

ITB Scope of the Works (SoW) and Work Schedules Template

eSourcing Reference: ITB/2020/16319

GENERAL INFORMATION

Works Description:	Construction of Eco-friendly Latrines in Ten Primary Schools in Addis Ababa, Ethiopia (RE-BID)
Project/Program Title:	Eco-friendly Latrines to Improve Sanitation in Schools of Ethiopia
DNP Period:	365 Days
Project Location:	Addis Ababa, Ethiopia
Name of Schools:	Asko, Betel, Hana, Hidase, Kotari, Magabit 28 and Repi Primary Schools, Fana and Lafto Secondary School, and Lideta Selam Elementary School.
Type of Competition:	Open National Competition
Type of the Contract:	Measured Price Construction Contract
Construction Duration:	180 Calendar Days (6 months) for the Whole Works excluding resource mobilization period
Expected Start Date:	November 16,, 2020 (tentative)

I. PROJECT BACKGROUND

According to a joint study by the World Health Organization and UNICEF, only 13 per cent of Ethiopians have access to latrine facilities, one of the lowest levels of sanitation coverage in the world. Water-borne diseases, such as diarrhea, results in more than 500,000 child deaths each year, and 60 to 80 per cent of all diseases in Ethiopia are related to water and sanitation. School sanitation coverage in Ethiopia is low, and even in schools that do have latrines, there aren't separate facilities for boys and girls, and about 30 percent of schools do not have any water supply or toilet facilities for sanitation. In many cases, the latrines are so dirty that children are forced to find alternative solutions, which often means missing school or using unsanitary practices.

The Italian Agency for Development Cooperation in collaboration with the implementing partner, UNOPS-ETOH, is planning to construct eco-friendly latrines in Addis Ababa city at ten selected primary and secondary schools. The project is intended to improve sanitation for children in the selected schools and serve as a pilot project considering its unique way of construction by incorporation of eco-friendly construction material and renewable energy sources. The project will be implemented in ten selected public schools, which are currently owned and run by government; namely: Hanna Primary School, Hidase Primary School, Lafto Secondary School, Megabit-28 Primary School, Fana Secondary School, Kotari Primary School, Lideta Selam Primary School, Betel Primary School, Repi Primary School and Asko Addis Primary School.

The sanitation project included:

Construction of a typical latrine building for boys and girls;

- Pre-fabricated ground water reservoir with solar pumping system
- Elevated water tanker for supply of water to the flush toilets and hand wash basin via gravity;
- Waste water drainage systems with connection to municipal sewer lines, where it exists in the proximity of the schools, and/or drainage via a septic tank system.
- The Italian Agency for Development Cooperation with the Federal Ministry of Education considered to engage the services of UNOPS in the design and construction of the latrines in the premises of the selected schools.

II. ORGANIZATIONAL REQUIREMENTS AND KEY PERSONNEL

The prospective Contractor/Bidder is expected to meet the following minimum organizational requirements:

- Bidder Should submit renewed Business License for 2020 GC (2012 EC) and Tax Registration Certificate(s);
- Bidder must be registered in Federal Republic of Ethiopia by authorized Government Entity to be engaged in Construction Works
- Bidder should be **GC/BC FROM GRADE ONE to FOUR CATEGORY** certified by Construction Minister, Construction Companies **Certificate of Competence (CoC)** that clearly indicate the LEVEL;
- Bidder must have a minimum of **five (5) years'** experience in construction sector and satisfactorily completed at least **three (3)** similar projects in the last **three (3) years**;
- The Bidder must demonstrate its ability to complete high quality works by attaching **at least three (3) of references** with full contact details as per the template preferably from clients such as UN Agencies, International NGOs, Multinational companies, etc.;
- It should demonstrate its capabilities and understanding of the Scope of Works (SOWs), Bill of Quantities (BoQ) and Drawings in its technical proposal;
- It should provide a brief description of its financial standing; and clearly demonstrate its financial strength as well as its financial plan (if any) to successfully complete the construction project within the contract timeline;
- **Financial Liquidity:** Current Ratio (Current Asset / Current Liability) **MUST be at least 1.00**;
- **Financial capability – Sales Turnover:** Bidders should have average annual sales turnover of minimum **ETB 40 Million** in the last **two (2) years**; and
- Prospect Contractor/Bidder must demonstrate financial capacity through provision of the past **TWO RECENT AUDITED FINANCIAL STATEMENTS (2019 GC and 2020 GC / 2010 EC and 2011 EC)**

III. ESSENTIAL EQUIPMENT / MACHINERIES REQUIREMENTS

A Bidder/Contractor must avail at least the following construction related equipment and/or machineries in order to successfully carry out the construction project in the specified sites.

- Ensure YOU have attached **Certificates of Ownership for those assets/machineries owned** or duly signed Equipment Lease Agreement
- Cash Receipt for the Purchase for those Equipment/Assets in case Authorized Government Office DOES NOT ISSUE FORMAL OWNERSHIP CERTIFICATE
- **For Line Item 12, Compressed Stabilized Earth Block (CSEB) Production Machine (Manual)** bidders/Contractors supposed to state **DETAIL SPECS, attach Product Data Sheet (PDS) and/or Representative Picture(s); and Commitment letter to avail upon award** as it will be owned by UNOPS Ethiopia Office upon completion of construction of the project.

No.	Assets/Machineries	Minimum Number Required		Remarks if any
		Per Site	Total	
1	Caterpillar Motor Grader Base power Min. 90 hp	-	1	<i>Certificates of ownership, Purchase Receipt or Equipment Lease/Rent Agreement need to be attached when submitting</i>
2	Jack Hammer / rock excavation	-	5	“ “ “

	Hand-held pneumatic Jack Hammer			
3	Dump trucks – 14m ³ capacity	-	2	“ “ “
4	5000 lts water tanker	1	10	“ “ “
5	Concrete mixer (750 litre)	1	10	“ “ “
6	4 WD Pickup (5 seats)	-	2	“ “ “
7	Plate compactor Minimum plate size of 400mm x 400mm and weight min 50 Kg.	1	10	“ “ “
8	Concrete vibrator Hose size of 80mm - 100mm	2	20	“ “ “
9	Water pump minimum 8m suction head	1	10	“ “ “
10	Survey Equipment (Total Station)	1	10	“ “ “
11	Diesel generator Minimum size of 20 KVA.	1	10	“ “ “
12	Interlocking Compressed Stabilized Earth Block (CSEB) Production Machine (Manual) With minimum capacity of 120 CSEB per hour.	-	1	<i>Commitment letter to avail upon award. Also bidders to attach specification, PDS/Representative Picture(s) of the CSEB machine to be availed up on award.</i>

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

UNOPS will be responsible for the entire project management. Hence, UNOPS will assign a Project Manager who will be responsible to coordinate the overall management of this project. In addition, UNOPS will assign a Site Engineer that will be responsible to monitor the day-to-day activities on each site. She/he will be responsible to ensure that the Contractors implement according to the agreed quality criteria and timeline.

Contractor is required to develop and submit work plan every two weeks in line with the approved overall work plan and work schedule. Similarly, the Contractor is expected to submit progress report every two weeks.

In addition, the Contractor will provide progress report when deemed necessary upon the request of UNOPS. The contractor will also facilitate site visit upon the request of UNOPS by availing the necessary Health and Safety (H&S) measures.

V. TIMING AND CONSTRUCTION MILESTONES

The Contractor shall comply with the following timing requirements:

No.	Construction Milestones	Duration (approx.)	Remarks (if any)
1	Mobilization	21 Calendar days	Literally no mobilization period. Contractor to mobilize immediately after signing of agreement. UNOPS shall issue a letter of intent to the successful bidder and shall be taken adequate to initiate contractor to mobilize. It is not part of 180 days construction period.
2	Substructure work of the 17 school latrines and septic tank construction. Earthwork, foundations, and ground floor slab	60 Calendar Days	Contractor shall immediately start fabrication of Compressed Stabilized Earth Block during sub structure work.
3	Super-structure such as concrete work, Roofing work, Compressed Earth Blocks, Finish works, Sanitary and Electrical Works	120 calendar Days	Water Supply and PV Power supply system shall be carried out concurrently with the construction of super structure work.
4	Commissioning for Handover: Testing, commissioning and site clearing works		
Total Calendar Days		6 Months	

a. Mobilization Period: mobilization shall commence immediately after signing of the contract. It shall include the following activities during this time:

- Site Possession;
- Setting out
- Submission of Work Program;
- Submission of Safety and Health (H&S) and Environment Management Plans;
- Arrangement and submission of Bank Guarantee (BG) for Performance;
- Site Preparations such as site office, storage areas, access to the workmen and equipment etc;
- Resource Mobilization to the site;
- Issuance of the necessary Insurances to the works, personnel, equipment and third-party all according to the contract.

b. Construction of Sub-structure

- Excavation: Site Clearing, Excavation for pit foundation, and trench for stone masonry wall;
- Concrete work: Reinforced concrete for footings, ground beams and foundation columns;
- Stone masonry walls around the building;
- Backfill with selected material and well ram with 95% proctor under floor slab;
- Crushed stone well blinded under floor slab; and
- Ground floor Concrete slab
- Construction of septic Tank: Excavations, masonry wall and concrete works.

c. Production of Compressed Stabilized Earth Block

- Selection of site for production of Compressed Stabilized Earth Block;
- Deployment of the machine for production of Compressed Stabilized Earth Block;
- Supply of necessary materials such as soil, stabilizer and water to the site;
- Pulverizing and screening the materials;

- Proportioning and mixing the ingredients with the right proportion and molding;
- Transporting, storing and curing the Compressed Stabilized Earth Block.

d. Construction of the Whole Works:

- Concrete Columns and Ring beams;
- Roof Timber structure such as trusses, and wooden purlin
- Green roofing works with different layers as detailed on the drawings;
- Compressed Stabilized Earth Block works;
- Finishing works such as plastering, painting, ceiling and tiling works;
- Electrical Installation works/ PV Solar system with distribution boards for lighting and power sockets including pumping system
- Plumbing works that include water reservoir (30m³) in each school, elevated water tanker, piping systems, waste water drainage systems, manhole construction, septic tanks and supply and fix sanitary fixtures.

e. Defects Notification Period (DNP): 12 Months

- As Built Drawings;
- Operation and Maintenance Manual;
- A snagging list identification and updating;
- Rectification of the snagging list;
- Technical and Financial Closure of the project; and
- Final Handover.

VI. PAYMENT MODALITY AND AUTHORITY

Prospective Contractor/Bidder shall be paid on Measure and Pay modality and only after Approving Authority of the project confirms the successful completion as per respective Bill of Quantities (BoQs) set for each sites in this ITB.

VII. INSURANCE POLICY REQUIREMENTS

Prospect Bidders/Contractors are required to specify and attach the following insurance policies along the Returnable Bidding Document:

1. Construction All Risks Insurance covering **110%** of contract value
2. Third Party Liability Insurance for **ETB 700,000.00** unlimited occurrence
3. Motor Insurance; and Contractor's Plant and Equipment Insurance as per **Ethiopia** regulations

VIII. SITE VISIT / INSPECTION




UNOPS Ethiopia Office **WILL NOT** conduct group site visit. However, prospect Bidders/Contractors are highly encouraged to visit the sites by their own before submitting the bid. Hence site visit is not a compulsory requirement for evaluation.

IX. INSTRUCTION WHEN SUBMITTING PRICED BOQ ALONG RETURNABLE BID SCHEDULE


Prospect bidders/Contractors are strongly advised to follow the below instructions when filling out Bill of Quantities (BoQ):

1. You are not allowed to change any item descriptions on this BOQ. Failure to abide by it will result to automatic disqualification of your bid.
2. You are only required to fill in the cells under the column "Rate/Unit Price" corresponding to works description in the currency indicated on BoQs













3. **Upon filling in the Rate and/or Unit Price, all other calculations will be done automatically, meaning you do not have to temple with any other cell within this spread sheet.**
4. The summary sheet will also be fill in automatically; you do not have to temple with it.
5. At the bottom of the BoQ sheet, you are also required to sign in the space left for it to authenticate the submission.
6. UNOPS has factor in the various percentages, which cannot be changed. They are fixed and base on your total price, these will be calculated automatically.
7. Please note that this BoQ forms is part of the "Returnable Bid Schedules" and as such should be returned (**BOTH THE PRINTED AND DULY SIGNED FORM; and the Excel Soft Copies for Arithmetic check**) along with all other documents when submitting your tender.
8. Attached are all returnable schedules to be appropriately fill in and return along with your submission.
9. **IMPORTANT:** The Returnable Schedules shall have **THE FOLLOWING FILE NAMES** to let Technical Panel **EASILY LOCATE AND EVALUATE** your bids:

-  Bid Submission Form
-  Other
-  Price Schedule Financial Proposal



Under "**Bid Submission Form**" **Folder** the pdf File Names shall have the following details:

 Returnable Bid Schedule 1 - Bid Submission Form.pdf

Under "**Other**" **Folder** the pdf File Names shall have the following details:

 Returnable Bid Schedule 3 - Bidder Details
 Returnable Bid Schedule 5 - Preliminary Programme
 Returnable Bid Schedule 6a – Project Team and Org. Structure
 Returnable Bid Schedule 6b – Proposed Key Personnel CVs
 Returnable Bid Schedule 7 – Insurances
 Returnable Bid Schedule 8 – Capacity, Experience, Work in Hand and Completed
 Returnable Bid Schedule 9 – Implementation-Quality Management System
 Returnable Bid Schedule 10 – Health and Safety Management System
 Returnable Bid Schedule 11 – Environmental Management System
 Returnable Bid Schedule 12 – Proposed Subcontractors and Suppliers
 Returnable Bid Schedule 13 – Proposed Sources of Naturally Occurring Material
 Returnable Bid Schedule 14 – Outline Statement of Proposed Methods
 Returnable Bid Schedule 15 – Declaration
 Returnable Bid Schedule 16 – Conflict of Interest
 Returnable Bid Schedule 17 – Dispute Details
 Returnable Bid Schedule 18 – Declaration on Gender Parity
 Returnable Bid Schedule 19 – Addenda to ITB
 Returnable Legal Documents - Audited Financial Statements for 2010 and 2011 EC
 Returnable Legal Documents - Product Data Sheet for Solar PV Components
 Returnable Legal Documents - Renewed Business License and VAT Certificates
 Returnable Legal Documents - Sustainability Criteria Supporting Docs
 ITB - DRIVE Supplier Sustainability Questionnaire_2019 - Latrine Construction

Under “**Price Schedule Financial Proposal**” the pdf and Excel File Names shall have the following details:

 Returnable Price Schedule 4 - Priced BoQ - Construction Latrine in Ten Schools
 Returnable Price Schedule 4 - Priced BoQ - Construction Latrine in Ten Schools

X. IMPORTANT INSTRUCTIONS

- Bidders hereby strongly advised to thoroughly read and comply with requirements under “**ITB SCOPE OF WORKS and Technical Specs**” attached hereto when submitting bids.
- Bidders are advised to ensure **signed and bears corporate seal “Returnable Bid Schedules”** are **uploaded/submitted on e-sourcing portal on or before submission deadline**.
- **BIDDERS ARE STRONGLY ADVISED TO PROVIDE VERY DETAIL AS WELL AS PROFESSIONALLY PREPARED PRELIMINARY WORK PROGRAMME; STATEMENT OF PROPOSED METHODS; H&S, ENVIRONMENT and QUALITY MANAGEMENT SYSTEM; and OTHER REQUESTED INFORMATION SPECIFIED UNDER EACH SCHEDULE. IF ANY OF THESE COMPULSORY TECHNICAL PROPOSAL DETAILS IS/ARE MISSED, YOUR BID IS SUBJECT TO “NOT SUBSTANTIALLY COMPLIANT” HENCE BE REJECTED IN DUE COURSE OF BID EVALUATION.**
- **Bidders MUST ENSURE PROPOSED KEY PERSONNEL match UNOPS educational, work experience and language requirements and attach their respective CV, Educational testimonials and work experience supporting documents.**

- Bidders **MUST ENSURE** to upload Renewed Business Registration/License; Certificate of Incorporation; VAT/Tax Certificate; Certificate of Competence (CoC) for GC/BC FROM GRADE ONE TO FOUR CATEGORY issued by Appropriate Authorized Government Entity; Audited Financial Statements of the past two (2) years; duly signed Certificates of Satisfactory Completion from respective Clients (at least three), and any other Supporting Documents.
- Bidders are strongly advised to submit the **Excel Sheets for "PRICED BoQ Returnable Price Schedule 4" along the pdf format.**
- Bidders are strongly advised to submit the **Excel Sheets for "Key Personnel and Essential Equip. Annexures" along the pdf format.**
- UNOPS will negotiate with bidders, if the quoted amount is exceeding the Engineer Estimate (EE) as well as prevailing market materials, labor, and construction equipment lease prices which is prepared as per the prevailing market price.
- Bidders are STRONGLY ADVISED to **UPDATE** their respective **UNGM CONTACT EMAIL PROFILE** to be **CORPORATE EMAIL ACCOUNT** instead of commercial email such as *gmail.com, yahoo.com, Hotmail.com, . . .*
- Bidders are STRONGLY ADVISED to **CORPORATE EMAIL ACCOUNT of their referees (clients to whom a bidder managed their construction projects which could be either completed or underway)** instead of commercial email
- Bidders are strongly advised to meet the submission deadline and avoid IT related glitch while **submitting bids at last hour.**

XI. EVALUATION METHOD AND CRITERIA

10.1 EVALUATION METHOD

Bid shall be evaluated on the basis of the "lowest priced substantially compliant offer" valuation method.

Firstly, bids shall be evaluated for technical compliance based on:

- Technical expertise and experience;
- Safety, quality and insurance; and
- Capacity, resources and key personnel.

Secondly, bids that are found to be technically compliant shall be evaluated based on price and value for money, analyzing all relevant costs, risks and benefits of each bid throughout the whole life cycle of the works and in the context of the project as a whole.

10.2 EVALUATION METHOD

Upon opening of the bids, UNOPS shall proceed to a preliminary examination of the bids. UNOPS may reject any bid during the preliminary examination which does not comply with the requirements set out in this ITB, without further consultation with the bidder.

Proposals which are incomplete, frivolous, clearly not competitive or contain material deviations from or reservations to the terms of the Contract, may, in UNOPS absolute discretion, be rejected or excluded from further consideration at any time during the evaluation, including after preliminary examination. A bidder may not be permitted to correct or withdraw material deviations or reservations in a proposal after the Deadline for Proposal Submission.

The following information for each Returnable Proposal schedules will be evaluated in the Preliminary evaluation.

Item No	UNOPS Eligibility and Formal Requirements
1	Bidder is eligible as defined in the document Section I: Instructions to Bidders, Article 4 1.1 A Bidder shall not have <i>Conflicts of Interest</i> (refer the detail under Article 3). 1.2 A Bidder is not included in any UNOPS, UNGM, World Bank, and/or UNOPS Partner <i>Ineligibility List</i> (refer the detail under Article 3) — Pass or Fail
2	Returnable Bid Schedule 1 - Form of Bid. The bidder's form of bid is correctly filled out — To be checked by UNOPS and clarified if necessary
3	Returnable Bid Schedule 3 - Bidder Details. The bidder's details are correctly filled out, signed and stamped — To be checked by UNOPS and clarified if necessary
4	Bidder has submitted ITB tender written in English — Pass or Fail
5	Bidder has Renewed Business License for 2020 GC (2012 EC) and Tax Registration Certificate(s) from appropriate Government Authority — To be checked by UNOPS and clarified if necessary
6	Bidder registered in Federal Republic of Ethiopia by authorized Government Entity to engage in Construction Works — Pass or Fail
7	Bidder uploaded the Last Two Years Audited Financial Statements i.e., 2019 GC (2011 EC) and 2018 (2010 EC) — To be checked by UNOPS and clarified if necessary
8	Bidder submitted GC/BC FROM GRADE ONE TO FOUR CATEGORY Certificate of Competence (CoC) — To be checked by UNOPS and clarified if necessary
9	Bidder submitted Product Data Sheet (PDS) in terms of Brand, Model no. (if any), Country of make, etc for Relevant Solar PV Components under BoQ Nr. 4 and Ne. 5 — To be checked by UNOPS and clarified if necessary
10	Bidder submitted Commitment Letter to Avail Upon Award, Product Data Sheet (PDS) and/or Representative Pictures for Compressed Stabilized Earth Blocks (CSEB) under Essential Equipment Requirement Item 12 — To be checked by UNOPS and clarified if necessary
11	The Bidder must demonstrate its ability to complete high quality works by attaching at least three (3) of references with full contact details as per the template preferably from clients such as UN Agencies, International NGOs, Multinational companies, etc. — To be checked by UNOPS and clarified if necessary
12	Bidder Confirmed the Quotation is Valid for the period of 90 days from the date fixed for the submission deadline as set out in this ITB — Pass or Fail
13	Bidder has submitted duly Fill out DRiVE Supplier Sustainability Questionnaire_2019 — To be checked by UNOPS and clarified if necessary
14	Bidder has submitted one or more of the following documents to demonstrate its commitment and embedding sustainability into its own operations as well as Construction projects — To be checked by UNOPS and clarified if necessary Such document(s) could be (1) valid Environmental Management System such as ISO 14001 or its equivalent; (2) a copy of the organization's sustainability policy; (3) a copy of the organization's latest Corporate Social Responsibility (CSR) report; (4) a copy of the organization's most recent UN Global Compact Communication on Progress report and/or (5) a signed statement from the CEO/President/Managing Director (or other Executive officer) confirming the organization's commitment to Social, Economical and/or Environmental Sustainability.
15	Bidder accepts UNOPS General Conditions of Contract as specified in Section IV: Contract Forms — Pass or Fail

Bids which are incomplete, frivolous, clearly not competitive or contain material deviations from or reservations to the terms of the Contract, may, in UNOPS absolute discretion, be rejected or excluded from further consideration at any time during the evaluation, including after preliminary examination. A bidder may not be permitted to correct or withdraw material deviations or reservations in a bid once the bids have been opened.

10.3 CLARIFICATION OF BIDS

UNOPS may request clarification or further information in writing from the bidders at any time during the bid process. The bidders' responses shall not contain any changes regarding the substance or price of the bid.

UNOPS may use such information in interpreting and evaluating the relevant bid but is under no obligation to take it into account.

14.4 EVALUATION CRITERIA

The evaluation criteria reflect the information being requested in the Returnable Bid Schedules. Some of the Returnable Bid Schedules are marked as 'Pass / Fail', whereas evaluation criteria for some of the schedules are marked as 'Check and Clarify' as listed below. If a bid fails a "Pass/Fail" criteria they are ineligible and require no further evaluation.

Non-compliance with 'Check and Clarify' evaluation criteria, such as those established under *Schedules 3, 7, 9,10,11,12, 13, 15, 16, 17, 18, and 19 below*, may be rectified by the bidders prior to their (non) selection. If the bidders are failed to provide the clarification within the stipulated time by UNOPS, then these bids shall be failed in the solicitation process. Missing historical documents in the 'Pass / Fail' allocating schedules may also be requested from the bidders by UNOPS at its own discretion through bid clarification process.

Item No	UNOPS Minimum Technical Requirements
1	<p>Returnable Bid Schedule 5 - Preliminary Programme: The bidder's preliminary program demonstrates the bidder's capacity to plan and programme the works within timelines that are consistent with industry practice and the project's specific requirements. The successful bidder will be expected to complete the Works within six (6) months from the date of commencement. The bidder's preliminary program therefore must demonstrate the bidder's capacity to plan and programme the works within the above stipulated timeframe and ensure that timelines for the work components are consistent with industry practice. The Preliminary Programme may be prepared in MS Excel or MS Project (COMPULSARY).</p> <p>The Outline Statement of Proposed methods clearly demonstrates the Bidder's capacity to identify the core or sensitive components required to complete the works within the required quality expectations and indicated the approach that the Bidder intends to use in order to execute those components — Pass or Fail</p>
2	<p>Returnable Bid Schedule 6 – Project Team and Organizational Structure:</p> <p>Project Manager: A Master's degree in Civil Engineering, Construction Management or Project Management.</p> <p>A Bachelor's degree with an additional 2 years of relevant work experience (a total of 10 years' experience) may be accepted in lieu of the education requirements outlined above.</p> <p>At least 8 years of experience, related to the project requirements, in civil engineering, construction management, construction project supervision is required.</p>

Item No	UNOPS Minimum Technical Requirements
	<p>At least 5 years of experience in project management and supervision in built up environment such as Addis Ababa.</p> <p>Fluency in written and oral English is required; Knowledge of local language is an asset. — Pass or Fail</p>
3	<p>6.2 Site Engineer: A Bachelor's Degree in Civil Engineering or Construction Management. A combination of Diploma Certificate with additional 5 years of relevant work experience (10 years in total) may be accepted in lieu of the education requirements outlined above.</p> <p>At least 5 years of experience, related to the project requirements, in civil engineering, construction management, construction project supervision is required.</p> <p>At least 2 years of experience in project management and supervision in built up environment such as Addis Ababa.</p> <p>Fluency in written and oral English is required; Knowledge of local language is an asset — Pass or Fail</p>
4	<p>6.3 Sanitary Engineer: Bachelor's Degree in Civil or sanitary or mechanical Engineering from an accredited university or equivalent.</p> <p>At least 5 years of progressively responsible experience in plumbing works, water reservoir, connections of elevated water tanker and sanitary fixture installation including waste water drainage systems.</p> <p>At least 2 years of experience in project management and supervision in built up environment such as Addis Ababa.</p> <p>Fluency in written and oral English is required; Knowledge of local language is an asset — Pass or Fail</p>
5	<p>6.4 Electrical Engineer: A Bachelor's Degree in Electrical Engineering from an accredited university or equivalent.</p> <p>At least 5 years of progressively responsible experience in electrical engineering with strong knowledge of design, installation, operation and monitoring of PV Solar power supply and distribution systems, especially building wiring installations, is required</p> <p>At least 2 years of experience in project management and supervision in built up environment such as Addis Ababa.</p> <p>Fluency in written and oral English is required; Knowledge of local language is an asset — Pass or Fail</p>
6	<p>6.5 Licensed Surveyor: Diploma in surveying and topographic Map</p> <p>At least five (5) years of experience, related to the project requirements, in setting out works, surveying and development of topographic map;</p> <p>At least 2 years of experience in project management and supervision in built up environment such as Addis Ababa.</p> <p>Fluency in written and oral English is required; Knowledge of local language is an asset — Pass or Fail</p>
7	<p>6.6 Health & Safety & Environment Project Officer: A Bachelor's degree in health and safety or a related field OR A Bachelor's Degree in Construction related field substantiated with trainings and experience in safety and health related field may be accepted,</p> <p>A combination of Diploma certificate with additional 2 years of relevant work experience (5 years in total) may be accepted in lieu of the education requirements outlined above.</p> <p>At least 3 years of experience, related to the health and safety; and environment in infrastructure</p>

Item No	UNOPS Minimum Technical Requirements
	project is required. Fluency in written and oral English is required; Knowledge of local language is an asset — Pass or Fail
8	6.7 Lead General Forman: one per site: The Contractor shall provide CVs of the General Forman to be deployed on each site for construction: Site Forman with a minimum of 10 years of experience — Pass or Fail
9	6.8 Trainer: The Contractor shall provide CV of a trainer to conduct the training for transfer of knowledge and skills in the production and construction of simple structures made of Compressed Stabilized Earth Blocks (CSEB). The Trainer shall have a minimum of 10 years of general experience in building construction, A minimum of 5 years of practical experience in the production and construction of buildings CSEB Fluency in written and oral English is required; Knowledge of local language is an asset — Pass or Fail
10	Returnable Bid Schedule 7 – Insurances: The bidder provides confirmation that it will put in place the required insurance policies indicated in the contract details of insurance policies required under Schedule 14 of the Contract if selected — To be checked by UNOPS and clarified if necessary
11	Returnable Bid Schedule 8 – Capacity, Experience, Work in Hand and Completed 8.1 Experience and Similar Projects during the last five (5) years: Bidder has a minimum of five (5) of practical experience in construction and satisfactorily completed at least three (3) major similar construction projects in the last three years. Similar construction projects will be considered in terms of: i) Similarity in the nature of the works; ii) Projects with a minimum value of ETB 25 million , iii) bidder's involvement as a prime contractor. The Bidder shall demonstrate through past projects its ability to complete high quality works and attach at least three (3) letters of reference and/or Completion Certificates from previous employers — Pass or Fail
12	8.2 All current projects underway/committed to start: Details of current contracts in hand and other commitments and proof the Bidder's available capacity to undertake this contract within Bidder current workload — To be checked by UNOPS and clarified if necessary
13	8.3 Confirmation for Mobilization: Confirmation and statement of ability to mobilize resources and commence work within Twenty one (21) calendar days of notification to commence from the Engineer, issued immediately after signing of the Contract — Pass or Fail
14	8.4 Financial Capability - Liquidity: the ratio Average Current assets / Current liabilities over the last two years must be equal or greater than 1.00 Bidders must include in their Proposal audited balance sheets covering the last two (2) exercises — Pass or Fail
15	8.5 Financial capability – Sales Turnover: Bidders should have average annual sales turnover of minimum ETB 40 Million in the last two years — Pass or Fail
16	8.6 Essential Equipment/Assets: A bidder must demonstrate adequate ownership or rental agreement to avail the minimum required Assets and/or Construction Machineries listed under Schedule 8 except the CSEB machine. It shall be noted that the CSEB machine will be handed over to UNOPS after completion of the project. Hence, a bidder shall submit ownership certificate (if already owned) or a commitment letter to avail the CSEB machine via purchase upon contract award — Pass or Fail

Item No	UNOPS Minimum Technical Requirements
17	Returnable Bid Schedule 9 – Implementation/Quality Management System: The bidder's quality or implementation manual and preliminary plan demonstrate the Bidder's capacity to consistently be able to construct works adhere to UNOPS minimum requirements — Pass or Fail
18	Returnable Bid Schedule 10 – Health and Safety Management System: The bidder's health and safety manual and preliminary plan demonstrate the bidder's capacity to consistently construct the works in a suitably safe manner — To be checked by UNOPS and clarified if necessary
19	Returnable Bid Schedule 11 – Environmental Management System: The bidder's environmental manual and plan demonstrates the bidder's capacity to be able to construct Works in an environmentally sound manner and adhere to UNOPS minimum requirement — To be checked by UNOPS and clarified if necessary
20	Returnable Bid Schedule 12 – Proposed Subcontractors and Suppliers: The bidder's proposed subcontractors and suppliers are of an appropriate quantity and quality and their location is appropriate. It will not be allowed to engage different subcontractors after the award than specified in the bid — To be checked by UNOPS and clarified if necessary
21	Returnable Bid Schedule 13 – Proposed Sources of Naturally Occurring Material: The bidder's proposed naturally occurring materials are from a responsible and appropriate location and the material comply with required standard under the Contract — To be checked by UNOPS and clarified if necessary
22	Returnable Bid Schedule 14 – Outline Statement of Proposed Methods: The bidder's proposed method statement demonstrates the bidder's capacity to plan and execute the works in a professional and properly staged manner. Suitability of the proposed materials/plants to be incorporated in the Permanent Works shall be checked in conjunction with the relevant technical specifications for materials/plants, characteristics, etc. — Pass or Fail
23	Returnable Bid Schedule 15 – Declaration: The bidder's declaration is correctly filled out and signed — To be checked by UNOPS and clarified if necessary
24	Returnable Bid Schedule 16 – Conflict of Interest: The bidder's filled out and signed — To be checked by UNOPS and clarified if necessary
25	Returnable Bid Schedule 17 – Dispute Details: The bidder's Dispute Form is correctly filled out, signed and stamped. If the Bidder didn't have a dispute case at all, it has to clearly state — To be checked by UNOPS and clarified if necessary
26	Returnable Bid Schedule 18 – Declaration on Gender Parity: The bidder's declaration is correctly filled out, signed and stamped — To be checked by UNOPS and clarified if necessary
27	Returnable Bid Schedule 19 – Addenda to ITB: The bidder's filled out this schedule in case addenda(s) is/are shared once this ITB is posted — To be checked by UNOPS and clarified if necessary

10.5 FINANCIAL EVALUATION CRITERIA

Financial evaluation of the bids shall be conducted only for the bids found to be technically compliant. And can be carried out the following basis.

- I. Arithmetical errors of the price bids (quoted rates in Bill of Quantities) shall be corrected on the following basis:
 - 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 UNOPS 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;
 - 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 a) and b) above.
- II.** To assist in the examination, evaluation and comparison of bids, UNOPS may, at its discretion, ask any bidder for clarifications, including but not limited to breakdown of unit rates. All requests for clarification shall be issued and responded to in writing and no change in the price or substance of the bid shall be sought, offered or permitted, except as required in order to allow for correction of arithmetic errors discovered by UNOPS.

10.6 AWARD CRITERIA

UNOPS will award on the basis of "*Lowest Evaluated Priced Bidder of the Substantially Compliant Bid*" award criteria set out in the respective ITB tender document. UNOPS will negotiate with bidders, if the quoted amount is exceeding the Engineer Estimate (EE).

The Successful Bidder, within ten (10) working days from the receipt of the Works Contract from UNOPS shall submit a *performance bond* in the format attached to this document – Section V, from a bank acceptable to UNOPS, for a sum equivalent to 10% of the Contract Price and all other insurance certificates as stipulated in Section V of this Invitation to Bid.

Upon submission and acceptance of all the above mentioned documents by UNOPS, the contract(s) will be signed by both parties. Works shall be commenced within five (5) working days upon signing of the contract by both parties.

XII. POST QUALIFICATION ACTIONS

UNOPS has the right to carry out reference checks with a recommended Bidder/Contractor regarding:

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

XIII. ANNEXES TO THE SCOPE OF WORKS (SOW)

Detail drawings, Technical Specifications (TS), Bill of Quantities (BoQs), UNOPS Measured Price Construction Contract, Construction Contract Agreement and Site Geo- Technical Investigation report and Topographical Survey Maps are attached as Annexures for reference.