**Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance [Known as PRAVO, Component 2] Project**

Supply and Installation of a Video Surveillance System for the State Bureau of Investigations of Ukraine

United Nations Office for Project Services (“UNOPS”)

**Invitation to Bid**

Minor Works Contract

|  |  |
| --- | --- |
| **Contract No.:** |  |
| **Date of Issuance:** | February 2020 |
| **ITB Case No.:** | ITB/2020/18046 |

**SECTION III**

**RETURNABLE BID SCHEDULES**

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

**Returnable Bid Schedule 1**

**Form of Bid**

United Nations Office for Project Services

Lypska, 10

Kyiv

Ukraine

Dear Sir/Madam,

**Subject: Bid for the Construction of *Supply and Installation of a Video Surveillance System for the State Bureau of Investigations of Ukraine* in**Ukraine**, ITB Case No. [*Insert Case No.*], dated [*Insert Date*].**

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

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

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**RETURNABLE BID SCHEDULE 2**

**BIDDER'S DETAILS**

|  |
| --- |
| ITB Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Trade Licence title and No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address of registered office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of bidder representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address for service of notices (if different than above):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Facsimile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *The following documents shall be attached with this schedule:*   * *Valid registration Certificate(s) as applicable with the regulatory statutory requirements* |

**RETURNABLE BID SCHEDULE 3**

***BILL OF QUANTITIES***

ITB Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

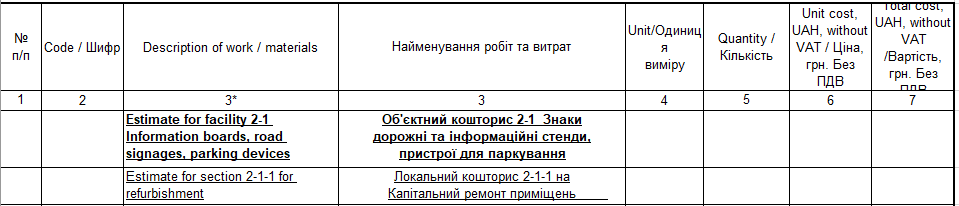
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note to bidders: Bidders shall submit within Returnable Bid Schedule 3 (or annexed to Returnable Bid Schedule 3 if files size is prohibitively large) Bill of Quantities*

*Note that the Bill of Quantities (BoQs) for this work is labelled as follows:*

*Annex:3 BOQ*

*Do not change format or number of columns/rows – please put prices in column* ***Unit cost*** *only*



*Note to bidders:* Bidders must fill in the below Technical Specification for the goods, sign and attach it to their submissions.

**Delivery requirements and Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| **Delivery time** | The delivery of the equipment, construction works and commissioning of the CCTV system must be completed within 60 calendar days after Contract subscription in line with Schedule 1: Schedule of Details of the Section IV Minor Works Construction Contract | Yes  No | Insert details |
| **Delivery place and Incoterms rules** | As detailed in the Schedule 3: Schedule of Sites of the Section IV Minor Works Construction Contract and Annex 3 Bill of Quantities | Yes  No |  |
| **Consignee details** | SBI | Yes  No |  |
| **Packing standards** | Bidder shall ensure the best international packing standards of goods supplied, including use of eco-friendly packing materials. | Yes  No |  |

**Technical specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **N** | **UNOPS minimum technical requirements** | **Is quotation compliant?**   **Bidder to complete** | **Details of goods offered.**   **Bidder to complete** |
| **1** | **Personal computer (including system unit and screen)** | Yes/No | Insert details |
| **1.1** | **System unit** |  |  |
| 1.1.1 | Form factor - micro-PC (MicroFormFactor) |  |  |
| 1.1.2 | Processor - At least Intel Core i5 (9 or 10 Gen) |  |  |
| 1.1.3 | RAM - Capacity at least 8 GB |  |  |
| 1.1.4 | Storage - SSD at least 500Gb or HDD 1Tb |  |  |
| 1.1.5 | Video card - Intel HD Graphics |  |  |
| 1.1.6 | Power supply units - Max 65 W |  |  |
| 1.1.7 | Input/output ports: |  |  |
| 1.1.7.1 | USB 3.1, minimum 2; |  |  |
| 1.1.7.2 | USB 2.0 at least 2; |  |  |
| 1.1.7.3 | HDMI, DP |  |  |
| 1.1.7.4 | LAN (RJ-45) 10/100/1000 Mbit/s; |  |  |
| 1.1.8 | Input/output devices - Keyboard (Ukrainian) and mouse |  |  |
| 1.1.9 | Operating system - MS Windows 10 Pro 64 bit |  |  |
| 1.1.10 | Bid includes brand/model of the equipment and manufacturer's technical literature/catalogue, all confirming that the offered items comply with required specifications. |  | Please indicate brand and model of the proposed equipment |
| 1.1.11 | Bidder or producer of the equipment must have representative office in Ukraine that provides after sale service available in Ukraine or agreement with local representative of the producer or service company that can provide maintenance of the required equipment. |  | Please insert contact details of the service center |
| **1.2** | **Screen** |  |  |
| 1.2.1 | Matrix type - Minimum MVA or IPS or IPS |  |  |
| 1.2.2 | Screen diagonal - Minimum 21.5 inches |  |  |
| 1.2.3 | Brightness - Minimum 250 kd/m2 |  |  |
| 1.2.4 | Contrast ratio - Minimum 600:1 |  |  |
| 1.2.5 | Matrix response time - Max 5 ms |  |  |
| 1.2.6 | Resolution – 1920х1080 |  |  |
| 1.2.7 | Ports (connection interfaces) - DP (DisplayPort) or HDMI. |  |  |
| 1.2.8 | A cable must be provided with the screen. |  |  |
| 1.2.9 | Bid includes brand/model of the equipment and manufacturer's technical literature/catalogue, all confirming that the offered items comply with required specifications. |  | Please indicate brand and model of the proposed equipment |
| 1.2.10 | Bidder or producer of the equipment must have representative office in Ukraine that provides after sale service available in Ukraine or agreement with local representative of the producer or service company that can provide maintenance of the required equipment. |  | Please insert contact details of the service center |
| **2** | **Multi functional device, A4 format** |  |  |
| 2.1 | Functions - Monochrome printing/copying/coloured scanning |  |  |
| 2.2 | Printing technology – Laser |  |  |
| 2.3 | Printer type – Monochrome |  |  |
| 2.3 | Printing size – A4 |  |  |
| 2.5 | Max capacity, printing/copying - 15 000 pages per month |  |  |
| 2.6 | Minimum printing speed, А4 - 20 pages per minute |  |  |
| 2.7 | First page printing time, max – 8.5 sec. |  |  |
| 2.8 | Minimum RAM: 128 Mb |  |  |
| 2.9 | Printing quality, minimum 1200×1200 dpi |  |  |
| 2.10 | Feed tray capacity, minimum 150 sheets |  |  |
| 2.11 | Output tray capacity, minimum 100 sheets |  |  |
| 2.12 | Automatic document feed-in mechanism, minimum capacity - 40 sheets |  |  |
| 2.13 | Standard specification interfaces - Wi-Fi b/g/n, USB 2.0, 10/100Base-T Ethernet |  |  |
| 2.14 | Apple® AirPrint™ Support |  |  |
| 2.15 | Copying quality, minimum 600×600 dpi |  |  |
| 2.16 | Scanning quality, minimum 600×600 dpi |  |  |
| 2.17 | Scanning directions - Scanning using TWAIN/WIA driver, scanning onto the PC. |  |  |
| 2.18 | Function to copycard-type documents onto a single sheet of paper (similar to ID card copy) |  |  |
| 2.19 | Standard toner cartridge capacity, minimum 1,500 pages, with 5% filling of A4 sheets |  |  |
| 2.20 | OS support - Modern versions of Windows, Linux, MacOS |  |  |
| 2.21 | Bid includes brand/model of the equipment and manufacturer's technical literature/catalogue, all confirming that the offered items comply with required specifications. |  | Please indicate brand and model of the proposed equipment |
| 2.22 | Bidder or producer of the equipment must have representative office in Ukraine that provides after sale service available in Ukraine or agreement with local representative of the producer or service company that can provide maintenance of the required equipment. |  | Please insert contact details of the service center |
| **3** | **Video surveillance cameras and recorder. Video surveillance cameras and recorder should be of the same brand and manufacturer and completely compatible in data transfer and storage protocols.** |  |  |
| **3.1** | **Surveillance camera 1, anti-vandal (concealed cabling)** |  |  |
| 3.1.1 | Sensor size at least 1/4” |  |  |
| 3.1.2 | Sensor resolution 1024x768, fps with full resolution - 25 |  |  |
| 3.1.3 | Video compression H264/MJPEG |  |  |
| 3.1.4 | Min lighting, 0.3 lux (w/o IR) |  |  |
| 3.1.5 | IR-lighting up to 10 m |  |  |
| 3.1.6 | IR-filter, automatic |  |  |
| 3.1.7 | In-built microphone and speaker |  |  |
| 3.1.8 | Double flow |  |  |
| 3.1.9 | Digital wide dynamic range, digital noise cancelling, light compensation, focus area |  |  |
| 3.1.10 | Network data storage: SMBFS/CIFS and (optionally) NFS |  |  |
| 3.1.11 | WiFi: Optional |  |  |
| 3.1.12 | Interfaces: RJ45, at least 100 Mbit/s, PoE 802.3af |  |  |
| 3.1.13 | Bid includes brand/model of the equipment and manufacturer's technical literature/catalogue, all confirming that the offered items comply with required specifications. |  | Please indicate brand and model of the proposed equipment |
| 3.1.14 | Bidder or producer of the equipment must have representative office in Ukraine that provides after sale service available in Ukraine or agreement with local representative of the producer or service company that can provide maintenance of the required equipment. |  | Please insert contact details of the service center |
| **3.2** | **Surveillance camera 2, anti-vandal (concealed cabling)** |  |  |
| 3.2.1 | Sensor size at least 1/3” |  |  |
| 3.2.2 | Sensor resolution 2048x1536, fps with full resolution - 20 |  |  |
| 3.2.3 | Video compression H264/MJPEG |  |  |
| 3.2.4 | Min lighting, 0.7 lux (w/o IR) |  |  |
| 3.2.5 | IR-lighting up to 10 m |  |  |
| 3.2.6 | IR-filter, automatic |  |  |
| 3.2.7 | In-built microphone and speaker |  |  |
| 3.2.8 | Double flow |  |  |
| 3.2.9 | Digital wide dynamic range, digital noise cancelling, light compensation, focus area |  |  |
| 3.2.10 | Network data storage: SMBFS/CIFS and (optionally) NFS |  |  |
| 3.2.11 | WiFi: Optional |  |  |
| 3.2.12 | Interfaces: RJ45, at least 100 Mbit/s, PoE 802.3af |  |  |
| 3.2.13 | Bid includes brand/model of the equipment and manufacturer's technical literature/catalogue, all confirming that the offered items comply with required specifications. |  | Please indicate brand and model of the proposed equipment |
| 3.2.14 | Bidder or producer of the equipment must have representative office in Ukraine that provides after sale service available in Ukraine or agreement with local representative of the producer or service company that can provide maintenance of the required equipment. |  | Please insert contact details of the service center |
| **3.3** | **Video-recorder. Network video-recorder, remotely installed on the premises.** |  |  |
| 3.3.1 | Live broadcast via LAN |  |  |
| 3.3.2 | HDD quota and group managing |  |  |
| 3.3.3 | HDMI outlet for resolution up to 4k |  |  |
| 3.3.4 | Recording resolution up to 8 MP |  |  |
| 3.3.5 | Video decodingH.265, H.265+, H.264 and H.264+ |  |  |
| 3.3.6 | Supported recording channels - min 8 |  |  |
| 3.3.7 | 2 SATA interfaces, up to 8 TB each |  |  |
| 3.3.8 | In throughput 160 MB/s, out throughput 80 MB/s |  |  |
| 3.3.9 | Network data storage: SMBFS/CIFS and (optionally) NFS |  |  |
| 3.3.10 | Power supply units - 100–240 V AC |  |  |
| 3.3.11 | Other interfaces: 2 RCA connectors (audio in and out) HDMI VGA USB at least 2 x USB 2.0 |  |  |
| 3.3.12 | Network interfaces with РоЕ – min 8 x RJ45 (may be provided via a separate LAN switch) |  |  |
| 3.3.13 | Network uplink 1 x RJ 45 1000 MB/s |  |  |
| 3.3.14 | Drives – 2 x 3,5” SATA hdd 7200 rpm, 8 TB, MTF 1 000 000 hrs |  |  |
| 3.3.15 | Bid includes brand/model of the equipment and manufacturer's technical literature/catalogue, all confirming that the offered items comply with required specifications. |  | Please indicate brand and model of the proposed equipment |
| 3.3.16 | Bidder or producer of the equipment must have representative office in Ukraine that provides after sale service available in Ukraine or agreement with local representative of the producer or service company that can provide maintenance of the required equipment. |  | Please insert contact details of the service center |
| **4** | **Uninterrupted power supply (UPS) source** |  |  |
| 4.1 | Line-interactive or Online |  |  |
| 4.2 | Capacity, minimum 750 VA |  |  |
| 4.3 | Sockets with UPS function – at least 4 |  |  |
| 4.4 | Schuko or compatible. In case of different type of the sockets, min 3 m long compatible interconnection cables or extension cords in quantity 4 for every UPS should be provided by the supplier. |  |  |
| 4.5 | Operating time from batteries: at least 10 min (at full capacity) |  |  |
| 4.6 | Bid includes brand/model of the equipment and manufacturer's technical literature/catalogue, all confirming that the offered items comply with required specifications. |  | Please indicate brand and model of the proposed equipment |
| 4.7 | Bidder or producer of the equipment must have representative office in Ukraine that provides after sale service available in Ukraine or agreement with local representative of the producer or service company that can provide maintenance of the required equipment. |  | Please insert contact details of the service center |
| **5** | **Interface language (software) of the devices shall be Ukrainian. Software must be accompanied by user manual in Ukrainian.** |  |  |
| **6** | **All mentioned equipment and software should be supplied together with all drivers and connection cables foreseen by the design that is to enable its use as part of hardware complexes.** |  |  |
| **7** | **The period of validity of the Warranty. The warranty shall remain valid for 12 months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination. The Warranty should include preventive maintenance, replacement of defective parts/equipment, repair of equipment, labour for equipment repair and/or parts replacement.** |  |  |
| **8** | **Warranty service. Within the warranty period, the Supplier or its authorized service centre shall provide maintenance and/or repair services to the equipment operation site not later than 10 (ten) workdays from the date of receipt of written or E-mail notification from an authorized party. The name of the company, address, telephone- and fax numbers, e-mail address must be mentioned in the bid. The service centre shall have at least one certified engineer in its staff. All costs connected with warranty maintenance are covered by the Supplier.** |  |  |
| **9** | **Technical documentation for maintenance and repair of the supplied goods. For each offered item, the Bidder shall provide the technical documentation for performing maintenance and operating repair of the supplied Goods by the technical staff of the Consignee and/or end-users. Such documentation shall include all necessary electrical diagrams, drawings, technical specifications of the devices and their parts, troubleshooting information, safety instructions, etc. that will allow the technical staff of the Consignee and/or end-users to conduct maintenance and operating repair in strict compliance with Goods specifications. The minimum set of technical documents to be provided with each piece of equipment delivered is the following: • User Manual and Operating Instructions (in Ukrainian) • Technical Certificate / maintenance guidelines (in Ukrainian or English) The Bidder is required to confirm the list and contents of documentation to be provided together with the Goods at the delivery. All tags/labels on the equipment shall be in English or Ukrainian language.** |  |  |

**RETURNABLE BID SCHEDULE 4**

**BIDDER PRELIMINARY PROGRAMME**

**AND**

**OUTLINE STATEMENT OF PROPOSED METHODS**

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

### *Note to bidders: Bidders shall submit a preliminary programme and an outline statement of methods to ensure the good and timely implementation of the works.*

### *Bidders are required to make their own detailed assessment of the time, work methods and activities that shall be required for the successful and timely completion of the works, including obtaining all required authorizations from local authorities.*

The delivery of the equipment, construction works and commissioning of the CCTV system must be completed within 60 calendar days after Contract subscription in line with Schedule 1: Schedule of Details of the Section IV Minor Works Construction Contract

The Contract Programme must contain as a minimum:

1. The order in which the Contractor proposes to carry out the Works;

2. The time limits within which submission of any Contractor’s documents are required under the Contract.

*The Contract Programme must be prepared in sufficient detail to ensure the adequate planning, execution and monitoring of the Works. The networked activities must be detailed enough to provide a meaningful measurement tool for progress of works. The Contract Programme must be resource loaded and include material, plant and labour. The labour resource assignment must be further broken down to clearly identify types (trade and/or discipline) and number of resources allocated to an activity.*

The Contract Programme must be accompanied by and/or detail:

1. a programme narrative that describes the inclusions and assumptions made in preparing the Contract Programme;
2. a general description of the arrangements and methods which the Contractor proposes to adopt for carrying out the Works;
3. the critical path for the Works and a complete critical path analysis for the execution of the Works which must show clearly the links between activities and the float times available within the Contract Programme and the earliest start/earliest finish and latest start/latest finish times for each and every activity;
4. Details, and durations on Site, of the resources proposed to achieve the Contract Programme;
5. A manpower (resource) histogram detailing cumulative and monthly volumes by trade for the duration of the Works;
6. *A detailed cash flow estimate, in quarterly periods, of all payments to which the Contractor may be entitled under the Contract;*

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

**RETURNABLE BID SCHEDULE 5**

**PROPOSED PROJECT TEAM**

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

*Note to bidders: Bidders shall set out below:*

1. *the key personnel that the bidder proposes to assign to the execution of the works;*
2. *the qualifications and relevant experience of each of the key personnel that the bidder proposes to assign to the execution of the works, including a CV/resume for each of the key personnel;*
3. *the bidder’s representatives who are authorized to sign the Contract. The bidder shall provide a copy of such authorization*

**Key Personnel**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Position Description** | **Name** | **Years Exp** |
| 1 | **[*Insert Description*]** | **[*Insert Name*]** | [***Insert No.***] |
| 2 | [***Insert Description***] | **[*Insert Name*]** | [***Insert No.***] |
| 3 | [***Insert Description***] | **[*Insert Name*]** | [***Insert No.***] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Contractor's Representative as per the Contract:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Position Description** | **Name** | **Years Exp** |
| 1 | Contractors Representative | **[*Insert Name*]** | [***Insert No.***] |

**PERSONNEL & RESUME FORM**

The Bidder shall provide details of the proposed personnel and their experience records in the following resume form:

**Use one ‘’PERSONNEL & RESUME FORM’’ sheet per staff member.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | | | | |
| **Personnel information** | | **Name** | | **Date of birth** |
|  | | **Professional qualifications (education):** | | |
| From mm-yyyy | To mm-yyyy | | **Company / Project / Position / Relevant technical and management experience** (Summarize professional experience in reverse chronological order) | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |

Name & Signature of personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RETURNABLE BID SCHEDULE 6**

**INSURANCES**

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

*Note to bidders: Bidders are to provide details of their insurance policies if they have any at the time of preparing their Bid. If selected, Bidders will have to comply with the insurance requirements as set out under Schedule 2 of the Contract [Schedule of Works]. Bidders are advised that UNOPS may request copies of the insurance policies and any endorsements during the review of bids, including amounts of any deductibles and all exclusions.*

1. **Construction All Risks Insurance/Third Party Liability Insurance**

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

1. **Workers’ Compensation/Employer’s Liability Insurance**

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

**RETURNABLE BID SCHEDULE 7**

**CAPACITY, EXPERIENCE, WORK IN HAND AND WORK COMPLETED**

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

* 1. **All projects during the last *3* years:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Previous Construction Experience** | | | | | | |
| **Commencement date** | **Completion date** | **Total value of works the Contractor was responsible for** | **Contract Name and title** | **Brief Description of the Works Executed by the Bidder** | **Contact details of Employer: (Name, Address, telephone, e-mail, fax)** | **Role of Bidder** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**b. All current projects underway or committed to start:**

**CURRENT CONTRACT COMMITMENTS FORM**

*Bidders should provide information on their 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** | **Name & description of Contract** | **Contact details of Employer (Name, Address, Tel, Fax, E-mail)** | **Original contract amount** **[US$ Equivalent]** | **Value of Outstanding Work** **[Current US$ Equivalent]** | **Estimated Completion Date** | **Average Monthly Invoicing Over Last Six Months [US$/month)]** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |

##### *с. Financial Capacity*

Total volume of business (Revenue) in year 2017 - \_\_\_\_USD

Total volume of business (Revenue) in year 2018 - \_\_\_\_USD

Total volume of business (Revenue) in year 2019 - \_\_\_\_USD

*Note to Bidders:**Bidder must submit certified copies (signed by authorised person and stamped, if stamp is used by company) of following financial statements: Income Statement (Form2 for legal entities registered in Ukraine, declaration of income statements for private entrepreneurs or equivalent for foreign companies) and Balance sheet (Form1 for legal entities registered in Ukraine or equivalent for foreign companies) for the last three years with accompanying audit report (if available). These financial statements should be registered at respective state authorities and has marks/cheques confirming this.*

*Should the currency of the financial statement be in a currency other than USD, the exchange rate used to convert must be based on the UN operational rate of exchange on the 31 Dec of the relevant year.*

*Exchange rates are available in* [*http://treasury.un.org/*](http://treasury.un.org/)

**Assets**

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

**RETURNABLE BID SCHEDULE 8**

**DECLARATION**

**United Nations Office for Project Services**

United Nations Office for Project Services

Lypska, 10

Kyiv

Ukraine

Dear Sir/Madam,

**Subject: Invitation to Bid for the Construction of *Supply and Installation of a Video Surveillance System for the State Bureau of Investigations of Ukraine* in**Ukraine. Case No. [***Insert Case No.***].

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

1. I am duly authorised by [***Insert name of bidder***] (the Bidder)to make this declaration on its behalf.
2. I make this declaration on behalf of the Bidder.
3. Before the Bidder submitted its bid, neither the Bidder, nor any of its employees or agents, had knowledge of the bid price proposed by any other bidder who submitted, or of any person, company, other body corporate or firm that proposed to submit, a bid in response to this ITB.
4. Before the Deadline for Bid Submission of this bid process, neither the Bidder, nor any of its employees or agents, disclosed the Bidder’s bid price to:
   1. any other bidder who submitted a bid in response to this ITB;
   2. any person, company, other body corporate or firm proposing to submit a bid in response to this ITB.
5. Neither the Bidder, nor any of its employees or agents, has provided information to:

###### any other bidder who has submitted a bid in response to this ITB;

###### any person, company, other body corporate or firm proposing to submit a bid in response to this ITB; or

###### any other person, company, body corporate or firm for the purpose of assisting in the preparation of a bid in response to this ITB.

1. The Bidder is genuinely competing for the Contract.
2. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding, other than as disclosed to UNOPS in the bid, that the successful bidder for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, an industry association in respect of the Contract.
3. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that the successful bidder for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, any other bidder who unsuccessfully tendered for the Contract.
4. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that bidders for the Contract would include an identical or similar condition or qualification in their bids.

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

|  |
| --- |
| DECLARED at [***insert place***] on [***insert date***] before me:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of authorised witness  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of authorised witness  (capital letters)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address of authorised witness  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Witness’ Occupation  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of declarant |

**RETURNABLE BID SCHEDULE 9**

**CONFLICTS OF INTEREST**

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

#### 

#### *UNOPS and the bidder; and*

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

**RETURNABLE BID SCHEDULE10**

**DISPUTE DETAILS**

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**RETURNABLE BID SCHEDULE 11**

**ADDENDA TO ITB**

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

We acknowledge receipt of the following Addenda, which have been taken into account in preparing the bid and confirm compliance with the UNOPS standards and procedures as required in the below documents:

|  |  |
| --- | --- |
| **Addendum Number** | **Dated** |
| Annex 1 Schedule of Requirements |  |
| Annex 2 Drawings |  |
| Annex 3 BOQ |  |
| Annex A - UNOPS Health and Safety Management Plan |  |
| Annex B - UNOPS Quality Management Plan |  |
| Annex C - UNOPS Environmental Management Plan |  |
|  |  |
|  |  |
|  |  |