

**United Nations Office for Project Services (“UNOPS”)**

**Ethiopia Multi Country Office (EMCO) – Ethiopia Office**

**Section II**

**Returnable Bid Schedules**

**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**

**Contract Type: Contractors Prequalification**

**Submission Deadline: as indicated on eSourcing Procurement Portal**

**PQ Case No.: PQ/2020/16511**

**Addis Ababa, Ethiopia**

**Section Ii**

**Returnable Application Schedules**

[Note to Applicants: Instructions to complete each Returnable Application Schedule are highlighted in blue in each schedule. Please complete the Returnable Application Schedules as instructed]

Returnable Application Schedule 1

Form of Application

**United Nations Office for Project Services**

**Ethiopia Multi Country Office (EMCO), Ethiopia Office**

**UNECA Compound, Zambezi Building, 5th Floor, West Wing**

**P.O. Box: 60197**

**Addis Ababa**

**Ethiopia**

Dear Sir/Madam,

**Subject: Invitation to pre-qualification (IFP) of GC/BC GRADE I TO GRADE IV Contractors for Construction of Works in Two City Administrations and All Regional States in Ethiopia, PQ Case No. PQ/2020/16511,** dated **[Insert Date].**

1. We, [***Name of Applicant***], hereby submit an application for pre-qualification for building construction projects in Two City Administrations and All Regional States in Ethiopia in response to the above-referenced IFP.
2. We warrant that in preparing and submitting this application, we have complied with, and are willing to be bound by, any and all of the requirements and provisions of the above-referenced IFP, including the terms and conditions for pre-qualification as set out in Particulars and Evaluation Criteria sections of the IFP.
3. Based on the above, we confirm our interest to participate in the upcoming bidding processes and provide an offer to execute and complete such works in conformity with UNOPS requirements.
4. Our application shall remain valid for UNOPS’ acceptance until 120 days from the Deadline for Application submission.
5. We acknowledge and agree that subject to Section I of the IFP, UNOPS is not bound to accept any application it may receive in response to the above-referenced IFP;

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

**Full Name:**

**Designation:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**       **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp form of application with official stamp of the Applicant*]

**Returnable Application Schedule 2**

**Applicant's Details**

|  |  |
| --- | --- |
| **PQ Case No.:** | **PQ/2020/16511** |
| **Legal Name of Applicant :** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

**Note:**

*Applicant shall provide a brief statement (not more than 15 pages) showing their approach to demonstrate compliance with the following UNOPS minimum requirements.*

**QUALIFICATION OF APPLICANT/CONTRACTOR / 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**)**

**Brief Description of Applicant as an Entity:**

Provide a brief description of the Applicant/Contractor submitting the bid, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, reference to reputation . . .

*[insert Applicant’s details here]*

**Applicant Information Summary Form**

| **No.** | **Description** | **Detail** |
| --- | --- | --- |
| **1** | **Applicant’s Legal Name** | [insert Applicant’s legal name here] |
| **2** | **Type of Business Formation:** | Sole Proprietorship  Partnership  Limited Labiality Company (Plc)  Share Company (Corporations)  Government Owned |
| **3** | **Country of Registration:** | [insert here] |
| **4** | **Business Registration ID:** | [insert here] |
| **5** | **UNGM Registration ID:** | [insert here] |
| **6** | **Year of Establishment:** | [insert here] |
| **7** | **Country/ies of Operation:** | [insert here] |
| **8** | **No. of Staff:** | [insert here] |
| **9** | **Latest Credit Rating (if any):** | [insert here] |
| **10** | **Contract Signatory in case of Award:** | **Full Name:** [insert here]  **Designation:** [insert here]  **Phone:** [insert here]  **Email:** [insert here] |
| **11** | **Legal Business Address:** | **Specific Address:** [insert here]  **Telephone:** [insert here]  **Email:** [insert here]  **Website:** [insert here]  **Skype:** [insert here]  **County/Province:** [insert here]  **District/Sub-city:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] |

**Returnable Application Schedule 3 EXPERIENCE FORM**

**Current Contract Commitments**

|  |  |
| --- | --- |
| **PQ Case No.:** | **PQ/2020/16511** |
| **Legal Name of Applicant :** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

Applicant shall provide information on its current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

| **No.** | **Brief Description of the Works** | **Country/Location** | **Value of the Contract in ETB** | **Contract Identification and Title and**  **Contact details of Client (Mandatory)**  **(Name, Address, telephone, email, fax)** | **Year project was undertaken and % of Completion** |
| --- | --- | --- | --- | --- | --- |
| 1 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert Year]  [insert % of completion]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |
| 2 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert Year]  [insert % of completion]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |
| 3 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert Year]  [insert % of completion]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |
| 4 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert Year]  [insert % of completion]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |
| 5 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert Year]  [insert % of completion]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |
| 6 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert Year]  [insert % of completion]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |
| 8 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert Year]  [insert % of completion]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |

***[insert details here how both managerially and financially will the Applicant manage upcoming construction project(s) while the above list of current projects are underway in case of award]***

**Full Name:**

**Designation:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**       **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp form of application with official stamp of the Applicant*]

**RETURNABLE APPLICATION SCHEDULE 4 EXPERIENCE FORM**

**PREVIOUS CONSTRUCTION EXPERIENCE**

|  |  |
| --- | --- |
| **PQ Case No.:** | **PQ/2020/16511** |
| **Legal Name of Applicant :** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

*Note to Applicants: Applicants shall provide information on all contracts that have been completed during the last 5 years or longer.*

| **No.** | **Brief Description of the Works** | **Country/Location** | **Value of the Contract in ETB** | **Contract Identification and Title and**  **Contact details of Client (Mandatory)**  **(Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- | --- |
| 1 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |
| 2 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |
| 3 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |
| 4 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |
| 5 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |
| 6 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |
| 8 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [insert here]  **Fax (if any):** [insert here]  **Email:** [insert here]  **BUSINESS ADDRESS:**  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] | [insert here]  **Role:**  ***As Prime Contractor***  ***As Subcontractor*** |

***Note: Attach duly signed “Statement of Satisfactory Performance” from the Top Three (3) Clients in terms of Contract Value the past Five (5) years preferably from UN organizations, international organization and/or NGOs***

***Note: Please be sure the focal persons’ email addresses are* CORRECT, ACTIVE AND ARE WILLING TO REPLY *for formal reference request from UNOPS***

**RETURNABLE APPLICATION SCHEDULE 5**

**AVERAGE ANNUAL CONSTRUCTION TURNOVER**

|  |  |
| --- | --- |
| **PQ Case No.:** | **PQ/2020/16511** |
| **Legal Name of Applicant :** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

**I: FINANCIAL SITUATION**

The information supplied should be the relevant information of the Applicant in terms of the amounts billed to clients for each year for work in progress or completed, in USD at the end of the period reported.

| **Item** | **Descriptions** | **2019/20 GC**  **In ETB** | **2018/19 GC**  **In ETB** | **2017/18 GC**  **In ETB** |
| --- | --- | --- | --- | --- |
| a. | Current Assets |  |  |  |
| b. | Fixed Assets (Property, Plant & Equipment - PPE) |  |  |  |
| **c.** | **Total Assets [a + b]** |  |  |  |
| d. | Current Liabilities |  |  |  |
| e. | Long-term Liabilities |  |  |  |
| **f.** | **Total Liabilities/debt [d + e]** |  |  |  |
| **g.** | **Equity [c - f]** |  |  |  |
| **h.** | **Capital Employed and Liabilities [f + g]** |  |  |  |
| i. | Net Sales (Revenue) |  |  |  |
| j. | Total Expenses (Selling and Administration) |  |  |  |
| **k.** | **Profit before Tax** **[i - j]** |  |  |  |
| l. | Profit tax |  |  |  |
| **m.** | **Profit after Tax (Net Profit) [k - l]** |  |  |  |

Attachments required; Audit report copy (it includes the audited balance sheets for last three (3) years (profit/loss accounts, assets/liabilities and all supporting financial data. The company's bank statement balance shall be accepted as proof of liquid asset, the bank statement could be from a bank that is inside the country or outside the country.

**II: AVERAGE ANNUAL CONSTRUCTION TURNOVER FORM**

The information supplied should be the Annual Turnover of the Applicant in terms of the amounts billed to clients for each year for work in progress or completed, converted to US Dollars at the rate of exchange at the end of the period reported. Complete the Form by inserting the information to show the total annual Construction turnover figures (in ETB) for the last 3 (three) years.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Fiscal Year** | **Annual Sales Turnover**  **in ETB** | **Remark (if any)** |
| 1 | 2017/2018 GC |  |  |
| 2 | 2018/2019 GC |  |  |
| 3 | 2019/2020 GC |  |  |
| **Total Sales over the last five (5) years [a]** | |  |  |
| **Average Sales Turnover [a ÷ 3]** | |  |  |

The Applicant shall provide 3 Years Audited Accounts in PDF format (Years 2017/18, 2018/19 & 2019/20 GC).

**RETURNABLE APPLICATION SCHEDULE 6**

**JOINT VENTURE PARTNER INFORMATION FORM**

[The Applicant shall fill in this Form in accordance with the instructions indicated below].

|  |  |
| --- | --- |
| **PQ Case No.:** | **PQ/2020/16511** |
| **Legal Name of Applicant :** | [insert here] |

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

|  |  |
| --- | --- |
| **JV / Consortium/ Association Information** | |
| **Name** | [complete] |
| **Names of each partner and contact information**  (address, telephone numbers, fax numbers, e-mail address) | [complete] |
| **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) | [complete] |
| **Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each** | [complete] |

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Returnable Application Schedule 7**

**KEY STAFF FORM**

|  |  |
| --- | --- |
| **PQ Case No.:** | **PQ/2020/16511** |
| **Legal Name of Applicant :** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

*Note to Applicants: Applicants shall set out below:*

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

**Key Personnel**

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

***NOTE:*** [***Upload duly signed Proposed Key Personnel Excel Sheet and pdf Form under the File Name “20-11-16 – 3b – Essential Equip. and Key Personnel Excel Annexures - Section\_II\_Returnable Schedule”***

**Contractor's Representative and its Witness in case of Contract Award:**

| **No.** | **Position Description** | **Name** | **Years Exp** |
| --- | --- | --- | --- |
| 1 | **Contractor’s Representative** | **Full Name:** [insert here]  **Designation:** [insert here]  **Phone:** [insert here]  **Email:** [insert here] | **[Insert No]** |

**INSTRUCTION:**

[For each of the names identified above, attach his/her DETAIL CV/Résumé using the format on the following page: Format for Resume of Proposed Key Personnel]

[*Stamp form of bid with official stamp of the Applicant*]

Format for Resume of Proposed Key Personnel

|  |  |  |
| --- | --- | --- |
| **Name:** | [insert here] | |
| **Position for this Contract:** | [insert here] | |
| **Nationality:** | [insert here] | |
| **Email:** | [insert here] | |
| **Area of Specialization:** | [insert here] | |
| **Years of Relevant Experience:** | [insert here] | |
| **Countries of Work Experience:** | [insert here] | |
| **Language Proficiency:** | [insert here] | |
| **Educational and other Qualifications:** | [insert here] | |
| **Professional certifications:** | [Provide details of professional certifications relevant to the scope of services]   * Name of institution: [Insert] * Date of certification: [Insert] | |
| **Summary of Experience:** Highlight experience in the region and on similar projects. | | |
| **Employment Record/ Experience (From most recent):** [Starting with present position, list in reverse order, every employment held. List all positions held by personnel since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.] | | |
| **Period: From – To** | **Name of activity/ Project/ funding organisation, if applicable:** | **Job Title and Activities undertaken/Description of actual role performed:** |
| e.g. June 2004-January 2005 |  |  |
| etc. |  |  |
| etc. |  |  |
| **References no.1 (*minimum of 3*):** | **Name:** [insert here]  **Designation:** [insert here]  **Organization:** [insert here]  **Contact Information – Address; Phone; Email; etc.:** [insert here] | |
| **Reference no.2** | **Name:** [insert here]  **Designation:** [insert here]  **Organization:** [insert here]  **Contact Information – Address; Phone; Email; etc.:** [insert here] | |
| **Reference no.3** | **Name:** [insert here]  **Designation:** [insert here]  **Organization:** [insert here]  **Contact Information – Address; Phone; Email; etc.:** [insert here] | |

***Annexures:*** *Applicants are strongly advised to attach detail CV, Academic Credentials and work experience supporting documents for the proposed Key Personnel*

Declaration:

I, the undersigned, certify to the best of my knowledge and belief, this bio-date is accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Personnel (individual) or firm representative**  **Date Signed**

**RETURNABLE APPLICATION SCHEDULE 8**

**EQUIPMENT FORM**

|  |  |
| --- | --- |
| **PQ Case No.:** | **PQ/2020/16511** |
| **Legal Name of Applicant :** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

***List information regarding relevant facilities, fixed and/or mobile plants and equipment that would be used on this project. If such facilities, fixed and/or mobile plants and equipment are not owned by the Applicant, please include information on how facilities, fixed and/or mobile plants and equipment will be hired or leased.***]

**Essential assets subject to evaluation**

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 | *Certificates of ownership, Purchase Receipt or MoU with a given Construction Equipment & Machineries Service Provider(s) need to be attached when submitting* |
| 2 | Wheel Excavators:  1.5m3 Bucket Capacity  Engine Brake Horse Power (BHP) shall be a minimum of 150HP | 1 | ***“ “ “*** |
| 3 | Concrete mixer (750 litre) | 2 | ***“ “ “*** |
| 4 | Dump trucks – 14m3 capacity | 2 | ***“ “ “*** |
| 5 | 4 WD Pickup (5 seats) | 1 | ***“ “ “*** |
| 6 | Metal Scaffolding & shuttering - 300 m2 | 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 | ***“ “ “*** |
| 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:*** [***Upload duly signed Proposed Essential Construction Equipment/Machineries Excel Sheet and pdf Form under the File Name “20-11-16 – 3b – Essential Equip. and Key Personnel Excel Annexures - Section\_II\_Returnable Schedule”***

[*Stamp form of bid with official stamp of the Applicant]*

Returnable Bid Schedule 9

WORK MANAGEMENT SYSTEMS

|  |  |
| --- | --- |
| **PQ Case No.:** | **PQ/2020/16511** |
| **Legal Name of Applicant :** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

***Note to Applicants****: Applicants are required to provide the following information:*

1. **Health and safety management**

*An outline health and safety management plan of the Company for a similar project.*

*[insert detail here]*

1. ***Environmental management***

*An outline environmental management plan of the Company for a similar project.*

*[insert detail here]*

1. ***Quality management***

*An outline of Company's Quality Procedures adopted for a similar project.*

*[insert detail here]*

1. ***Method Statements***

*A brief outline of method statements adopted for meeting commitments under a tight timeframe for a renovation work in Addis Ababa.*

*[insert detail here]*

*After selection of the successful Applicant, UNOPS, in consultation with the Company, will review 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.*

[*Stamp form of bid with official stamp of the Applicant]*

**Returnable Bid Schedule 10**

**Declaration on gender parity**

**United Nations Office for Project Services**

**Ethiopia Multi Country Office (EMCO), Ethiopia Office**

**UNECA Compound, Zambezi Building, 5th Floor, West Wing**

**P.O. Box: 60197**

**Addis Ababa**

**Ethiopia**

Dear Sir/Madam,

**Subject: Invitation to pre-qualification (IFP) of GC/BC GRADE I TO GRADE IV Contractors for Construction of Works in Two City Administrations and All Regional States in Ethiopia, PQ Case No. PQ/2020/16511,** dated **[Insert Date].**

We understand that UNOPS expects **gender parity at 50%** for all construction personnel in the Works upon contract award, in conformity with the global requirement for all UN engagements.

We confirm that [**Insert name of Applicant**] is willing and able to conform to this requirement and shall at all times during the Contract, maintain the required 50% of either gender in the staff employed on the Works.

**Full Name:**

**Designation:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Signed:**       **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RETURNABLE APPLICATION SCHEDULE 11**

**DECLARATION**

**United Nations Office for Project Services**

**Ethiopia Multi Country Office (EMCO), Ethiopia Office**

**UNECA Compound, Zambezi Building, 5th Floor, West Wing**

**P.O. Box: 60197**

**Addis Ababa**

**Ethiopia**

Dear Sir/Madam,

**Subject: Invitation to pre-qualification (IFP) of GC/BC GRADE I TO GRADE IV Contractors for Construction of Works in Two City Administrations and All Regional States in Ethiopia, PQ Case No. PQ/2020/16511,** dated **[Insert Date].**

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

1. I am duly authorized by [***Insert name of Applicant***] (the Applicant)to make this declaration on its behalf.
2. I make this declaration on behalf of the Applicant.
3. Before the Applicant submitted its application, neither the Applicant, nor any of its employees or agents, had knowledge of the application by any other Applicant who submitted, or of any person, company, other body corporate or firm that proposed to submit, an application for pre-qualification in response to this IFP.
4. Before the Deadline for Application Submission of this pre-qualification process, neither the Applicant, nor any of its employees or agents, disclosed the Applicant’s application to:

1. any other Applicant who submitted an application for pre-qualification in response to this IFP;
2. any person, company, other body corporate or firm proposing to submit an application for pre-qualification in response to this IFP.

1. Neither the Applicant, nor any of its employees or agents, has provided information to:

###### any other Applicant who has submitted an application for pre-qualification in response to this IFP;

###### any person, company, other body corporate or firm proposing to submit an application for pre-qualification in response to this IFP; or

###### any other person, company, body corporate or firm for the purpose of assisting in the preparation of an application for pre-qualification in response to this IFP.

1. The Applicant is genuinely competing to get short-listed.

1. Neither the Applicant, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding, other than as disclosed to UNOPS in the application, that the successful Applicant for the short-listing shall pay any money to, or provide any other benefit or other financial advantage to, an industry association in respect of the Contract.

1. Neither the Applicant, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that the successful Applicant for the short-list shall pay any money to, or provide any other benefit or other financial advantage to, any other Applicant who unsuccessfully applied for the short-list.
2. Neither the Applicant, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that Applicants for the short-listing would include an identical or similar condition or qualification in their applications.

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 authorized witness    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of authorized witness  (capital letters)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AAddress of authorized witness    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Witness’ Occupation    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of declarant |

**RETURNABLE APPLICATION SCHEDULE 12**

**CONFLICTS OF INTEREST**

|  |  |
| --- | --- |
| **PQ Case No.:** | **PQ/2020/16511** |
| **Legal Name of Applicant :** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

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

#### 

#### *(i)* *UNOPS and the Applicant; and*

#### 

#### *(ii)* *UNOPS and any subcontractor (including consultants) proposed by the Applicant*

**RETURNABLE APPLICATION SCHEDULE 13**

**DISPUTE DETAILS**

|  |  |
| --- | --- |
| **PQ Case No.:** | **PQ/2020/16511** |
| **Legal Name of Applicant :** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

*Note to Applicants: Applicant shall submit a statement below providing details of any current contract dispute and/or arbitral or legal proceeding involving the Applicant. 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 Applicant against a client or a client of the Applicant against the Applicant.*