

SECTION II
RETURNABLE BID SCHEDULES

[Note to Bidders: Instructions to complete each Returnable Bid Schedule are highlighted in blue in each schedule. Please complete the Returnable Bid Schedules as instructed and return them as part of your bid by uploading them against their specific Document Checklist in the UNOPS eSourcing system].

**RETURNABLE BID SCHEDULE 1
FORM OF BID**

United Nations Office for Project Services
Cambodia Operations Hub

Dear Sir/Madam,

**Subject: Bid for the Construction of FAO Office Building, Phnom Penh, Cambodia.
ITB/2020/15851**

1. We, **[Name of Bidder]**, hereby submit a bid for the construction of the above-referenced works in response to the above-referenced ITB.
2. We warrant that in preparing and submitting this bid, we have complied with, and are willing to be bound by, any and all of the requirements and provisions of the above-referenced ITB, including the terms and conditions of the Contract as set out in Section III of the ITB.
3. Based on the above, our proposed Contract Price is: **[Insert Proposed Contract Price in numbers and letters]**.
4. Our bid shall remain valid for UNOPS' acceptance until ninety (90) days from the Deadline for Bid Submission.
5. We acknowledge and agree that:
 - subject to Section I of the ITB, UNOPS is not bound to accept the lowest bid or any other bid it may receive in response to the above-referenced ITB;
 - no liability of UNOPS and no binding contract exists until the Contract is executed by both parties;
 - each party constituting the bidder is bound jointly and severally by this bid; and

I, the undersigned, certify that I am duly authorized by **[insert name of bidder]** to sign this bid and bind **[insert name of bidder]** should UNOPS accept this bid:

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp form of bid with official stamp of the bidder]

RETURNABLE BID SCHEDULE 2 - NOT USED

FORM OF BID SECURITY

BANK GUARANTEE FOR BID

RETURNABLE BID SCHEDULE 3

BIDDER'S DETAILS

ITB Case No.: ITB/2020/15851

Name of bidder:

Trade Licence title and No.:

Address of registered office:

Name of bidder representative:

Address for service of notices (if different than above):

Phone number:

Facsimile number:

Mobile phone number:

Email:

RETURNABLE BID SCHEDULE 4

BILL OF QUANTITIES

ITB Case No.: ITB/2020/15851

Name of bidder: _____

Date: _____

Signature: _____

***Note to bidders:** Bidders shall submit within Returnable Bid Schedule 4 (or annexed to Returnable Bid Schedule 4 if files size is prohibitively large) a Bill of Quantities. Where an item is not priced and/or a rate is not provided in the Bill of Quantities such price and/or rate shall be deemed to be allocated within the total contract price.*

Bids shall be evaluated as specified in the evaluation criteria included in the Evaluation Criteria section.

Furthermore, financial evaluation of the bids shall be conducted only on those bids found to be technically compliant.

The Bill of Quantities (BOQ) given in Appendix A is provided as guidance only and the use of the items, descriptions and the quantities mentioned in the BOQ by the Bidder as a reference point does not remove the Bidder's responsibility to ensure the accuracy of the BOQ with the Drawings and specifications. If the Bidder noticed any discrepancy or any missing item in the BOQ, same shall be notified as an "omission" or as an "addition" and the BOQ pricing shall be done accordingly.

Bids shall be corrected for arithmetical errors on the following basis:

Where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit rate by the corresponding quantity, the unit rate shall prevail and the total amount shall be corrected.

Amounts corrected in this way shall be final as far as UNOPS is concerned. If the Bidder does not accept the above correction, its bid shall be disqualified and any bid security, if any, may be utilized by UNOPS.

RETURNABLE BID SCHEDULE 5

BIDDER PRELIMINARY PROGRAMME

ITB Case No.: ITB/2020/15851

Name of bidder: _____

Date: _____

Signature: _____

Note to bidders: *Bidders shall submit a preliminary programme for the execution of the works.*

Bidders are required to make their own detailed assessment of the time, work methods and activities that shall be required for the successful and timely completion of the works, and shall submit their bid on the basis of an assurance that the works can be completed by the Time for Completion and the milestone dates identified in the Contract.

The preliminary programme shall be prepared in sufficient detail to enable UNOPS to adequately evaluate the planned execution, staging and allocation of resources for the works.

The preliminary programme shall show the dates when the milestones identified in the Contract shall be achieved. It shall also include and/or be accompanied by:

- (i) a programme narrative that describes the mechanisms and assumptions made in preparing the programme; and*
- (ii) a critical path analysis for the execution of the works which shall clearly show the float times available within the programme and the earliest start/earliest finish and latest start/latest finish times for each and every activity.*

If a bidder is selected as the preferred bidder, it shall be required to further develop and complete this programme in accordance with the contract for works.

Bidders shall submit a preliminary programme and an outline statement of proposed methods for the execution of the works.

Returnable Bid schedule 5 Programmes/Work Plane shall be presented in Gantt Chart form. If the time period for the substantial completion exceeds the 09 Months or if the major works items are not considered in the programme, it shall carry 'Fail' marks in the evaluation.

RETURNABLE BID SCHEDULE 6**PROPOSED PROJECT TEAM AND ORGANIZATIONAL STRUCTURE**

ITB Case No.: ITB/2020/15851

Name of bidder: _____

Date: _____

Signature: _____

Note to bidders: Bidders shall set out below:

1. *the key personnel that the bidder proposes to assign to the execution of the works;*
2. *the qualifications and relevant experience of each of the key personnel that the bidder proposes to assign to the execution of the works, including a CV/resume for each of the key personnel;*
3. *the proposed organisational structure for carrying out the works. Bidders are to attach a chart indicating the bidder's organisation structure; and*
4. *the bidder's representatives who are authorized to sign the Contract. The bidder shall provide a copy of such authorization*

Key Personnel

The bidder's project team demonstrates the capacity of the bidder's core team to execute the works. Bidder shall ensure that all essential following roles are filled with people of the required experience. CVs of the below key personnel shall be submitted with bid to verify the expertise and experience of the bidder's personnel. The CV for Road Engineer is optional.

No.	Position Description	Name	Years of Total Exp in Building Construction
1	Project Manager	[Insert name]	[Insert No.]
2	Civil/Structural Engineer	[Insert name]	[Insert No.]
3	Architect	[Insert name]	[Insert No.]
4	Electrical Engineer	[Insert name]	[Insert No.]
5	Health and Safety Specialist	[Insert name]	[Insert No.]
6	Site Engineer	[Insert name]	[Insert No.]
7	Site Foreman (1st)	[Insert name]	[Insert No.]
8	Site Foreman (2nd)	[Insert name]	[Insert No.]

Contractor's Representative as per the Contract:

No.	Position Description	Name	Years Exp
1	Contractors Representative	[Insert name]	[Insert No.]

No	Position Description	Minimum qualification and experience required
1	<p>Project Manager (1 Person): The Project Manager must have considerable experience with similar⁽¹⁾ projects.</p> <p>He/she will be the focal point on behalf of the Contractor in all aspects related to the management of the project (purchases, logistics, labor, human resources, etc.). He/she must have a sufficient delegation of authority to take decisions in order to ensure the delivery of the project in accordance with the approved schedules, budget and quality standards.</p> <p>The Project Manager will be responsible for all communication with UNOPS.</p>	<p>Bachelor Degree in Civil Engineering Building Engineering, Project Management or related careers, with a total of 10 years of professional experience out of which a minimum of 5 years of experience in handling projects of similar ⁽²⁾ size, nature and complexity.</p>
2	<p>Civil/Structural Engineer (1 Person) Ensure that all work in their respective areas of responsibility is carried out in accordance with the documentation and technical specifications of the project, and the planned scope for the works. Responsible for supervising the execution of civil and structural works, water, and test of systems included in the project, as well as testing and commissioning all installations and conducting operational maintenance training for end users in all systems corresponding to their specialty.</p> <p>NOTE: Civil/Structural Engineer must be permanently on site during all the phases of excavation, execution of foundation works, embankment/reclamation, piles, jetty and, for the other construction phases, as on request for the works, according to the progress of the project.</p>	<p>Bachelor Degree in Civil Engineering, / Building Engineering, with a total of 6 years of professional experience out of which a minimum of 5 years of experience in handling projects of similar size, nature and complexity.</p>
3	<p>Architect (1 Person) Ensure that all work in their respective areas of responsibility is carried out in accordance with the documentation and technical specifications of the project, and the planned scope for the works. Responsible for supervising the execution of architectural and civil works.</p>	<p>Bachelor Degree or similar approved qualification in architecture, engineering or related areas with 5 years of experience in handling projects of similar size, nature and complexity.</p>
4	<p>Electrical Engineer (1 Person) Ensure that all work in their respective areas of responsibility is carried out in accordance with the documentation and technical specifications of the project, and the planned scope for the works. Responsible for supervising the execution of electrical, mechanical, sanitary, water, fire</p>	<p>Bachelor Degree or similar approved qualification in electrical engineering, engineering or related areas with 5 years of experience in handling projects of similar size, nature and complexity.</p>

¹ Similar Project: A similar project is defined as those referred to buildings that have an equivalent technical construction level of complexity to the scope of the project that is the subject of these specifications.

	protection, communications, and rest of systems included in the project, as well as testing and commissioning all installations and conducting operational maintenance training for end users in all systems corresponding to their specialty.	
5	Health and Safety Specialist (1 Person)	Technical Diploma or similar approved qualification in Health and Safety with 5 years of experience in handling projects of similar size, nature and complexity.
6	<p>Site Engineer (1 Person): To carry out the supervision and implementation of all necessary adjustments to ensure that the works are carried out in accordance with the approved design. Liaise and coordinate the work together with engineers, the construction supervisor, the experts and the subcontractors. The Site Engineer shares responsibility for site security, health and safety, and the organization and supervision of materials and human resources in the field. Ensure that all materials and their implementation comply with technical specifications; analyse failures and implement corrective and preventive actions to guarantee that the contracted quality is provided; create, record and maintain the quality documentation of the project, such as quality manuals, quality procedures, etc. The site engineer is responsible for planning and supervising all the required tests established in the Quality Control Manual and the technical specifications; and preparing QA / QC reports.</p>	Bachelor Degree in Civil Engineering, / Building Engineering, with a total of 6 years of professional experience out of which a minimum of 3 years of experience in handling projects of similar ⁽²⁾ size, nature and complexity.
7	<p>Site Foreman: (2 full time positions) Ensure the supervision of the workforce so that the works are executed according to the approved specifications and the scope of the works.</p>	Technical diploma or similar approved qualification in construction Or with 5 years of experience in handling projects of similar size, nature and complexity.

RETURNABLE BID SCHEDULE 7

INSURANCES

ITB Case No.: ITB/2020/15851

Name of bidder: _____

Date: _____

Signature: _____

***Note to bidders:** Bidders are to provide details of their insurance policies if they have any at the time of preparing their Bid. If selected, Bidders will have to comply with the insurance requirements as set out under Article 14 and the Schedule of Details of the Contract. Bidders are advised that UNOPS may request copies of the insurance policies and any endorsements during the review of bids, including amounts of any deductibles and all exclusions.*

1. Construction All Risks Insurance/Third Party Liability Insurance

Name of Insurer:	
Policy No.:	
Insured Amount:	
Renewal Date:	
Name of Broker:	
Contact details of Broker:	

2. Workers' Compensation/Employer's Liability Insurance

Name of Insurer:	
Policy No.:	
Insured Amount:	
Renewal Date:	
Name of Broker:	
Contact details of Broker:	

3. Contractor's Plant and Equipment Insurance

Name of Insurer:	
Policy No.:	
Insured Amount:	
Renewal Date:	

Name of Broker:	
Contact details of Broker:	

The bidder's insurances comply with the ITB's requirements. Bidders are required to provide us insurance approached letter, if the company is selected, then they should provide us the insurance policies comply with the insurance requirements as set out in Schedule 7:

1. Construction All Risks Insurance/Third Party Liability Insurance Scope of cover

All risks of physical loss or damage from any cause not excluded, in relation to all property and interest of every description used for and intended for incorporation in the Works relating to design, engineering, development, procurement, fabrication, construction, erection, installation, rehabilitation, upgrading, completion, supply, testing, commissioning, recommissioning or ownership of the Works.

Indemnity in respect of legal liability of the insured parties to third parties for or arising from:

- a. bodily injury, illness, death;
- b. physical loss or damage to the property; and
- c. interference, trespass, loss of amenities, nuisance, infringement, obstruction, arising out of or in connection with the design, engineering, development, procurement, fabrication, construction, erection, installation, rehabilitation, operating, completion, testing, commissioning, supply of products, recommissioning and ownership of the Works.

Insured parties

- (iv) the Employer;
- (v) the Contractor and subcontractors;

Limit of Indemnity

- a. Contract Works – Full Estimated Contract Value
- b. Third Party Liability –\$10,000 any one occurrence

Policy Jurisdiction - governing law of kingdom of Cambodia

2. Workman's Compensation/Employer's Liability Insurance

Limit of Indemnity

No less than \$ 10,000 minimum benefit per person.

3. Contractor's Plant, Equipment and Motor Insurance (including plant and equipment required for operational activities and temporary buildings (e.g. labour camps))

Limit of Indemnity

The replacement value of the Contractor's Plant and Equipment

Bidders are required to provide us an insurance approached letter, if the company is selected, then they should provide us the insurance policies comply with the insurance requirements.

RETURNABLE BID SCHEDULE 8

CAPACITY, EXPERIENCE, WORK IN HAND AND WORK COMPLETED

ITB Case No.: ITB/2020/15851

Name of bidder: _____

Date: _____

Signature: _____

1. Similar Projects:

Experience: As a prime contractor in at least one (1) similar experience that was successfully executed during one of the last 5 years with a value of equal to or greater than quoted price. Bidders are required to submit the completion certificate as a supporting document.

No.	Description of Project	Total Contract Value	Contact details of Client (Name, Address, telephone and email)	Start date	End date	Completed

2. Annual Capacity:

The annual turnover of the company for one of the last 5 years shall be at least equal to 02 times of the quoted price. Bidder must submit supporting documents such as audited financial reports as proof to fulfil the ITB requirement. The Audit financial report shall be authentic.

3. All current projects underway or committed to start:

Cumulative work capability of the bidder shall be at least twice of bid price.

Cumulative work capability = Annual turnover - work in hand.

If the project is nearly in completion(90% to 100%), it will not be considered as a project in hand.

Bidder must submit supporting documents showing all ongoing contracts including respective project's name, location, client (with email and phone number), and the contract amount, as well as the amount or percentage of the completion for each contract.

No.	Description of Project	Total Contract Value	Contact details of Client (Name, Address, telephone and email)	Start date	End date	Status If completed indicate the (%) of completion

4. Essential Assets Subject to Evaluation

Key assets/equipment that the bidder shall demonstrate adequate ownership of, or access to the below assets. Failed to provide the below listed assets will lead to disqualification of bidder's bid.

No	ONOPS minimum requirement	Quantity.
1	Concrete Mixer Machine	3
2	Concrete Vibrator	6
3	Rammer Compactor	1
4	Vibratory Plate Compactor	1
5	Generator 5kw	2
6	Formworks and support	500 m ²
7	Scaffolding	200 set
9	Safety Tools and Equipment	2 set

RETURNABLE BID SCHEDULE 9

WORKS MANAGEMENT SYSTEM

ITB Case No.: ITB/2020/15851

Name of bidder: _____

Date: _____

Signature: _____

Note to bidders:

- Bidders are required to provide the following information:
 - 1. Project implementation/quality management**
 - Project implementation/quality management manual/policy (if any);
 - An outline project implementation/quality management plan for the project.
 - 2. Health and safety management**
 - Health and safety management manual/policy (if any);
 - An outline health and safety management plan for the project.
 - 3. Environmental management**
 - Environmental management manual/policy(if any);
 - An outline environmental management plan for the project.
 - 4. Women Engagement Plan - Women Engagements in the project implementation.**
 - Bidders are requested to provide a narrative statement and clear plan for 5% women engagement.

5% Women Engagement Plan			
Construction of FAO Building			
ACTIVITIES	Number of Women	RESPONSIBLE	Duration

- After selection of the successful bidder, UNOPS, in consultation with the bidder, will review the above information with a view to determining how it can be integrated with UNOPS' own works management system. Please note that UNOPS' management system sets a standard minimum and shall apply by default.

5. Health and Safety Management Manual

Please provide your Health and Safety Management policy intended to be employed by the bidder if one exists.

- Health and Safety Management Plan

Please provide an outline of the project Health and Safety management plan demonstrating the approach to be taken to Health and Safety matters during the execution of the works

The Health and Safety plan shall be:

- (i) appropriate to the design (if any), materials, fabrication, components, construction, testing, commissioning and site maintenance activities; and*
- (ii) specific to the works.*

- Integration of Health and Security Management System

Please provide an outline of how, if you have one, your Health and Safety system would be integrated with the UNOPS Health and Safety manual as given in the contract. A Health and Safety Management Plan is mandatory. Failure to provide a health and safety plan will lead to disqualification of bid.



RETURNABLE BID SCHEDULE 10

PROPOSED SUBCONTRACTORS AND SUPPLIERS

ITB Case No.: ITB/2020/15851

Name of bidder: _____

Date: _____

Signature: _____

Note to bidders: Bidders shall provide details of the subcontractors and suppliers they propose to use on the project, including:

- *Companies' names; and*
- *Particulars of the works which the bidder proposes to be undertaken by them.*

RETURNABLE BID SCHEDULE 11

**PROPOSED SOURCES OF NATURALLY OCCURRING MATERIALS
AND
OUTLINE STATEMENT OF PROPOSED METHODS**

ITB Case No.: ITB/2020/15851

Name of bidder: _____

Date: _____

Signature: _____

Note to Bidders: Bidders shall provide details of their proposed sources of naturally occurring materials, including aggregates, and outline statement method statement setting out how they intend to stage and construct the works and coordinate with the local authorities in order to obtain all required authorizations and make sure that the project will be implemented on schedule.

RETURNABLE BID SCHEDULE 12

DECLARATION

United Nations Office for Project Services

Dear Sir/Madam,

Subject: Invitation to Bid for the Construction of FAO Office Building, Phnom Penh, Cambodia. ITB/2020/15851

I, **[insert name and title]**, **[insert title]**, do solemnly and sincerely declare that:

1. I am duly authorised by **[Insert name of bidder]** (the Bidder) to make this declaration on its behalf.
2. I make this declaration on behalf of the Bidder.
3. Before the Bidder submitted its bid, neither the Bidder, nor any of its employees or agents, had knowledge of the bid price proposed by any other bidder who submitted, or of any person, company, other body corporate or firm that proposed to submit a bid in response to this ITB.
4. Before the Deadline for Bid Submission of this bid process, neither the Bidder, nor any of its employees or agents, disclosed the Bidder's bid price to:
 - (i) any other bidder who submitted a bid in response to this ITB;
 - (ii) any person, company, other body corporate or firm proposing to submit a bid in response to this ITB.
5. Neither the Bidder, nor any of its employees or agents, has provided information to:
 - (i) any other bidder who has submitted a bid in response to this ITB;
 - (ii) any person, company, other body corporate or firm proposing to submit a bid in response to this ITB; or
 - (iii) any other person, company, body corporate or firm for the purpose of assisting in the preparation of a bid in response to this ITB.
6. The Bidder is genuinely competing for the Contract.
7. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding, other than as disclosed to UNOPS in the bid, that the successful bidder for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, an industry association in respect of the Contract.
8. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that the successful bidder for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, any other bidder who unsuccessfully tendered for the Contract.

9. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that bidders for the Contract would include an identical or similar condition or qualification in their bids.

I acknowledge that this declaration is true and correct, and I make it in the belief that a person making a false declaration is liable to penalties.

DECLARED at **[insert place]** on **[insert date]** before me:

Signature of authorised witness

Name of authorised witness
(capital letters)

Address of authorised witness

Witness' Occupation

Signature of declarant

RETURNABLE BID SCHEDULE 13

CONFLICTS OF INTEREST

ITB Case No.: ITB/2020/15851

Name of bidder: _____

Date: _____

Signature: _____

Note to Bidders: Bidder shall declare any actual or potential conflicts of interest which may arise with respect to the project as between:

- (i) UNOPS and the bidder; and*
- (ii) UNOPS and any subcontractor (including consultants) proposed by the bidder*

RETURNABLE BID SCHEDULE 14

DISPUTE DETAILS

ITB Case No.: ITB/2020/15851

Name of bidder: _____

Date: _____

Signature: _____

Note to Bidders: Bidder shall submit a statement below providing details of any current contract dispute and/or arbitral or legal proceeding involving the bidder. The statement shall include details of any dispute which has been, or is reasonably likely to be, referred to formal dispute proceedings (e.g. mediation or arbitration) or is the subject of litigation in any court locally or overseas. This information shall be provided regardless of whether such action has been instigated by the bidder against a client or a client of the bidder against the bidder.

RETURNABLE BID SCHEDULE 15

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

ITB Case No.: ITB/2020/15851

Name of bidder: _____

Date: _____

Signature: _____

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

JV / Consortium/ Association Information	
Name	
Names of each partner and contact information (address, telephone numbers, fax numbers, e-mail address)	
Name of leading partner (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	
Proposed proportion of responsibilities between partners (in %) with indication of the type of the Works to be performed by each	

Signatures of all partners of the JV:

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

RETURNABLE BID SCHEDULE 16

ADDENDA TO ITB

ITB Case No.: ITB/2020/15851

Name of bidder: _____

Date: _____

Signature: _____

We acknowledge receipt of the following Addenda, which have been taken into account in preparing the bid:

Addendum Number	Dated