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

**Ethiopia Multi-Country Office (ETMCO) – Ethiopia Office**

**Section II**

**Returnable Bid Schedules**

**Rehabilitation Of Oss Registration Model, Staff & Guest Toilets, And Construction Of Guard House In Kebribeyah, Aw-barre & Shedder Refugee Camps; Jigjiga-somali Region, Ethiopia**

**Contract Type: Minor Works Construction Contract**

**Contract No.: TBA**

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

**ITB Case No.: ITB/2021/20052**

**Somali Region - Ethiopia**

**SECTION II**

**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**

**Zambezi Build.; 5th Floor; West Wing;**

**UNECA Compound; P.O Box 60197 –**

**Ethiopia Operational Hub,**

**Addis Ababa, Ethiopia**

Dear Sir/Madam,

**Subject: Bid for the** rehabilitation of One-Stop Shop (OSS) Registration Model, staff and guest toilets in **Kebribeyah Refugee Camp, Aw-Barre Refugee Camp and Shedder Refugee Camp,** **Jigjiga-Somali Region, Ethiopia,** **ITB Case No. ITB/2021/20052, 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.:** | **ITB/2021/20052** |
| **Name of Bidder:** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

**Note:**

***Bidders/Contractors shall provide a brief statement (not more than 15 pages) showing their approach to demonstrate compliance with UNOPS requirements. The presentation format shall have the following contents:***

**QUALIFICATION OF BIDDER/CONTRACTOR**

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

Provide a brief description of the Bidder/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 bidder’s details here]***

**Bidder Information Summary Form**

|  |  |  |
| --- | --- | --- |
| **No.** | **Description** | **Detail** |
| **1** | **Bidder’s Legal Name** | [insert Bidder’s legal name here] |
| **2** | **Type of Business Formation:** | ☐ Sole Proprietorship  ☐ Partnership  ☐ Limited Liability Company (Plc)  ☐ Share Company (Corporations)  ☐ Government Owned |
| **3** | **Country of Registration:** | [insert here] |
| **4** | **Business License Registration:** | [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** | **Contract Signatory in case of Award:** | **Full Name:** [insert here]  **Designation:** [insert here]  **Phone:** [insert here]  **Email:** [insert here] |
| **10** | **Legal Business Address:** | **Specific Address:** [insert here]  **Telephone:** [insert here]  **Email:** [insert here]  **Website:** [insert here]  **County/Province:** [insert here]  **District:** [insert here]  **P.O. Box/ZIP:** [insert here]  **City:** [insert here]  **Country:** [insert here] |

**RETURNABLE BID SCHEDULE 3**

**[ BILL OF QUANTITIES]**

|  |  |
| --- | --- |
| **ITB Case No.:** | **ITB/2021/20052** |
| **Name of Bidder:** | [insert here] |

**Note to bidders:** Bidders shall submit within this Returnable Bid Schedule 4 (or annexed to it if file 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.

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

|  |  |
| --- | --- |
| **The Financial Proposal/Quotation Must be Submitted in:** | **ETB** |

**BID SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Financial Proposal Cost Breakdown** | **Curr.** | **AMOUNT** |
| 1 | **Bill Nr.1 - Mobilization** | ETB |  |
| 2 | **Bill Nr.2 - Rehabilitation of Aw Barre OSS Model** | ETB |  |
| 3 | **Bill Nr.3 - Rehabilitation of Shedder OSS Model** | ETB |  |
| 4 | **Bill Nr.4 - Rehabilitation of Kebribeyah OSS Model** | ETB |  |
| **GRAND TOTAL BEFORE VAT** | | **ETB** |  |
| **15% VAT** | |  |  |
| **GRAND TOTAL AFTER VAT** | | **ETB** |  |
| **Bill Nr.5- Day Works** | | **ETB** |  |

***NOTE:*** [***Upload duly signed Priced Bill of Quantity (BoQ) and pdf Form under the File Name “Returnable Bid Schedule 4 – Priced BoQ” Also upload an Excel version of the same BoQ***

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

**Full Name:**

**Designation:**

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

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

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

**RETURNABLE BID SCHEDULE 4**

**BIDDER PRELIMINARY PROGRAMME**

**AND**

**OUTLINE STATEMENT OF PROPOSED METHODS**

### Note to bidders: *Bidders shall submit a preliminary programme for the execution 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, and shall submit their bid on the basis of an assurance that the works can be completed by the Time for Completion and the milestone dates identified in the Contract.*

### *The preliminary programme shall be prepared in sufficient detail to enable UNOPS to adequately evaluate the planned execution, staging and allocation of resources for the works.*

### *The preliminary programme shall show the dates when the milestones identified in the Contract shall be achieved. It shall also include and/or be accompanied by:*

#### *a programme narrative that describes the mechanisms and assumptions made in preparing the programme;*

#### *a critical path analysis for the execution of the works which shall clearly show the float times available within the programme and the earliest start/earliest finish and latest start/latest finish times for each and every activity; and*

#### *The Preliminary Programme MUST BE prepared in MS Excel or MS Project within 3 months. The Outline Statement of Proposed methods demonstrates the Bidder’s capacity to identify the core or sensitive components required to complete the works within the required quality expectations and indicated the approach that the Bidder intends to use in order to execute those components.*

### If a bidder is selected as the preferred bidder, it shall be required to further develop and complete this programme in accordance with the contract for works.

*[insert the detail programme and task schedules using MS Excel or MS Project here or* ***MUST BE******ANNEXED******if too large****]*

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

**RETURNABLE BID SCHEDULE 5**

**PROPOSED PROJECT TEAM**

|  |  |
| --- | --- |
| **ITB Case No.:** | **ITB/2021/20052** |
| **Name of Bidder:** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

**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 and Academic Credential for each of the key personnel****; and*
3. *the bidder’s representatives who are authorized to sign the Contract. The bidder shall provide a copy of such authorization*

**Key Personnel**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Position Description** | **No. of persons** | **Name** | **Years of Relevant Experience** |
| 1 | **Project Manager:**  **Minimum Educational Qualification:**   * A **Bachelor’s** degree in Civil Engineering, Construction Management or Project Management.   **Work Experience**   * **At least 5 years** of experience, related to the project requirements, in civil engineering, construction management, construction project supervision is required. * **At least 1 year** of experience in project management and supervision in areas outside of Addis Ababa is an asset.   **Language Requirements:**   * Fluency in written and oral English is required * Knowledge of local language is an asset | **1** | **[Insert Name]** | **[Insert Year ]** |
| 2 | **Site Engineer:**  **Minimum Educational Qualification:**   * A Bachelor's Degree in Civil Engineering or Construction Management. * A combination of Diploma Certificate with additional 2 years of relevant work experience (6 years in total) may be accepted in lieu of the education requirements outlined above.   **Work Experience:**   * **At least 4 years** of experience, related to the project requirements, in civil engineering, construction management, construction project supervision is required. * **At least 1 year** of experience in project management and supervision in areas outside of Addis Ababa is an asset.   **Language Requirements:**   * Fluency in written and oral English is required * Knowledge of local language is an asset | **1** | **1. [Insert Name]** | **[Insert Year ]**  **[** |
| 3 | **Sanitary Engineer:**  **Minimum Educational Qualification:**   * **Bachelor's Degree** in Civil or sanitary or mechanical Engineering from an accredited university or equivalent. * A combination of Diploma Certificate with additional 2 years of relevant work experience (7 years in total) may be accepted in lieu of the education requirements outlined above.   **Work Experience:**   * **At least 5 years** of progressively responsible experience in plumbing works and sanitary fixture installation   **Language Requirements:**   * Fluency in written and oral English is required * Knowledge of local language is an asset | **1** | **[Insert Name]** | **[Insert Year]** |
| 4 | **Electrical Engineer:**  **Minimum Educational Qualification:**   * **A** **Bachelor's Degree** in Electrical Engineering from an accredited university or equivalent. * A combination of Diploma Certificate with additional 2 years of relevant work experience (7 years in total) may be accepted in lieu of the education requirements outlined above.   **Work Experience:**   * **At least 5 years** of progressively responsible experience in electrical engineering with strong knowledge of design, installation, operation and monitoring of electrical power supply and distribution systems. Photovoltaic System (Solar Energy), is preferred   **Language Requirements:**   * Fluency in written and oral English is required * Knowledge of local language is an asset | **1** | **1. [Insert Name]** | **[Insert Year ]** |
| 5 | **Lead General Foreman:**  The Contractor shall provide CVs of the General Foreman to be deployed on site for construction:  Site Foreman with **a minimum of 6 years of experience** | **3** | 1. **[Insert Name]** 2. **[Insert Name** 3. **[Insert Name]** |  |

**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]** |

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

**RETURNABLE BID SCHEDULE 6**

**INSURANCES**

|  |  |
| --- | --- |
| **ITB Case No.:** | **ITB/2021/20052** |
| **Name of Bidder:** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

**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.*

We understand that UNOPS accepts insurance cover only from UNOPS approved insurance companies.

We propose the [***Insert name of Contractors’ All Risks and (CAR) Insurance and Workers Compensation Insurance (WCI) Provider***] as our provider for 100% of the contract value CAR and third part insurance for unlimited occurrences and WCI insurance cover as per the Ethiopia local laws, which shall include Public Liability and Employers Liability in accordance with the provisions of the UNOPS Minor Works Contract in Section III.

**Name of CAR and WCI Insurance Provider:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**RETURNABLE BID SCHEDULE 7**

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

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

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

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

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

1. Bidder Should submit renewed Business License for **2021 GC (2013 EC)** and Tax Registration/VAT Certificate(s);

***Copy of licence to be attached***

1. Bidder must be registered in Federal Republic of Ethiopia by authorized Government Entity to be engaged in Construction Works
2. Bidder should be **GC/BC FROM GRADE ONE to FIVE CATEGORY** certified by Construction Minister, Construction Companies **Certificate of Competence (CoC)** that clearly indicate the LEVEL;

***Copy of licence to be attached***

1. Bidder has a minimum of **three (3)** of practical experience in the construction of infrastructure facilities in the last five (5) years.

[***List names, locations and value***]

1. The Bidder shall demonstrate through past projects its ability to complete high quality works and attach **at least two (2) letters of reference and/or Completion Certificates** from previous employers;

***Copy of letter of references to be attached***

1. **[5 Million ETB**] of total turnover of all contracts within the **last [5] years**. (i.e the projects completed in the last 5 years shall at least amount a total value of 5 Million ETB)

[***List physical year, and value***]

1. **Annual Sales Turnover:**

* Sales turnover represents the value of total sales provided to customers during a specified time period, which is usually one (1) year. ***The amount includes only revenue that is generated from daily operations, not non-operating revenue***.
* For this ITB, however, kindly indicate the sales turnover for the past Five (5) years.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Fiscal Year** | **Annual Sales Turnover**  **ETB** | **Remark (if any)** |
| 1 | 2020 |  |  |
| 2 | 2019 |  |  |
| 3 | 2018 |  |  |
| 4 | 2017 |  |  |
| 5 | 2016 |  |  |
| **Total Sales over the last Five (5) years [a]** | |  |  |
| **Average Sales Turnover [a ÷ 5]** | |  |  |

**2. At least three (03) practical experience in the construction of infrastructure facilities in the last five (05) years:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **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]  **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] |
| 2 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [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] |
| 3 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [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] |
| 4 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [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] |
| 5 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [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] |

***Note: Attach duly signed “Statement of Satisfactory Performance” from the Top Three (3) Clients in terms of Contract Value in 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***

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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]  **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] |
| 2 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [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] |
| 3 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [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] |
| 4 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [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] |
| 5 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [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] |
| 6 | [insert here] | [insert here] | [insert here] | **Name:** [insert here]  **Designation:** [insert Position here]  **Organization:** [insert Name here]  **Telephone:** [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] |

**Assets**

[**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 bidder, please include information on how facilities, fixed and/or mobile plants and equipment will be hired or leased.**]

**Essential assets subject to evaluation**

A Bidder must avail at least the following equipment and/or assets in order to successfully carry out the construction project in the specified sites. **Purchase Receipt or Equipment Lease/Rent Agreement need to be attached** along with the “**ITB Returnable Bidding Document**”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Assets/Machineries** | **Minimum number required** | **Is it Owned or Hired?** | **Year of Manufacture and its Condition/Status** |
| 1 | Concrete Mixer – Minimum 350 litre capacity | 3 | ☐ Owned ☐ Hired | ☐ [insert Year] ☐ [insert Condition] |
| 2 | Concrete vibrator: Hose size of 80mm - 100mm | 6 | ☐ Owned ☐ Hired | ☐ [insert Year] ☐ [insert Condition] |
| 3 | Dump trucks – 14m3 capacity | 1 | ☐ Owned ☐ Hired | ☐ [insert Year] ☐ [insert Condition] |
| 4 | Plate compactor: Minimum plate size of 400mm x 400mm and weight min 50 Kg | 1 | ☐ Owned ☐ Hired | ☐ [insert Year] ☐ [insert Condition] |
| 5 | 2000 lts Water Tanker | 3 | ☐ Owned ☐ Hired | ☐ [insert Year] ☐ [insert Condition] |

**RETURNABLE BID SCHEDULE 8**

**DECLARATION**

**United Nations Office for Project Services**

Zambezi Build.; 5th Floor; West Wing;

UNECA Compound; P.O Box 60197

Ethiopia Operational Hub,

Addis Ababa, Ethiopia

Dear Sir/Madam,

**Subject: Invitation to Bid for the Rehabilitation of** **Subject: Bid for the rehabilitation of One-Stop Shop (OSS) Registration Model, staff and guest toilets in Kebribeyah Refugee Camp, Aw-Barre Refugee Camp and** **Shedder Refugee Camp,** **Jigjiga-Somali Region. Case No. ITB/2021/20052**

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 letter  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address of authorised witness  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Witness’ Occupation  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of declarant |

**RETURNABLE BID SCHEDULE 9**

**CONFLICTS OF INTEREST**

|  |  |
| --- | --- |
| **ITB Case No.:** | **ITB/2021/20052** |
| **Name of Bidder:** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

#### *Note to Bidders: 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*

*[insert the declaration details here, if you do not have put (No conflict of interest) ]*

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

**RETURNABLE BID SCHEDULE10**

**DISPUTE DETAILS**

|  |  |
| --- | --- |
| **ITB Case No.:** | **ITB/2021/20052** |
| **Name of Bidder:** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

***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.*

*[insert the dispute detail if any here, if there is no declare it so]*

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

**RETURNABLE BID SCHEDULE 11**

**PERFORMANCE GUARANTEE PROVIDER**

|  |  |
| --- | --- |
| **ITB Case No.:** | **ITB/2021/20052** |
| **Name of Bidder:** | [insert here] |
| **Date:** | [insert here] |
| **Signature:** | [sign here] |

We understand that UNOPS accepts performance guarantee only from UNOPS approved institutions and only denominated in the United States Dollar (US$).

We propose the [***Insert name of Performance Guarantee Provider***] as our provider for the Performance Security in accordance with the provisions of the UNOPS Minor Works Construction Contract Section lll.

Name of Performance Guarantee Provider:

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

***Note to bidders:***

*Bidders shall be expected to have held consultations with the Proposed Performance Guarantee provider, who shall have reviewed the relevant provisions of the attached UNOPS Minor Works Construction Contract and shall be willing and able to comply with the said provisions.*

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