy Special Representative (Operations) Address: 3 Ya'qubi Street, P.O.Box 51359 Jerusalem 91191 Facsimile: Fax No : 08-2822021 E-mail address dedicated for this purpose: proc10.papp@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email, and posting on the website: http://procurement-notices-admin.undp.org/view_notice.cfm?notice_id=35079
19	D.23.3	No. of copies of Bid that must be submitted	Original: one (1) Copies: One (1), in addition to **One (1) soft copies on CD/DVD** Submissions must be identical and include all required documents. In the event of any discrepancies the "original proposal" submitted in hard copy shall govern.

20	D.23.1 b) D.23.2 D.24	Bid submission address	UNDP/PAPP office UNDP/PAPP Office –Gaza Omar Bin Abed Al Aziz Street Al Remal Gaza Tel: +972 (8) 2863364
21	C.21.1 D.24	**Deadline of Bid Submission**	**Date and Time :** **January 26, 2017 12:00 PM (Jerusalem time)**
22	D.23.2	Manner of Submitting Bid	Courier/Hand Delivery
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	Not applicable
24	D.23.1 c)	Date, time and venue for opening of Bid	Date and Time: **January 26, 2017 12:30 PM (Jerusalem time)** Venue : UNDP/PAPP Gaza office located Omar Bin Abed Al Aziz Street, Al Remal Gaza Bids will be opened in the presence of bidders' representatives, who choose to attend and carry a letter authorizing the holder to attend the bids opening session on behalf of the bidder.
25		Evaluation method to be used in selecting the most responsive Bid	**X Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and** **X Lowest price offer of technically qualified/responsive Bid**
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Bidders (In "Certified True Copy" form only)	▪ **Bid Security** ▪ **Bid Submission Form (Section 4)** ▪ **Section (5)** ▪ **Section (6)** ▪ **Priced Bill of Quantities (Section 7)** ▪ **Form of Socio-Environmental of Compliance Section (14)** ▪ **Form of Financial Capability (Section 15)** ▪ Written power of attorney, **authorizing** the signatory of the bid to commit the Bidder; ▪ In case of consortium/joint venture/sub-contracting with companies **letter of intent/agreement** is required; ▪ Company **Profile**, which should not exceed (15) pages; ▪ List and value of **projects** performed for the last seven (7) years, plus client's contact details who may be contacted for further information on those contracts; ▪ List and value of **on-going projects** with contact details of clients and current percentage of completion for each ongoing project;

			▪ Full **data sheets & catalogues** for the equipment/ fixtures/ systems required under the mechanical & electrical works including details on **warranty**; ▪ Statement of Satisfactory **Performance** from the Top (**3**) Clients in terms of Contract Value the past (7) years; ▪ **Quality** Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any; ▪ List of **Shareholders** and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation; ▪ **Tax** Clearance Certificate issued by the VAT directorate; ▪ Certificate of **Registration** of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; ▪ **Membership** certificate in the Palestinian Contractors Union or the authorized contractors union of host country; ▪ All information regarding any past and current **litigation** during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
27		**Other documents that must be Submitted to Establish Eligibility**	**(1) Proposed team composition** and structure, as **full time** employment during the whole period of implementation, with recent CVs and the corresponding time-effort to be allocated for each milestone, expressed in number of working days per the following minimum requirements: **For Each Lot**: ⇨ **One Project Engineer**: (Registered professional Electrical Engineer with at least 7 years experience and working as project manager for at least 2 years. The project manager must be available fulltime as long as the contract is binding. ⇨ **One Site Engineer**: (Registered professional Electrical Engineer with at least 5 years experience and working as project manager for at least 2 years. The site engineer must be available fulltime as long as the contract is binding. ⇨ **One site engineer**: Registered professional engineer civil or structure with at least 5 years experience. The site engineer must be available fulltime as long as the contract is binding. ⇨ **Two Forman**: with 5 years experience in Electrical Works (Full Time) ⇨ **Two Forman**: with 5 years experience in Civil Works (Full Time)

<table>
<tr><td></td><td></td><td></td><td>The Contractor is encouraged to consider Gender Equality when recruiting/assigning his staff on the project.
Note: The owner(s) and/or General Managers of the contracting firm are not allowed to fill in any of the above listed key positions, unless a written approval is granted for that purpose by UNDP.
(2) Tentative implementation work plan starting from contract signature to project completion and handover.</td></tr>
<tr><td>28</td><td>C.15</td><td>Structure of the Technical Bid and List of Documents to be Submitted</td><td>See point 26 and 27</td></tr>
<tr><td>29</td><td>C.15.2</td><td>Latest Expected date for commencement of Contract</td><td>February 2016</td></tr>
<tr><td>30</td><td>C.15.2</td><td>Maximum Expected duration of contract</td><td>Lot 1 : (Three) 3 Calendar months from the date of notice to proceed /commence which will be issued by the UNDP Engineer after contract signature.
Lot 2: (Three) 3 Calendar months from the date of notice to proceed /commence which will be issued by the UNDP Engineer after contract signature.
Lot 3: (Three) 3 Calendar months from the date of notice to proceed /commence which will be issued by the UNDP Engineer after contract signature.</td></tr>
<tr><td>31</td><td></td><td>Bidding & Contracts Awarding Procedure:</td><td>As a general awarding rule, 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. However, the following procedure shall also be applied in this tender given we have three lots tendered at the same time:
• Interested Bidders are allowed to bid for either one or two lots ; If any bidder is successful (i.e. has submitted lowest-priced & technically responsive bid) in either one or two lots, he is allowed to be awarded one lot only.
• In case a bidder is successful in the two lots at the same time, then the following contracts awarding rule shall apply:
"Award will be made to the lowest cumulative total net price of lowest and second lowest bids from lots 1 and 2"

The following is an explanation of the above mentioned contracts awarding rule:
<table><tr><td>Scenario</td><td>Lot 1 price</td><td>Lot 2 price</td></tr><tr><td>Same bidder (B1) submitted the lowest</td><td>B1_L1_P1</td><td>B1_L2_P2</td></tr></table></td></tr>
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<tr><td></td><td></td><td></td><td>
<table>
<tr><td>total net price in both lots</td><td></td><td></td></tr>
<tr><td>Two different bidders (B2 and B3)* submitted the second lowest total net price in lots 1 and 2</td><td>B2_L1_P3</td><td>B3_L2_P4</td></tr>
</table>
*can be same bidder as well
• Cumulative total net price – first combination (C1):
C1 = B1_L1_P1+ B3_L2_P4
• Cumulative total net price – second combination (C2):
C2= B1_L2_P2+ B2_L1_P3
• Award will be made to the two different bidders whose combination is the lowest.
e.g. in case C1<C2; then the first lot (Lot 1) shall be awarded to Bidder 1 (B1) whereas the second lot (Lot 2) shall be awarded to Bidder 3 (B3)
in case C1=C2, then the first lot (Lot 1) shall be awarded to the lowest bidder in both lots, whereas the second lot (Lot 2) shall be awarded to the bidder who is second lowest in this lot (Lot 2)</td></tr>
<tr><td>32</td><td>F.34</td><td>Criteria for the Award and Evaluation of Bid</td><td><u>Award Criteria</u>
Non-discretionary "Pass" or "Fail" rating on the following qualification requirements :
<u>Bid Evaluation Criteria:</u>
1) Bidder has Valid registration from Palestinian Contractors Unions, classification Grade 3 in Building Works and Grade 3 in Electromechanical Works Or equivalent class as per host country official contractors rating/classification system. Minimum no. of years of experience: 5 years
2) Bidders Has successfully completed a Minimum no. of major projects of similar nature and complexity: two (2) projects of at least USD 150,000 value each, undertaken over the five (5) years (work cited should be at least 70 percent complete);
3) Minimum annual turnover of USD500,000 for the past five years;
4) Quick Ratio (QR) of not less than 1.0; bidders may use the form of Balance Sheet to calculate QR; If QR is less than 1, UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing. UNDP has the right to reject any bid if submitted</td></tr>
</table>

			by a contractor whom the investigation leads to a result that he/she is not financially capable and/or had serious financial problems. 5) Maximum percentage of supply/work that may be **sub-contracted: 30%** of contract value; 6) Appropriateness of the Implementation **Timetable** to Project Schedule; 1) Full compliance of **qualification** of the team assigned to the contract; and, 2) **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 not less than **USD 50,000**. Proof via an official bank **credit letter** shall be provided by the selected bidder only, **upon UNDP' request, and before contract award**.
33	E.29	Post qualification Actions UNDP may undertake any or all of the listed Post qualification Actions	▪ Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; ▪ Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; ▪ Inquiry through credit rating and reporting agencies; the Successful Bidder shall fully cooperate with a given credit rating and reporting agency, for purpose of obtaining reports on the company's production facilities, financial and management status; and, ▪ Testing and sampling of proposed works/goods/equipment/fixtures similar to the requirements of UNDP, where available. ☐ Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder; ☐ Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;
34		Conditions for Determining Contract Effectivity	UNDP's receipt of Performance Bond; and, Contractor's signature of the civil works contract.
35	F.35	Right to vary Requirements at the Time of Award or during implementation of the contract	UNDP reserves the right to vary the quantity of the works (regardless the amount of variation) without any change in the unit price or other terms and conditions.
36		Other Information	Alternative & Partial bids are not acceptable

SECTION 3a: STATEMENT OF WORK & TECHNICAL SPECIFICATIONS

PAL-10-00098764 / Rehabilitation of Electricity Power Distribution Network in three areas in the Gaza strip (GS).

Lot 1: - Installation, Connection and Concrete Works at Bait Hanoun

The project was initiated to respond to the urgent need for supporting the Electricity sector in the Gaza Strip.
The project intends to extend and rehabilitate the existing Electricity networks in different locations of Gaza Strip to enable the Gaza Electricity Distribution Company (GDECO) for Improving and responding to the customer's demand, keeping reliability of the electricity networks as well as minimizing of the electrical losses.
The project is aiming to reinforce and upgrade the Electricity networks in all Governorates of the Gaza Strip.
The extension and rehabilitation works will be implemented to the following two categories and the pertaining items three & four:

1. Medium Voltage Electrical Networks (M.V. / 22 kV)
2. Low Voltage Electrical Networks (L.V./ 0.4 kV)
3. Installation of distribution Transformers (22/0.4 kV).
4. Civil Works.

Lot 2: - Installation, Connection and Concrete Works at Gaza Governorate

The project was initiated to respond to the urgent need for supporting the Electricity sector in the Gaza Strip.
The project intends to extend and rehabilitate the existing Electricity networks in different locations of Gaza Strip to enable the Gaza Electricity Distribution Company (GDECO) for Improving and responding to the customer's demand, keeping reliability of the electricity networks as well as minimizing of the electrical losses.
The project is aiming to reinforce and upgrade the Electricity networks in all Governorates of the Gaza Strip.
The extension and rehabilitation works will be implemented to the following two categories and the pertaining items three & four:

1. Medium Voltage Electrical Networks (M.V. / 22 kV)
2. Low Voltage Electrical Networks (L.V./ 0.4 kV)
3. Installation of distribution Transformers (22/0.4 kV).
4. Civil Works.

Lot 3: - Installation, Connection and Concrete Works at Khan Younis Governorate

The project was initiated to respond to the urgent need for supporting the Electricity sector in the Gaza Strip.
The project intends to extend and rehabilitate the existing Electricity networks in different locations of Gaza Strip to enable the Gaza Electricity Distribution Company (GDECO) for Improving and responding to the customer's demand, keeping reliability of the electricity networks as well as minimizing of the electrical losses.
The project is aiming to reinforce and upgrade the Electricity networks in all Governorates of the Gaza Strip.
The extension and rehabilitation works will be implemented to the following two categories and the pertaining items three & four:

5. Medium Voltage Electrical Networks (M.V. / 22 kV)
6. Low Voltage Electrical Networks (L.V./ 0.4 kV)
7. Installation of distribution Transformers (22/0.4 kV).
8. Civil Works.

II) General Technical Specifications:

Technical Specifications

(attached)

SECTION 3b: RELATED SERVICES

Further to the Statement of Works in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfilment of the requirements :

Special Conditions

Delivery Term [INCOTERMS 2010]	DAP (Gaza Strip)
Exact Address of Delivery/Installation Location	**LOT 1:** Installation, Connection and Concrete Works at Beit Hanoun **LOT 2:** Installation, Connection and Concrete Works at Gaza Governorate **LOT 3:** Installation, Connection and Concrete Works at Khan Younis Governorate
Mode of Transport Preferred	Bidder shall advise .....
Customs, if needed, clearing shall be done by:	UNDP will be responsible for VAT, tax, customs and duties exemption only for supplied goods.
Commissioning	UNDP and End user will take care of commissioning
Warranty/Guarantee	The Contractor shall be responsible for the maintenance of the subject works for a period of **(1) one calendar year** effective from the day of issuance of the Certificate of Substantial Completion of the Works.
Liability Insurance	The liability insurance referred to in Clause 23 of the General Conditions shall be taken out by the Contractor for an amount of 15% (fifteen percent) of the price of the Contract per occurrence, with number of occurrences unlimited. The liability insurance shall be submitted by the Contractor within seven (7) days of receipt of the letter of Intent, and before contract signature and start of works, and shall be valid until end of defects liability period (i.e. twelve months after the intended completion date). 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 Palestinian 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 not be paid under this contract.
Payment Terms	(a) In the case of requesting an advance payment by the Contractor; the UNDP/PAPP shall pay the Contractor an advance payment up to 20% of the contract value upon signature of the contract

	between UNDP/PAPP 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; and, ▪ The required Performance Security as stipulated in this tender. (b) The amount of the advance payment if paid to the contractor shall be subject to a deduction of a **20% (twenty 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 (c) 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.
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 code & manual, (being an integral part of this tender) **Safety and health in construction: An ILO code of practice –** International Labour Office Geneva (1992 version)" – Section 12 of the ITB **"Safety, health and welfare on construction sites/A Training Manual -** International Labour Office Geneva (1999 version)" – Section 12 of the ITB. The above mentioned Safety code & Safety manual shall be an integral part of the tender and contract documents and the contractor is obligated to fully comply with the guidelines, instructions & provisions contained in the said documents, 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 Terms of Reference 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) Closures of borders.** The closure of borders is expected risk and the contractor has to assure proper storage of materials such that to keep work activities going smoothly without interruptions. No financial claims will be accounted in case of any closure is taking place. **h) Contract documents:** All tender documents stipulated in the ITB should be 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:** a) 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. b) The contractor will develop shop drawings for all work activities and submit for approval. No activity can be started unless engineer approves relevant shop drawing. c) The contractor should submit three copies of the shop 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 (architectural, structural, mechanical, and electrical along with services routes, trenches, manholes, and levels ...etc) **5) Discrepancies and mistakes in tender documents:** a) In case there is discrepancy in the tender documents, the Engineer will verify the correct specification of any item in the tendering stage. b) 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. c) 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. **6) 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. **7) 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. **8) 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.

	9) SITE MEETINGS: Periodical site meetings will be carried out and the contractor or duly authorized delegate should attend the meetings. **10) 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 in the general specifications. The contractor has to secure devices and equipment that are necessary to test sanitary and electrical works as requested by the Engineer. **11) SPECIFICATIONS:** Specifications are the approved American, Britain, and Palestinian Specifications or as indicated in the TOR. 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. **12) 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) Quantities i) Net measurements of quantities as executed or erected in place will be used in the project ignoring losses and overlapping parts. ii) Quantities are based on actual measurements on site. iii) The contractor shall reveal attachments and supporting documents for all finished quantities with each payment to the Engineer for review. iv) The quantities in the Bill of Quantity are only an estimate. Actual quantities will be measured on site and approved by the engineer. v) The contractor should inform the Engineer in writing about any increase in quantities prior to execution. In case extra quantities are executed without informing the Engineer and obtaining approval on the implementation it will not be accounted in the quantities. c) Pricing: i) Description of items: The contractor is deemed that he understood all items within the bill of quantities and that he included all required expenses for permanent or temporary works and components inclusive but not limited to overhead, profit, fees for services, materials, samples, losses in materials, equipment, etc, to achieve and maintain the works in first grade quality and in the correct form. No claims will be accepted for comprehensiveness in pricing. ii) The contractor shall not include the price of any BOQ item in another one. All prices of items should be adequate to execute the relevant task individually. iii) The cost of any item in the BOQ shall include all prices of raw material, workmanship, profits, and all direct and indirect implicated costs of the implementation of the project.

	iv) Any un-priced item in the BOQ is considered as included in the price of other items and the contractor does not have the right to price it later or cancel it. v) The contractor is deemed to base his prices according to proper breakdown of cost. Hence, he is expected to submit such price analysis within his offer upon UNDP request. vi) **The unit rates shouldn't include VAT. All payments will be processed according to Zero VAT invoices all according to PA 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. vii) 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. viii) The contractor has to submit valid income and VAT tax clearance issued by the Ministry of finance along with the tender. **13) PROJECT SIGN BOARDS:** a) The contractor has to supply and install two project sign boards. They will be made up of painted steel sheet 200cmX300cm including galvanized steel pipes 3" in diameter to hold the sign and fixed in place by concrete footings 50 cm x50 cm x60 cm 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. b) The contractor will supply and fix Italian Qarara marble sign 140cm x 120cm x 3cm. All information and logos that have to be included on the sign will be provided by the engineer before the initial handing over of the project. **14) Assistance To The Engineer** a) The Contractor shall give such assistance and supply such labour as may be required by the Engineer in connection with the contract when required. b) Such labour to be hired and employed by the Contractor, but shall operate and perform their duties under the direction of the Engineer. **15) 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. **16) 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 Scaffolding/support systems plan (including Safety requirements for scaffolding), 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 code & 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, 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 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. Provision of Electricity and water for the project activities is and remains the sole responsibility of the awarded contractor. 5. The tentative works activities plan requested in the tender shall show the phased works schedule and at the same time show bidder's ability to finish the works within Seven (7) calendar months for Lot 1B and Six (6) calendar Months for Lot 4B and 7B from the contract start date. 6. **OFFICES FOR THE ENGINEER'S REPRESENTATIVE** a) The Contractor shall provide suitable site offices for the use of the Engineer and his assistants, throughout the period of construction. The site offices shall be constructed in a location approved by the Engineer during the mobilization period. The offices shall be of fixed or mobile type and shall have walls, ceiling and partitions lined with "Masonite" boards or similar material. All rooms shall have glazed windows complete with fly screens. Adequate fitted hardware, electrical switches, sockets, lighting, and plumbing fittings, sanitary ware etc., shall be provided as necessary for the different areas of the office. b) Any delaying in furnishing the offices during mobilization period; will result in cutting off 200 $ per each delayed day from the contractor's dues. c) The contractor shall prepare all needed access roads to and through the site on his own expenses and according to instruction of Engineer. d) The site offices shall be equipped, serviced and maintained in a clean, weather proof and sanitary condition. e) The electrical installation shall provide for simultaneous use of all electrical appliances. f) The main office must be equipped with Air Condition at least 12000BTU.

g) The Contractor shall arrange for a temporary power supply to the offices and provide and maintain adequate standby diesel generator. All electricity bills shall be paid by the Contractor.
h) The Contractor may either arrange for a temporary main water supply or alternatively provide tanker water supply.
i) Throughout the duration of the Contract, the Contractor shall ensure an uninterrupted supply of water and electricity to the offices.
j) The offices shall be completed and all the equipment provided by the commencement of the permanent works.
k) The Contractor shall provide all items listed in the attached Schedules.
l) The Contractor shall be responsible for the security of the office building and its contents at all times, cover all the operation and maintenance costs for the equipment provided and shall employ watchmen for this purpose.
m) The office building shall become the property of the Contractor after the completion of the works.
n) All offices furniture shall remain the property of the Contractor and will be returned to the contractor after the completion of the works.

SCHEDULE OF THE ENGINEER'S OFFICES

The requirements of the site offices on this contract are as follows:

Room No	Description	Size Requirement
1	Engineer office	4.0 m x 6 m
2	Sample Room	3.0mx3.0m
3	Toilet	1.5 m x 2 m
4	Kitchen	2 m x 1.5 m

SCHEDULE OF Furniture (& Janitor)

The furniture required under this contract for the site offices indicated in the schedule of offices shall be to the Engineer's approval and are as follows (after the project handing over, all assets to be the property of the contractor):

Item	Description	Quantity
A	Desk with two locking drawers and steel chair	1
B	Metal Chair	6
C	Meeting Table1.0x2.0m	1
D	Samples cupboard	
E	• LAP Top computers (17 CPU and 4 GB min. RAM), windows 7 or later versions, Autocad, MS-project and other needed software. The computers shall be connected to the internet. • One A4 and one A3 laser black and white printers • The site shall be provided with Internet.	1
F	All the office stationary as per engineer's instruction during all the project period	1
G	Janitor/office boy under the instructions of supervisor engineer at all times.	1

	The costs for the above items shall be included in the contractor's unit prices. **Offices of the contractor** The form and dimensions that is appropriate with the contractor's requirements. The offices shall be installed / built before starting of work on the project.

SECTION 4: BID SUBMISSION FORM[1]

(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)

Insert: Location
Insert: Date

To: [*insert: Name and Address of UNDP focal point]*
Dear Sir:

We, the undersigned, hereby offer to supply the *civil works* and related services required for the **Insert Lot Name and No.** in accordance with your Invitation to Bid dated Insert: bid date. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that :

a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of UNDP's Standard Contract for this ITB.

We agree to abide by this Bid for *[insert: period of validity as indicated in Data Sheet].*

We undertake, if our Bid is accepted, to initiate the supply of *civil works* and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,
Yours sincerely,

Authorized Signature [*In full and initials*]: _____
Name and Title of Signatory: _____
Name of Firm: _____
Contact Details: _____

[please mark this letter with your corporate seal, if available]

[1] *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.*

SECTION 5: DOCUMENTS ESTABLISHING THE ELIGIBILITY AND QUALIFICATIONS OF THE BIDDER

Bidder Information Form[2]

Date: *[insert date (as day, month and year] of Bid Submission*]
ITB No.: *[insert number of bidding process]*

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<table>
<tr><td colspan="3">1. Bidder's Legal Name [insert Bidder's legal name]</td></tr>
<tr><td colspan="3">2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]</td></tr>
<tr><td colspan="3">3. Actual or intended Country/ies of Registration/Operation: [insert actual or intended Country of Registration]</td></tr>
<tr><td colspan="3">4. Year of Registration in its Location: [insert Bidder's year of registration]</td></tr>
<tr><td>5. Countries of Operation</td><td>6. No. of staff in each Country</td><td>7.Years of Operation in each Country</td></tr>
<tr><td colspan="3">8. Legal Address/es in Country/ies of Registration/Operation:[insert Bidder's legal address in country of registration]</td></tr>
<tr><td colspan="3">9. Value and Description of Top three (3) Biggest Contract for the past five (5) years</td></tr>
<tr><td colspan="3">10. Latest Credit Rating (Score and Source, if any)</td></tr>
<tr><td colspan="3">11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.</td></tr>
<tr><td colspan="3">12. Bidder's Authorized Representative Information

Name: [insert Authorized Representative's name]
Address: [insert Authorized Representative's Address]
Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers]
Email Address: [insert Authorized Representative's email address]</td></tr>
<tr><td colspan="3">13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? ☐ YES or ☐ NO</td></tr>
<tr><td colspan="3">14. Attached are copies of original documents of:

☐ All eligibility document requirements listed in the Data Sheet

☐ If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered
☐ If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.</td></tr>
</table>

[2] *The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.*

Joint Venture Partner Information Form (if Registered)[3]

Date: *[insert date (as day, month and year) of Bid Submission*]
ITB No.: *[insert number of bidding process]*

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1. Bidder's Legal Name: *[insert Bidder's legal name]*		
2. JV's Party legal name: *[insert JV's Party legal name]*		
3. JV's Party Country of Registration: *[insert JV's Party country of registration]*		
4. Year of Registration: *[insert Party's year of registration]*		
5. Countries of Operation	6. No. of staff in each Country	7.Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: *[insert Party's legal address in country of registration]*		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any) :Click here to enter text.		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. Click here to enter text.		
13. JV's Party Authorized Representative Information Name: *[insert name of JV's Party authorized representative]* Address: *[insert address of JV's Party authorized representative]* Telephone/Fax numbers: *[insert telephone/fax numbers of JV's Party authorized representative]* Email Address: *[insert email address of JV's Party authorized representative]*		
14. Attached are copies of original documents of: *[check the box(es) of the attached original documents]* ☐ All eligibility document requirements listed in the Data Sheet ☐ Articles of Incorporation or Registration of firm named in 2. ☐ In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

[3] *The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.*

SECTION 6: TECHNICAL BID FORM[4]

INSERT TITLE OF THE ITB

Name of Bidding Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Bid:	
Address:	
Phone / Fax:	
Email:	

(i)

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement.

1.1 Brief Description of Bidder as an Entity: Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of *civil works* and/or performance of related services, indicating the status/result of such litigation/arbitration.

1.2. Financial Capacity: Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.

1.3. Track Record and Experiences: Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

[4] *Technical Bids not submitted in this format may be rejected.*

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 specifications.

2.1. Scope of Supply: Please provide a detailed description of the *civil works* to be supplied, indicating clearly how they comply with the technical specifications required by the ITB (see below table); describe how the organisation/firm will supply the *civil works* and any related services, keeping in mind the appropriateness to local conditions and project environment.

Item No.	Description/ Specification of *civil works*	Source/ Manufacturer	Country of Origin	Qty	Quality Certificate/ Export Licences, etc. (indicate all that applies and if attached)

A supporting document with full details may be annexed to this section

2.2. Technical Quality Assurance Mechanisms: The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.

2.3. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6 Implementation Timelines: The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.7. Partnerships (Optional): Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.8. Anti-Corruption Strategy (Optional): Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

2.10 Other: Any other comments or information regarding the bid and its implementation.

(ii) SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing the contract. Include an organization chart for the management of the contract, if awarded.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each personnel involved in the implementation of the contract. Where the expertise of the personnel is critical to the success of the contract, UNDP will not allow substitution of personnel whose qualifications had been reviewed and accepted during the bid evaluation. (If substitution of such a personnel is unavoidable, substitution or replacement will be subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution).

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

Name:		
Role in Contract Implementation:		
Nationality:		
Contact information:		
Countries of Relevant Work Experience:		
Language Skills:		
Education and other Qualifications:		
Summary of Experience: *Highlight experience in the region and on similar projects.*		
Relevant Experience (From most recent):		
Period: From – To	**Name of activity/ Project/ funding organisation, if applicable:**	**Job Title and Activities undertaken/Description of actual role performed:**
e.g. June 2010-January 2011		
Etc.		
Etc.		
References (minimum of 3):	*Name* *Designation* *Organization* *Contact Information – Address; Phone; Email; etc.*	

Declaration:

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to m disqualification, before or during my engagement.

_____

_____

Signature of the Nominated Team Leader/Member Date Signed

SECTION 7: PRICE SCHEDULE FORM (BILL OF QUANTITIES)

(attached)

Electronic Bill formats in Excel is attached. Electronic format bills of quantities (BoQ) must be used by tenderers to price their bills of quantities. Bidder shall submit Bills both electronically and in hard copy signed format. In case of any discrepancy between the soft and the hard copies, the hard copy shall prevail.

UNDP/PAPP, during evaluation stage, shall ensure that the content of said bills of quantities is unaltered and that it remains identical to that of the original bills of quantities. In case of any discrepancy between the priced BoQ submitted by the bidder and the original bills of quantities, as posted by UNDP online, then the original version shall prevail. In case of any alteration (change, addition, modification or deletion) in the original BoQ, then this shall cause rejection of the bid.

Important: Any manufacturers names, trade names, brand names or catalogue numbers used in the specifications are for the purpose of describing and establishing general performance and quality levels. Such references are not intended to be restrictive. Bids are invited on these and comparable brands or products provided the quality of the proposed products meet or exceed the quality of the specifications listed for any item.

SECTION 8: FORM FOR BID SECURITY

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

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

WHEREAS [*name and address of Contractor*] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated Click here to enter a date. , to deliver *civil works* and execute related services for *[indicate ITB title]* (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 in the event that the Bidder:

a) Fails to sign the Contract after UNDP has awarded it;
b) Withdraws its Bid after the date of the opening of the Bid;
c) Fails to comply with UNDP's variation of requirement, as per ITB Section F.3; or
d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this 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 until a date 30 days from the date of issue by UNDP of a certificate of full acceptance of all *civil works* and satisfactory performance / completion of all related services by the Bidder.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date .....

Name of Bank .....

Address .....

SECTION 9: FORM FOR PERFORMANCE SECURITY[5]

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

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

WHEREAS [*name and address of Contractor*] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. Click to enter dated Click to enter , to deliver the *civil works* and execute related services Click here to enter text. (hereinafter called "the Contract"):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

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

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

This guarantee shall be valid until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date .....

Name of Bank .....

Address .....

[5] *If the RFP requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Bidder's Bank will issue shall use the contents of this template*

SECTION 10: FORM FOR ADVANCED PAYMENT GUARANTEE6

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

_____ *[Bank's Name, and Address of Issuing Branch or Office]*

Beneficiary: _____ *[Name and Address of UNDP]*

Date: _____ ++++++++++++++

ADVANCE PAYMENT GUARANTEE No.: _____

We have been informed that *[name of Company]* (hereinafter called "the Contractor") has entered into Contract No. *[reference number of the contract]* dated *[insert: date]* with you, for the provision of *[brief description of ITB requirements]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of *[amount in words]* (*[amount in figures]*) is to be made against an advance payment guarantee.

At the request of the Contractor, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in words]* (*[amount in figures]*)[7] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor has used the advance payment for purposes other than toward providing the *civil works* and related services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number _____ at *[name and address of Bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Consultants have made full repayment of the amount of the advance payment, or on the __ day of _____, 2___, 20__ whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

_____
[signature(s)]

Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

[6] This Guarantee shall be required if the Contractor will require advanced payment of more than 20% of the contract amount, or if the absolute amount of the advanced payment required will exceed the amount of USD 30,000, or its equivalent if the price offer is not in USD, using the exchange rate stated in the Data Sheet. The Contractor's Bank must issue the Guarantee using the contents of this template.

[7] The Guarantor Bank shall insert an amount representing the amount of the advanced payment and denominated either in the currency/ies of the advanced payment as specified in the Contract.

SECTION 11: CONTRACT &

GENERAL TERMS AND CONDITIONS FOR CIVIL WORKS

(attached)

(Refer to the model contract & "general conditions" which are posted on the UNDP/PAPP designated web site at:
http://www.ps.undp.org/content/papp/en/home/operations/procurement.html

Contractor should **not** submit a copy of the **General Conditions** along with his offer/bid

Only Successful bidder, however, shall print & provide UNDP with a hardcopy of the **General Conditions** duly acknowledged (signed/stamped) upon contract signature

SECTION 12:

SAFETY, HEALTH AND WELFARE ON CONSTRUCTION SITES – CODE & MANUAL

(**Safety and Health in Construction: An ILO code of practice**

Safety, health and welfare on construction sites: A training manual

Both of the above documents are available online at the UNDP/PAPP designated web site at:

http://www.ps.undp.org/content/papp/en/home/operations/procurement.html

Contractor should **not** submit a copy of the above two referenced documents along with his/her bid. Only Successful bidder, however, shall print & provide UNDP with a hardcopy of the above referenced code of practice & training manual, duly acknowledged (signed/stamped) upon contract signature.

SECTION 13:

DRAWINGS

(attached)

Contractor should **not** submit a copy of the **DRAWINGS** along with his offer/bid

Only Successful bidder, however, shall print & provide UNDP with a hardcopy of the **Drawings** duly acknowledged (signed/stamped) upon contract signature

Note: The drawings shall be printed on a good quality plotting paper with proper size as to allow clear and easy reading

Section 14: Form of Socio-Environmental Compliance

Company's Legal Name: *[insert full name]*

Date: [*insert day, month, year*]

Please fill in the below questionnaire. Bidders are encouraged to complete this form and submit with their offer.

#	Questions	Yes / No
1	Do you have in place a documented environmental management system? Is it certified by ISO14001?	
2	Does your company have a formal sustainability/environmental policy?	
3	Are you a member of the UN Global Compact?	
4	Do you have in place a documented system to manage workplace and labor practices? If yes, please state whether it is SA 8000 certified?	
5	Do you have a company policy specifically address gender inequalities, such as a special promotion policy for the female workforce and managers? Do you have maternity and paternity leaves? Do you take into consideration flexible working arrangements within your company?	
6	Do you use or intend to use renewable energy sources in support of this contract?	
7	Do you have a recycling programme for your company?	
8	Have you established publicly available sustainability purchasing guidelines for your direct suppliers that address issues such as environmental compliance, employment practices, and product/ingredient safety?	
9	Have you obtained 3rd party certifications for your products, such as for instance EU Ecolabel, Energy Star, Nordic Swan etc.?	
10	Do you invest in community development activities in the markets you source from or operate within?	
11	Has your company started to monitor its carbon emissions in order to set reduction targets or objectives? If so, have you obtained an ISO 14064 certification?	
12	Can you confirm that your company has never been successfully prosecuted for infringement of environmental legislation in the past three years?	
13	Are raw materials used in the product or production sourced from legal and sustainably managed sources?	
14	Does your company maintain records of potential environmental hazards and have mitigation strategies and systems in place to reduce environmental hazards such as carcinogens, irritants? Do you have a record how the chemicals in your products relate to the classification of chemicals in REACH legislation?	
15	Is the packaging of your products produced without the use of PVC containing plastics?	
16	Is the packaging made of recycled or recyclable materials?	

Documentary proof of statements must be available upon request.

Section 15: Form of the Financial Capability Situation

Company's Legal Name: *[insert full name]*

Date: [*insert day, month, year*]

Summarize actual assets and liabilities in US dollars equivalent for the previous most recent three years:

Financial information in USD	**Historic information for previous 3 years USD**		
	2015	2014	2013
Information from Balance Sheet			
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Inventory (IN)			
Cash and cash equivalents			
Accounts Receivables (AR)			
Current Liabilities (CL)			
Information from Income Statement			
Annual Turnover			
Profits Before Taxes (PBT)			
Quick Ratio (QR)i, calculated as QR=(Cash + AR) / CL			

Section 16: Acknowledgement Letter

PLEASE TYPE OR PRINT LEGIBLY & RETURN VIA FAX NO.: +972 8 2822021 OR E MAIL PROC10.PAPP@UNDP.ORG

Date: _____

Dear Khaled Shahwan,

ITB-2017-004: Insert Lot Number and Name You intend to participate in.

We the undersigned, acknowledge receipt of your Invitation to Bid for the provision of goods and services under subject and hereby confirm that:

a) ☐ we intend ☐ we do not intend

to submit a proposal to the United Nations Development Programme by the deadline.

Names of our representative(s) designated for this engagement	1. .....; and 2.				
Firm/Company's name (Proposer):					
Address:					
City:		**State:**		**Zip:**	
Signature of Authorized Representative:					
Name:		**Title:**			
Telephone No.:		**Ext.:**		**Fax No.:**	
Email address:					