**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 II**

**EVALUATION METHOD AND CRITERIA**

### EVALUATION METHOD

Bid shall be evaluated on the basis of the “lowest priced substantially compliant offer” evaluation method.

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

* technical expertise and experience;
* safety, quality and insurance; and
* capacity, resources and key personnel.

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

### PRELIMINARY EXAMINATION

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

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

### CLARIFICATION OF BIDS

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

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

### EVALUATION CRITERIA

## *Returnable Bid Schedule 1 - Form of Bid*

*The bidder’s form of bid is correctly filled out and dully signed.*

***Pass / Fail***

## *Returnable Bid Schedule 2 - Bidder Details*

*The bidder’s details are correctly filled out and the Bidder submitted proof of valid registrations under the legal and regulatory requirements of bidder’s country of incorporation, such as:*

* *Valid registration Certificate(s) or equivalent as applicable with the regulatory / statutory requirements*

***In order to "pass" these criteria, a bidder shall submit proof of certificate of valid registration with requested details.***

***Pass / Fail***

## ***Returnable Bid Schedule 3 Bill of Quantities (BOQ)***

Bidders shall submit within this Returnable Bid Schedule 4 (or annexed to it if files size is prohibitively large) fixed unit rates and prices for all items in the Bill of Quantities Bidders shall provide rates and/or prices for all items listed in the Bill of Quantities. Where an item is not priced and/or a rate is not provided in the Bill of Quantities such price and/or rate shall be deemed to be allowed for and included in other rates or prices contained in the Bill of Quantities.

The BOQ is only a guidance to bidders and bidders are study the drawings and the specifications of the materials. UNOPS will not take the responsibility in connection to the errors in the BOQ

Bidders must fill in Technical Specification for the goods, sign and attach it to their submissions.

***In order to "pass" these criteria, a bidder shall submit dully filled in and signed BOQs and Technical Specification.***

***Pass / Fail***

## *Returnable Bid Schedule 4 - Preliminary Programme*

*The bidder’s Preliminary program/Work Plan (together with the program narrative) demonstrates the bidder’s capacity to plan and programme the works within timelines that are consistent with the project requirements as stated in the ITB.*

*The preliminary program shows all the activities with planned start and end period, resource assignment, mobilization period etc. all fit within the preliminary specified contract period (up to 45 days) and contains program narrative (write-up).*

***If the Preliminary Program is missing, it shall carry ‘Fail’ marks in the evaluation.***

***Pass / Fail***

***Returnable Bid Schedule 5 – Proposed Project Team***

*The bidder’s project team and organisational structure demonstrate the capacity of the bidder’s core team to execute the works and should include all essential roles filled with people of the required experience.*

*The minimum requirements for the key personnel is specified in the below table. CV’s shall be used to verify the expertise and experience of the bidder’s personnel and skilled by copy of respective diplomas.*

**It should be noted that all the key personnel proposed must remain in these roles for the during of the agreement and cannot be substituted without prior written consent from UNOPS. If any changes in work load of the bidder has place during the evaluation and awarding period, the contractor must propose other personal with higher or equal background.**

|  |  |  |
| --- | --- | --- |
| **No.** | **Position Description** | **Qualifications and Experience** |
| 1 | ***Project Manager:***  To be responsible for the successful management of assigned project, its technical quality, schedule, project staff coordination, client communications, negotiating scopes and fees, billing and client follow-up maintenance | **Education:**   * Master’s degree in construction management or similar (civil engineering, electrical engineering, architecture). * A combination of Bachelor’s degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.   **Work Experience:**   * Minimum five years experience in managing or supervising construction activities related to the project requirements on a range of large and diverse construction projects in a developed commercial environment, requiring the coordination of multiple contractors and multiple trades simultaneously is required. * Extensive experience implementing works under complex quality and safety plans is essential.   **Other requirements:**   * Fluency in Ukrainian language and familiarity with Ukrainian construction legislation. |
| 2 | **Field Engineer:**  To perform field engineer duties including all  setting out and applies the design as well as  liaising with and working alongside the engineers, construction supervisor, surveyors and subcontractors. She/He shares responsibility for site security, health and safety, social and environmental, and the organization and supervision of material and  human resources in the field. ensure that material and placement comply with the technical specifications, will analyse failure, and implement corrective and preventive action to ensure contracted quality is provided, creates and maintains quality documentation, such as quality manuals, quality procedures, etc., is responsible for planning, and carrying all required tests for using quality material and their placement, continuously improving QA receiving inspection process and procedures, and prepares QA/QC reports. | **Education:**   * Master’s degree in civil engineering, electrical engineering or similar. * A combination of Bachelor’s degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.   **Work Experience:**   * Minimum two years of relevant professional engineering experience at site. * Experience in works related to management of relevant sites.   **Other requirements:**   * Fluency in Ukrainian language and familiarity with Ukrainian construction legislation. |
| 3 | **Health & Safety Project Officer**  To be fully responsible for the health and  safety of all workers, employees, consultants,  public and visitors to the site. The officer shall  carry out Health and Safety risk assessments  and consider how risks could be reduced and  ensure safer construction practices and to prevent dangerous acts that could lead to accidents/injuries on site. The Officer shall identify any specific health and safety law, regulations and relevant authorities’ policies and procedures relating to the execution, completion and remedying of the works. The Officer shall be experienced in the use of proper PPE, safe operating practices in Fall Protection, Electrical Safety, Stairways and Ladders Safety, Material Handling, Storage, Use and Disposal, Scaffolding, Fire Protection and Prevention, Excavations, Hand and Power Tools, Evacuations, etc. | **Education:**   * Master’s degree in health and safety in construction or similar. * A combination of Bachelor’s degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.   **Work Experience:**   * Minimum two years of relevant professional experience at site. * Experience in works related to safety and health management of complex construction and reconstruction works with multiple contractors in multiple sites simultaneously is required. * Extensive experience implementing works under complex health and safety plans is essential.   **Other requirements:**   * Fluency in Ukrainian language and familiarity with Ukrainian construction legislation. |

***Pass / Fail***

## *Returnable Bid Schedule 6 – Insurances*

*Bidders are to provide confirmation that they will put in place the required insurance policies indicated in the contract details of insurance policies required under the Contract if selected for follows:*

* *Construction All Risks Insurance/Third Party Liability Insurance*
* *Workers’ Compensation/Employer’s Liability Insurance*

### *Pass / Fail*

***Returnable Bid Schedule 7 – Capacity Experience, Work in Hand and Completed.***

#### *a.* Similar Projects during the last 3 years

*Details of experience and past performance of the Bidder on similar works within the past three (3) years. The Bidder must demonstrate through past projects its ability to produce a high-quality work. Letters of reference and/or Completion Certificates from previous employers are required.*

***In order to pass this criteria, a bidder shall have the experience of minimum of two similar nature projects of value not less than the 25 % of quoted value each, within the last 3 years.***

***Pass / Fail***

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

Capacity to undertake this contract within current workload: Cumulative work capability of the bidder shall be at least equivalent to the offered Bid Price. The cumulative work capability is calculated as follows: (Cumulative work capability) = (Highest annual turnover in the last 3 years) – (Amount of works in hand). Bidder must submit supporting documents showing all ongoing contracts including respective project’s name, location, client (with email and phone number), and the contract amount, as well as the amount or percentage of the completion for each contract. If the project is nearly in completion (90% to 100%), it will not be considered as a project in hand.

***Pass /Fail***

##### *с. Financial Capacity*

*Bidder must submit certified copies (signed by authorized person and stamped, if stamp is used by company) of following financial statements for the past 3 years:*

* *Income Statement (Form2 for legal entities registered in Ukraine, declaration of income statements for private entrepreneurs or equivalent for foreign companies)*
* *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.*

*The requirement for the* *average annual total volume of business (turnover) for the past three years will be calculated as follows:* average annual sales turnover must be ***above or equal to 200,000.00 USD for last three years.***

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 from http://treasury.un.org/

***Returnable Bid Schedule 8 – Declaration***

*The bidder’s declaration is correctly filled out.*

***Pass / Fail***

***Returnable Bid Schedule 9 – Conflict of Interest***

*The bidder’s declaration is correctly filled out.*

***Pass / Fail***

***Returnable Bid Schedule 10 – Dispute Details***

*The bidder’s declaration is correctly filled out.*

***Pass / Fail***

***Returnable Bid Schedule 11 – Addenda to ITB***

*The bidder’s filled out this schedule.*

***Pass / Fail***