

Pre-qualification Scope of Works (SoW) and Returnable Schedules Submission Instruction

eSourcing Reference: PQ/2020/16511

GENERAL INFORMATION

Works Description:	PRE-QUALIFICATION of GC/BC GRADE I TO GRADE IV Contractors for Construction of Works in Two City Administrations and All Regional States in Ethiopia
Sourcing Method:	Vendor Prequalification
Project Location:	Two City Administrations and Regional States in Ethiopia
Type of Competition:	Open National Competition

I. PROJECT BACKGROUND

The United Nations Office for Project Services (UNOPS) is among the UN Agencies which is mandated to serve people in need by expanding the ability of the United Nations, governments and other partners to manage Projects, Infrastructure and Procurement in a sustainable and efficient manner. Within these three core areas of expertise, UNOPS provides its partners with advisory, implementation and transactional services, with projects ranging from building schools and hospitals to procuring goods and services and training local personnel. UNOPS works closely with governments and communities to ensure increased economic, social and environmental sustainability for the projects we support, with a focus on developing national capacity.

UNOPS Ethiopia Multi Country Office (EMCO) as part of achieving its mission was created covering the three Horn of Africa countries (Ethiopia, Sudan and Republic of Djibouti). UNOPS has supported the Government of Ethiopia, UN organizations and other development partners such as IGAD, KOICA since 2009. Based in Addis Ababa, our team offers a broad range of Project Management (PM), Procurement and Infrastructure Development, and Advisory Services, focusing on health, agriculture, social, humanitarian and economic sectors.

In relation to Infrastructural Projects, UNOPS Ethiopia Multi Country Office (EMCO) plan to engage with Ethiopian government and other non-governmental partners including international donors for the construction of infrastructural projects to be carried in Two City Administrations and All Regional States in Ethiopia.

In order to prepare for upcoming construction project engagements, EMCO would like to prequalify Ethiopian Registered Construction Contractors fall under the Category of **GC/BC GRADE ONE TO FOUR**. A pre-qualification will be valid for a maximum of two years.

II. SCOPE OF INFRASTRUCTURAL CONSTRUCTION

Prequalified contractors may be engaged and complete construction and/or renovation works of various types of **buildings, bridges, dams (ranges from earth-fill dams to Concrete Dams), and roads (ranges from earthen roads to Bituminous roads)**. The civil works may also include site work facilities such as fencing, pavement, security and powerhouses, water reservoirs, septic tanks and ancillary buildings all necessary for the intended operations.

The construction and/or renovation works shall be conducted in accordance with the UNOPS Contract Conditions for works and the design documents developed by UNOPS. This will be communicated to the prequalified Contractors in the second stage of procurement process with the release of an Invitation to Bid (ITB), Request for Proposals (RFP) and/or Request for Quotation (RFQ) for a specific project, which EMCO will be engaged with its partners.

III. STAGES OF VENDORS/CONTRACTORS PRE-QUALIFICATION/SHORT-LISTING

UNOPS will use a two (2) stage national open competitive bidding as described below.

1. The **First Stage** is the pre-qualification of contractors, wherein UNOPS will assess applicants against predetermined criteria and only Contractors who meet the established criteria will be invited to upcoming tenders in Addis Ababa, Dire Dawa City Administration and/or all the ten Regional States in Ethiopia.
2. The **Second Stage** is the issuance of Invitation to Bid (ITB) to all Pre-qualified/Shortlisted Contractors which have met the started criteria set out in this Invitation for Prequalification (IPF).

IV. ORGANIZATIONAL REQUIREMENTS

The prospective applicant is expected to meet the following minimum organizational requirements:

- Applicant has a minimum of **five (5)** of practical experience in construction and satisfactorily completed at least **three (3)** equivalent construction projects in the last five (5) years. Equivalent construction projects will be considered in terms of construction projects with a minimum value of **ETB 25 million** and applicant's involvement as a prime contractor. The Applicant 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 awarded by an international organization such as UNOPS/UN agencies, government and other international bilateral/multilateral organizations. An evidence of such experience in the form of Work Award Order, Completion Certificate or any other legal document proving the Applicant's involvement in the three construction projects in the last five (5) years shall be attached
- Applicant should submit renewed Business License for 2020 GC (2012 EC) and Tax Registration Certificate(s);
- Applicant must be registered in Federal Republic of Ethiopia by authorized Government Entity to be engaged in Construction Works
- Applicant 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;
- Applicant must have a minimum of **five (5) years'** experience in construction sector and satisfactorily completed at least **three (3)** equivalent projects in the last **three (3) years**;
- Applicant must demonstrate its ability to complete high quality works by attaching **at least three (3) duly signed references/letters** with full contact details as per the template preferably from clients such as UN Agencies, International NGOs, Multinational companies, etc.;
- 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 construction project(s) within timeline upon ward;
- **Financial capability – Sales Turnover:** Applicant should have average annual sales turnover of minimum **ETB 40 Million** in the last **three (3) years**; and
- Prospect Applicant must demonstrate financial capacity through provision of the past **THREE RECENT AUDITED FINANCIAL STATEMENTS (2019/20 GC, 2018/19 GC and 2017/18 GC)** (its Equivalent Ethiopian Budget Year Financial Statements)

V. KEY PERSONNEL AND EQUIPMENT REQUIREMENTS

The multi-disciplinary team should comprise members with the following educational qualifications; experience and competencies:

No.	Position Description	No. of persons
1	<p>Project Manager:</p> <p>Minimum Educational Qualification:</p> <ul style="list-style-type: none"> A Master's degree in Civil Engineering, Construction Management or Project Management. 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>Work Experience</p> <ul style="list-style-type: none"> At least 8 years of experience, related to the project requirements, in civil engineering, construction management, construction project supervision is required. At least 5 years of experience in project management and supervision in built up environment such as Addis Ababa. <p>Language Requirements:</p> <ul style="list-style-type: none"> Fluency in written and oral English is required. Knowledge of local language is an asset. 	1
2	<p>Site Engineers:</p> <p>Minimum Educational Qualification:</p> <ul style="list-style-type: none"> 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>Work Experience:</p> <ul style="list-style-type: none"> At least 5 years of experience, related to the project requirements, in civil engineering, construction management, construction project supervision is required. At least 2 years of experience in project management and supervision in built up environment such as Addis Ababa. <p>Language Requirements:</p> <ul style="list-style-type: none"> Fluency in written and oral English is required Knowledge of local language is an asset 	2
3	<p>Sanitary Engineer:</p> <p>Minimum Educational Qualification:</p> <ul style="list-style-type: none"> Bachelor's Degree in Civil or sanitary or mechanical Engineering from an accredited university or equivalent. <p>Work Experience:</p> <ul style="list-style-type: none"> 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. At least 2 years of experience in project management and supervision in 	1

No.	Position Description	No. of persons
	<p>built up environment such as Addis Ababa.</p> <p>Language Requirements:</p> <ul style="list-style-type: none"> ▪ Fluency in written and oral English is required ▪ Knowledge of local language is an asset 	
4	<p>Electrical Engineer:</p> <p>Minimum Educational Qualification:</p> <ul style="list-style-type: none"> ▪ A Bachelor's Degree in Electrical Engineering from an accredited university or equivalent. <p>Work Experience:</p> <ul style="list-style-type: none"> ▪ 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 ▪ At least 2 years of experience in project management and supervision in built up environment such as Addis Ababa. <p>Language Requirements:</p> <ul style="list-style-type: none"> ▪ Fluency in written and oral English is required ▪ Knowledge of local language is an asset 	1
5	<p>Licensed Surveyor:</p> <p>Minimum Educational Qualification:</p> <ul style="list-style-type: none"> ▪ Diploma in surveying and topographic Map <p>Work Experience:</p> <ul style="list-style-type: none"> ▪ At least five (5) years of experience, related to the project requirements, in setting out works, surveying and development of topographic map; ▪ At least 2 years of experience in project management and supervision in built up environment such as Addis Ababa. <p>Language Requirements:</p> <ul style="list-style-type: none"> ▪ Fluency in written and oral English is required ▪ Knowledge of local language is an asset 	1
6	<p>Health & Safety & Environment Project Officer</p> <p>Minimum Educational Qualification:</p> <ul style="list-style-type: none"> ▪ 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, ▪ 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>Work Experience</p> <ul style="list-style-type: none"> ▪ At least 3 years of experience, related to the health and safety; and environment in infrastructure project is required. <p>Language Requirements:</p> <ul style="list-style-type: none"> ▪ Fluency in written and oral English is required ▪ Knowledge of local language is an asset 	1
7	Lead General Forman	5

No.	Position Description	No. of persons
	<ul style="list-style-type: none"> 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 	

VI. ESSENTIAL EQUIPMENT / MACHINERIES REQUIREMENTS

An Applicant 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 **Memorandum of Understanding (MoU)** with a given Construction Equipment & Machineries Service Provider(s).
- Cash Receipt for the Purchase for those Equipment/Assets in case Authorized Government Office DOES NOT ISSUE FORMAL OWNERSHIP CERTIFICATE

No.	Assets/Machineries	Minimum QTY Required	Remarks if any
1	Caterpillar Motor Grader Base power Min. 90 HP	1	<i>Certificates of ownership, Purchase Receipt or MoU with a given Construction Equipment & Machineries Service Provider(s) need to be attached when submitting</i>
2	Wheel Excavators: 1.5m ³ Bucket Capacity Engine Brake Horse Power (BHP) shall be a minimum of 150HP	1	“ “ “
3	Concrete mixer (750 litre)	2	“ “ “
4	Dump trucks – 14m ³ capacity	2	“ “ “
5	4 WD Pickup (5 seats)	1	“ “ “
6	Metal Scaffolding & shuttering - 300 m ²	1	“ “ “
7	Lifting tool, Mobil or Fixed Crane for lifting Goods up to 10m above ground	1	“ “ “
8	Jack Hammer / Rock Excavation Hand-held Pneumatic Jack Hammer	2	“ “ “
9	Plate Compactor Minimum plate size of 400mm x 400mm and weight min 50 Kg.	2	“ “ “
10	Concrete vibrator Hose size of 80mm - 100mm	2	“ “ “
11	5000 lts water tanker	1	“ “ “
12	Water Pump Minimum 8m Suction Head	1	“ “ “
13	Survey Equipment (Total Station)	1	
14	Diesel Generator Minimum size of 20 KVA.	1	“ “ “

No.	Assets/Machineries	Minimum QTY Required	Remarks if any
15	Welding Machine, Dumper, Grinder and Bar Cutter	1 each	“ “ “
16	Water truck (10,000 lit)	1	“ “ “
17	Wheel loader capacity 1.5m3	1	“ “ “
18	Roller(10-16 ton)	1	“ “ “

NOTE: The equipment listed above are indicative and for Contractors Prequalification Evaluation purpose. Shortlisted/Prequalified Construction Companies shall deploy sufficient equipment as required when formal ITB/RFQ/RFP bid floated in the future

VII. EVALUATION METHOD AND CRITERIA

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

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. An applicant 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	Applicant shall not be eligible to be shortlisted in this PQ process if at the time of creating the shortlist, the supplier is included in: i. the Ineligibility List, that aggregates information disclosed by UNOPS and other Agencies, Funds or Programs of the UN System; ii. UN/PD's suspended and removed vendors list; iii. the Consolidated United Nations Security Council Sanctions List, including the 1267/1989 list; iv. the World Bank's ineligibility lists — Pass or Fail
2	Returnable Schedule 1 - Form of Application - Form filled, signed and stamped — To be checked by UNOPS and clarified if necessary
3	Returnable Schedule 2 – Applicant's Detail - Form filled, signed and stamped — To be checked by UNOPS and clarified if necessary
4	Applicant has submitted PQ Application written in English — Pass or Fail
5	Applicant 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	Applicant registered in Federal Republic of Ethiopia by authorized Government Entity to engage in Construction Works — Pass or Fail
7	Applicant uploaded the Last Three (3) Years Audited Financial Statements i.e., 2019/20 GC, 2018/19 GC and 2017/18 GC (its Equivalent Ethiopian Budget Year Financial Statements) — To be checked by UNOPS and clarified if necessary
8	Applicant submitted GC/BC FROM GRADE ONE TO FOUR CATEGORY Certificate of Competence (CoC) — To be checked by UNOPS and clarified if necessary

Item No	UNOPS Eligibility and Formal Requirements
9	The Applicant must demonstrate its ability to complete high quality works by attaching at least three (3) duly signed letter of Satisfactory completion preferably from clients such as UN Agencies, International NGOs, Multinational companies, etc. — To be checked by UNOPS and clarified if necessary
10	Applicant has submitted duly Fill out DRiVE Supplier Sustainability Questionnaire — To be checked by UNOPS and clarified if necessary
11	Applicant 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.

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. An applicant 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 applicants at any time during the bid process. The applicants' 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 QUALIFICATION CRITERIA

The qualification criteria reflect the information being requested in the Returnable Schedules. Some of the Returnable Schedules are marked as 'Pass / Fail', whereas qualification 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' qualification criteria, such as those established under *Schedules 3 and 13 below*, may be rectified by the Applicants prior to their (non) selection. If the Applicants 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 applicants by UNOPS at its own discretion through bid clarification process.

Item No	UNOPS Minimum Qualification Criteria
1	Returnable Schedule 3 - Current Contract Commitments: Form filled, signed and stamped - Details of current contracts in hand and other commitments and proof the Applicant's available capacity to undertake upcoming construction contract within Applicant current workload — To be checked by UNOPS and clarified if necessary
2	Returnable Schedule 4.1 - Previous Construction Experience: Form filled, signed and stamped – Applicant has a minimum of five (5) of practical experience in construction and satisfactorily completed at least three (3) equivalent construction projects in the last five (5) years. Equivalent construction projects will be considered in terms of construction projects with a minimum value of ETB 25 million and applicant's involvement as a prime contractor. The Applicant 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 awarded by an international organization such as UNOPS/UN agencies, government and other international bilateral/multilateral organizations. An evidence of such experience in the form of Work Award Order, Completion Certificate or any other legal document proving the Applicant's involvement in the three construction projects in the last five (5) years shall be attached — Pass or Fail
3	Returnable Schedule 4.2 - Physical Office and Construction Project Site Visits: UNOPS dedicated Evaluation Team in its site visits of Applicant's Office and Completed/undergoing constructions confirmed that the Applicant's organizational, construction machineries/equipment capabilities as well as quality of construction and workmanship will able it to successfully complete upcoming UNOPS Works Contract(s) to UNOPS minimum construction quality and timeline requirements if awarded — Pass or Fail
4	Returnable Schedule 5 - Average Annual Construction Turnover: Form filled, signed and the average minimum annual turnover of the company for the last three (3) years shall be at least ETB 40 million — Pass or Fail
5	Returnable Schedule 6 - Joint Venture Partner Information: Form filled and signed (At least one of the joint venture members "must meet the criteria" if applicant submit its proposal as a Joint Venture / Consortium / Association.) — Pass or Fail
6	Returnable Bid Schedule 7 – Project Team and Organizational Structure: 7.1 Project Manager (Number 1): Minimum Educational Qualification: <ul style="list-style-type: none"> ▪ A Master's degree in Civil Engineering, Construction Management or Project Management. ▪ 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. Work Experience <ul style="list-style-type: none"> ▪ At least 8 years of experience, related to the project requirements, in civil engineering, construction management, construction project supervision is required. ▪ At least 5 years of experience in project management and supervision in built up environment such as Addis Ababa. Language Requirements: <ul style="list-style-type: none"> ▪ Fluency in written and oral English is required. ▪ Knowledge of local language is an asset. — Pass or Fail
7	7.2 Site Engineers (Number 2): Minimum Educational Qualification: <ul style="list-style-type: none"> ▪ A Bachelor's Degree in Civil Engineering or Construction Management.

















Item No	UNOPS Minimum Qualification Criteria
	<ul style="list-style-type: none"> 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>Work Experience:</p> <ul style="list-style-type: none"> At least 5 years of experience, related to the project requirements, in civil engineering, construction management, construction project supervision is required. At least 2 years of experience in project management and supervision in built up environment such as Addis Ababa. <p>Language Requirements:</p> <ul style="list-style-type: none"> Fluency in written and oral English is required Knowledge of local language is an asset — Pass or Fail
8	<p>7.3 Sanitary Engineer (Number 1):</p> <p>Minimum Educational Qualification:</p> <ul style="list-style-type: none"> Bachelor's Degree in Civil or sanitary or mechanical Engineering from an accredited university or equivalent. <p>Work Experience:</p> <ul style="list-style-type: none"> 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. At least 2 years of experience in project management and supervision in built up environment such as Addis Ababa. <p>Language Requirements:</p> <ul style="list-style-type: none"> Fluency in written and oral English is required Knowledge of local language is an asset — Pass or Fail
9	<p>7.4 Electrical Engineer (Number 1):</p> <p>Minimum Educational Qualification:</p> <ul style="list-style-type: none"> A Bachelor's Degree in Electrical Engineering from an accredited university or equivalent. <p>Work Experience:</p> <ul style="list-style-type: none"> 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 At least 2 years of experience in project management and supervision in built up environment such as Addis Ababa. <p>Language Requirements:</p> <ul style="list-style-type: none"> Fluency in written and oral English is required Knowledge of local language is an asset — Pass or Fail
10	<p>7.5 Licensed Surveyor (Number 1):</p> <p>Minimum Educational Qualification:</p> <ul style="list-style-type: none"> Diploma in surveying and topographic Map <p>Work Experience:</p> <ul style="list-style-type: none"> At least five (5) years of experience, related to the project requirements, in setting out works, surveying and development of topographic map; At least 2 years of experience in project management and supervision in built up environment such as Addis Ababa. <p>Language Requirements:</p>

Item No	UNOPS Minimum Qualification Criteria
	<ul style="list-style-type: none"> Fluency in written and oral English is required Knowledge of local language is an asset — Pass or Fail
11	<p>7.6 Health & Safety & Environment Project Officer (Number 1):</p> <p>Minimum Educational Qualification:</p> <ul style="list-style-type: none"> 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, 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>Work Experience</p> <ul style="list-style-type: none"> At least 3 years of experience, related to the health and safety; and environment in infrastructure project is required. <p>Language Requirements:</p> <ul style="list-style-type: none"> Fluency in written and oral English is required Knowledge of local language is an asset — Pass or Fail
12	<p>7.7 Lead General Forman (Number 5)</p> <ul style="list-style-type: none"> 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
13	<p>Returnable Schedule 8 - Essential Equipment/Construction Machineries: An Applicant must demonstrate adequate ownership or Memorandum of Understanding (MoU) with a given Construction Equipment & Machineries Service Provider(s) to avail the minimum required Assets and/or Construction Machineries listed under Schedule 8 upon Works Contract Issuance — Pass or Fail</p>
14	<p>Returnable Schedule 9 – Works Management System: The Applicant's health and safety manual and preliminary plan demonstrate the Applicant's capacity to consistently construct the works in a suitably safe manner — To be checked by UNOPS and clarified if necessary</p>
15	<p>Returnable Schedule 10 – Declaration on Gender Parity: The applicant's declaration is correctly filled out, signed and stamped — Pass or Fail</p>
16	<p>Returnable Schedule 11 – Declaration: The Applicant's declaration is correctly filled out and signed — Pass or Fail</p>
17	<p>Returnable Schedule 12 – Conflict of Interest: Form filled, signed and information declared (if applicable) of any conflicts of interest — Pass or Fail</p>
18	<p>Returnable Schedule 13 – Dispute Details: T Form filled, signed and information declared (if applicable) of any current contract dispute and/or arbitral or legal proceeding involving the Applicant. If the Applicant didn't have a dispute case at all, it has to clearly state — Pass or Fail</p>

VIII. INSTRUCTION WHEN SUBMITTING RETURNABLE BID SCHEDULE

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

1. Attached are all returnable schedules to be appropriately fill in and return along with your submission.
2. **IMPORTANT:** The Returnable Schedules shall have **THE FOLLOWING FILE NAMES** to let Technical Panel **EASILY LOCATE AND EVALUATE** your bids:

-  Returnable Schedule 1 - Form of Application.pdf
-  Returnable Schedule 2 – Applicant’s Detail.pdf
-  Returnable Schedule 3 - Current Contract Commitments.pdf
-  Returnable Schedule 4 - Previous Construction Experience.pdf
-  Returnable Schedule 5 - Average Annual Construction Turnover.pdf
-  Returnable Schedule 6 - Joint Venture Partner Information.pdf
-  Returnable Schedule 7 and 8 - Proposed Key Personnel and Essential Equip Annexures - EXCEL.xlsx
-  Returnable Schedule 7 and 8 - Proposed Key Personnel and Essential Equip Annexures - SIGNED.pdf
-  Returnable Schedule 9 – Works Management System.pdf
-  Returnable Schedule 10 – Declaration on Gender Parity.pdf
-  Returnable Schedule 11 – Declaration.pdf
-  Returnable Schedule 12 – Conflict of Interest.pdf
-  Returnable Schedule 13 – Dispute Details.pdf
-  Returnable xSchedule - DRIVE Supplier Sustainability Questionnaire - PREQUALIFICATION.xlsx
-  Returnable yRenewed Legal Documents.pdf
-  Returnable zLatest Audited Financial Statements.pdf

IX. IMPORTANT INSTRUCTIONS

- Applicants hereby strongly advised to thoroughly read and comply with requirements under "**PQ SCOPE OF WORKS and Returnable Schedules Submission Instruction**" attached hereto when submitting bids.
- Applicants are advised to ensure **signed and bears corporate seal "Returnable Bid Schedules" are uploaded/submitted on e-sourcing portal on or before submission deadline.**
- **APPLICANTS 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.**
- **Applicants 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.**
- **Applicants 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 three (3) years; duly signed Certificates of Satisfactory Completion from respective Clients (at least three), and any other Supporting Documents.

- Applicants are strongly advised to submit the **Excel Sheets for “Key Personnel and Essential Equip. Annexures” along the pdf format.**
- Applicants 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*, . . .
- Applicants are STRONGLY ADVISED to **CORPORATE EMAIL ACCOUNT of their referees (clients to whom an Applicant managed their construction projects which could be either completed or underway)** instead of commercial email
- Applicants are strongly advised to meet the submission deadline and avoid IT related glitch while **submitting bids at last hour.**

X. POST QUALIFICATION ACTIONS

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

- Verification of accuracy, correctness and authenticity of the information provided by the Applicant on the legal, technical and financial documents submitted;
- Validation of extent of compliance to the PQ 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 Applicant, or any other entity that may have done business with the Applicant;
- Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- Physical inspection of the Applicant’s plant, Head Office, branches, construction project sites or other places where business transpires, with or without notice to the Applicant; and/or
- Testing and sampling of completed Works and ancillary services similar to the requirements of UNOPS, where available.