**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 and return them as part of your bid by uploading them against their specific Document Checklist in the UNOPS eSourcing system***]

**Returnable Bid Schedule 1**

**Form of Bid**

United Nations Office for Project Services

Kenya Multi Country Office (KEMC)

UNOPS Building, UN Lane, off UN Avenue

P.O. BOX 783, Village Market 00621

Nairobi, Kenya

Dear Sir/Madam,

**Subject: Bid for the Construction of Laboratories & Wash Facilities in** **Jongowe Secondary School, Zanzibar, Tanzania, ITB Case No. ITB/2021/21436, dated 23 June 2021.**

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 III 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 ***ninety (90) days*** from the Deadline for Bid Submission.
5. We acknowledge and agree that:
   * subject to Section I 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/2021/21436***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**RETURNABLE BID SCHEDULE 3**

***BILL OF QUANTITIES***

ITB Case No.: \_\_***ITB/2021/21436***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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) a Bill of Quantities, Day work Rates and Schedule of Rates for Variations.* *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 allocated within the total contract price.*

See separate BoQ in the Documents Section.

***NB// Your bid shall be disqualified if the Bill of Quantities and Schedule of Rates for Variations and Day work Rates are not submitted.***

**RETURNABLE BID SCHEDULE 4**

**BIDDER PRELIMINARY PROGRAMME**

**AND**

**OUTLINE STATEMENT OF PROPOSED METHODS**

ITB Case No.:\_\_***ITB/2021/21436***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.*

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.

The preliminary program shall include

1. Summary & high level description of the phases of work - deliverables
2. Time to complete each high level deliverable (start date & End date)
3. The cumulative timeline for the overall project should not exceed **Six (6) months.**

***Bidders shall provide a written Work Plan complementing the Preliminary programme describing their overall methodology of transporting construction materials to the site.***

**NB// Your bid shall be disqualified if the preliminary programme of works is not submitted.**

**RETURNABLE BID SCHEDULE 5**

**PROPOSED PROJECT TEAM**

ITB Case No.:\_***ITB/2021/21436***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 | **Project Manager - One (1) No.** | **[*Insert Name*]** | ***3 years*** |
| 2 | **Project Site Engineer - One (1) No.** | **[*Insert Name*]** | ***Degree - 3 years /Diploma - 5 years*** |
| 3 | **Trade Foreman - One (1) No.** | **[*Insert Name*]** | ***5 years*** |
| 4 | **Mechanical Engineer - One (1) No.** | **[*Insert Name*]** | ***Degree - 3 years /Diploma - 5 years*** |
| 5 | **Electrical Engineer - One (1) No.** | **[*Insert Name*]** | ***Degree - 3 years /Diploma - 5 years*** |
|  |  |  |  |

Contractor's Representative as per the Contract:

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

**PART I - PROJECT MANAGER (1 No.) - Attach CV and Credentials (Mandatory)**

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

**(Minimum, Bachelor’s degree in Management /Civil Engineering/Construction Management or an equivalent discipline with a minimum of 3 years of experience in Construction Site Management.*)***

|  |  |  |
| --- | --- | --- |
| Personnel  Information | Name |  |
|  | Date of Birth |  |
|  | Professional Qualifications |  |
|  |
| Present Employment | Name of Employer |  |
|  | Address of Employer |  |
|  | Telephone Number |  |
|  | Email Address |  |
|  | Job Title |  |
|  | Name of Direct Supervisor |  |
|  | Contact Numbers of Supervisor |  |
|  | No. of Years in Employment |  |
|  | Years of Experience? | ………………………..Years |
|  | Fluency in written and spoken English? | Yes / No |
|  | Proficiency with computers in particular MS Word, MS Excel, MS Project and Internet? | Yes / No |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From (date) | To (date) | Name of Company | Position Held | Nature of Projects Involved (whether building construction, rehabilitation, roads, bridges, dams etc.) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Summarize Educational and Professional Qualifications and Certifications in reverse chronological order:

|  |  |  |  |
| --- | --- | --- | --- |
| No | Course / Qualification / Certification | Educational / Training Institution / Provider | Year Obtained |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

All fields **MUST** be completed

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

Company Name

***NB// Your bid shall be disqualified if the proposed project team form is not submitted.***

**PART II - PROJECT SITE ENGINEER (1 No.) - Attach CV and Credentials (Mandatory)**

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

***(Minimum, Bachelor’s degree in Civil or Building Construction Engineering or equivalent engineering discipline with minimum of 3 years of experience in Construction Site Supervision or a Diploma in the relevant discipline with 5 years relevant experience)***

|  |  |  |
| --- | --- | --- |
| Personnel  Information | Name |  |
|  | Date of Birth |  |
|  | Professional Qualifications |  |
|  |
| Present Employment | Name of Employer |  |
|  | Address of Employer |  |
|  | Telephone Number |  |
|  | Email Address |  |
|  | Job Title |  |
|  | Name of Direct Supervisor |  |
|  | Contact Numbers of Supervisor |  |
|  | No. of Years in Employment |  |
|  | Years of Experience? | ………………………..Years |
|  | Fluency in written and spoken English? | Yes / No |
|  | Proficiency with computers in particular MS Word, MS Excel, MS Project and Internet? | Yes / No |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From (date) | To (date) | Name of Company | Position Held | Nature of Projects Involved (whether building construction, rehabilitation, roads, bridges, dams etc.) |
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Summarize Educational and Professional Qualifications and Certifications in reverse chronological order:

|  |  |  |  |
| --- | --- | --- | --- |
| No | Course / Qualification / Certification | Educational / Training Institution / Provider | Year Obtained |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

All fields **MUST** be completed

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

Company Name

***NB// Your bid shall be disqualified if the proposed project team form is not submitted.***

**PART III - TRADE FOREMAN (1 No.) - Attach CV and Credentials (Mandatory)**

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

***(*Minimum High School Diploma and a minimum of 5 years experience of handling technical trades like masons, carpenters, steel benders, etc.*)***

|  |  |  |
| --- | --- | --- |
| Personnel  Information | Name |  |
|  | Date of Birth |  |
|  | Professional Qualifications |  |
|  |
| Present Employment | Name of Employer |  |
|  | Address of Employer |  |
|  | Telephone Number |  |
|  | Email Address |  |
|  | Job Title |  |
|  | Name of Direct Supervisor |  |
|  | Contact Numbers of Supervisor |  |
|  | No. of Years in Employment |  |
|  | Years of Experience? | ………………………..Years |
|  | Fluency in written and spoken English? | Yes / No |
|  | Proficiency with computers in particular MS Word, MS Excel, MS Project and Internet? | Yes / No |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From (date) | To (date) | Name of Company | Position Held | Nature of Projects Involved (whether building construction, rehabilitation, roads, bridges, dams etc.) |
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|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

Summarize Educational and Professional Qualifications and Certifications in reverse chronological order:

|  |  |  |  |
| --- | --- | --- | --- |
| No | Course / Qualification / Certification | Educational / Training Institution / Provider | Year Obtained |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

All fields **MUST** be completed

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

Company Name

***NB// Your bid shall be disqualified if the proposed project team form is not submitted.***

**PART IV - MECHANICAL ENGINEER (1 No.) - Attach CV and Credentials (Mandatory)**

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

***(Minimum First Degree in Mechanical Engineering with minimum of three (3) years experience OR Diploma /Training certificate/s in Mechanical systems with five (5) years experience in installing and/or maintaining mechanical systems.)***

|  |  |  |
| --- | --- | --- |
| Personnel  Information | Name |  |
|  | Date of Birth |  |
|  | Professional Qualifications |  |
|  |
| Present Employment | Name of Employer |  |
|  | Address of Employer |  |
|  | Telephone Number |  |
|  | Email Address |  |
|  | Job Title |  |
|  | Name of Direct Supervisor |  |
|  | Contact Numbers of Supervisor |  |
|  | No. of Years in Employment |  |
|  | Years of Experience? | ………………………..Years |
|  | Fluency in written and spoken English? | Yes / No |
|  | Proficiency with computers in particular MS Word, MS Excel, MS Project and Internet? | Yes / No |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From (date) | To (date) | Name of Company | Position Held | Nature of Projects Involved (whether building construction, rehabilitation, roads, bridges, dams etc.) |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

Summarize Educational and Professional Qualifications and Certifications in reverse chronological order:

|  |  |  |  |
| --- | --- | --- | --- |
| No | Course / Qualification / Certification | Educational / Training Institution / Provider | Year Obtained |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

All fields **MUST** be completed

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

Company Name

***NB// Your bid shall be disqualified if the proposed project team form is not submitted.***

**PART V - ELECTRICAL ENGINEER (1 No.) - Attach CV and Credentials (Mandatory)**

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

***(Minimum First Degree in Electrical Engineering with minimum of three (3) years experience OR Diploma/ Training certificate/s in building electrical systems and a minimum of five (5) years experience in installation and/or maintaining electrical systems)***

|  |  |  |
| --- | --- | --- |
| Personnel  Information | Name |  |
|  | Date of Birth |  |
|  | Professional Qualifications |  |
|  |
| Present Employment | Name of Employer |  |
|  | Address of Employer |  |
|  | Telephone Number |  |
|  | Email Address |  |
|  | Job Title |  |
|  | Name of Direct Supervisor |  |
|  | Contact Numbers of Supervisor |  |
|  | No. of Years in Employment |  |
|  | Years of Experience? | ………………………..Years |
|  | Fluency in written and spoken English? | Yes / No |
|  | Proficiency with computers in particular MS Word, MS Excel, MS Project and Internet? | Yes / No |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From (date) | To (date) | Name of Company | Position Held | Nature of Projects Involved (whether building construction, rehabilitation, roads, bridges, dams etc.) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Summarize Educational and Professional Qualifications and Certifications in reverse chronological order:

|  |  |  |  |
| --- | --- | --- | --- |
| No | Course / Qualification / Certification | Educational / Training Institution / Provider | Year Obtained |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

All fields **MUST** be completed

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

Company Name

***NB// Your bid shall be disqualified if the proposed project team form is not submitted.***

**RETURNABLE BID SCHEDULE 6**

**INSURANCES**

ITB Case No.:\_\_***ITB/2021/21436***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**

**The contract price stated in the agreement plus 15%**

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

1. **Workers’ Compensation/Employer’s Liability Insurance (TZS 23,000,000 maximum per occurrence)**

|  |  |
| --- | --- |
| 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.:\_***ITB/2021/21436***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**PART I - Similar Projects Completed over the last 5 years:**

* ***2 similar contracts executed successfully during the last 5 years. Similar Contract means construction of building infrastructure. Please complete the tables on the next pages (p 21-25).***

**PART II - All current projects underway or committed to start**

**PART III - Assets /Equipment**

**PART IV - Financial Situation**

* **AUDIT/FINANCIAL REPORT : Bidder shall submit credible and verificable financial statements for the last three (3) years (2017, 2018, 2019) .**
* **A minimum total turnover of TZS 100,000,000 of all contracts within the last three (3) years (2017, 2018, 2019).**

**PART I**

**Similar Projects Completed over the last 5 years:**

***2 similar contracts executed successfully during the last 5 years. Similar Contract means construction of building infrastructure.***

Each contractor must fill in this form with previous construction experience.

***Attach supporting documentation such as completion certificates, taking over certificates, minutes of handover meeting, photographs etc***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Similar Previous Civil Construction Experience** | | | | | |
| **No.** | **Start date** | **Completion date** | **Total value of works the Contractor was responsible for (TZS)** | **Contract Name, Title, Location and Brief Description of the Works Executed by the Bidder** | **Contact details of Employer (Name, Address, Tel, E-mail)** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

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

Company Name

***NB// Your bid shall be disqualified if the capacities, experience, work in hand & work completed forms are not submitted.***

**PART II**

**All current projects underway or committed to start**

For all the works, the company must submit information requested in the following table:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **All Current Works in Hand** | | | | | | | | | |
|  | **Start date** | **Completion date** | **Total value of works the Contractor was responsible for (TZS)** | **Contract Name, Title, Location and Brief Description of the Works Executed by the Bidder** | **Contact details of Employer (Name, Address, Tel, E-mail)** | **Location** | **Percentage Completed** | **Payment collected so far** | **Remaining Payments** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |

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

Company Name

***PART III***

**Equipment**

***List information regarding relevant assets owned or to be leased by your company***

***If such assets are not owned by the bidder, please include information on how facilities, fixed and/or mobile plants and equipment will be hired or leased.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Equipment;**  As a minimum, Bidders are required to have the following equipment readily available for mobilization to the Site - Please fill in the proposal Forms provided (Schedule 7 Part III) for each of the following | **Capacity** | **Model (where applicable)** | **Current Location** | **No. Available** | **Owned /Leased** |
|  | **Assets subject to evaluation** | | | | |  |
| (i) | (i) One (1) No. Tipper Truck |  |  |  |  |  |
| (ii) | (ii) Two (2) No. Portable Concrete Mixer 1 cubic meter |  |  |  |  |  |
|  |  | | | | |  |
|  | **Additional Assets (The list of these additional assets is not subject to evaluation but for information purpose only)** | | | | |  |
|  | Provide a list of additional assets available to the contractor for the execution of the work |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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Company Name

**PART IV**

**FINANCIAL SITUATION FORM**

ITB Case No.:\_\_***ITB/2021/21456***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

***FINANCIAL REPORT : Bidder shall submit copies of credible and verificable financial statements for the last three (3) years (2017, 2018, 2019)***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Financial Data for Previous 3 Years [TZS]** | | |
| **Previous 3 Years** | **Year 1: 2017** | **Year 2: 2018** | **Year 3: 2019** |

Information from Balance Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Total Assets |  |  |  |
| Total Liabilities |  |  |  |
| Net Worth |  |  |  |
| Current Assets |  |  |  |
| Current Liabilities |  |  |  |

Information from Income Statement

|  |  |  |  |
| --- | --- | --- | --- |
| Total Revenues |  |  |  |
| Profits Before Taxes |  |  |  |
| Profits After Taxes |  |  |  |

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

Company Name

**CONSTRUCTION TURNOVER**

ITB Case No.:\_\_***ITB/2021/21456***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**A minimum total turnover of TZS 100,000,000 of all contracts within the last 3 years (2017, 2018, 2019)**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Annual Turnover Data for the Last 5 Years (Construction Works only) | | | |
| Year | Amount  Currency (TZS) | Exchange  Rate | USD  Equivalent |
| Yr. 1 |  |  |  |
| Yr. 2 |  |  |  |
| Yr. 3 |  |  |  |
| Total Construction Turnover | | |  |

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

Company Name

**RETURNABLE BID SCHEDULE 8**

**DECLARATION**

**United Nations Office for Project Services**

**Kenya Multi Country Office (KEMC)**

**UNOPS Building, UN Lane, off UN Avenue**

**P.O. BOX 783, Village Market 00621**

**Nairobi, Kenya**

Dear Sir/Madam,

**Subject: Invitation to Bid for the Construction of Laboratories & Wash Facilities** in **Jongowe Secondary School, Zanzibar, Tanzania** Case No.**ITB/2021/21436**.

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.:\_\_***ITB/2021/21436***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.:\_\_***ITB/2021/21436***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.:\_\_***ITB/2021/21436***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

We acknowledge receipt of the following Addenda, which have been taken into account in preparing the bid:

|  |  |
| --- | --- |
| **Addendum Number** | **Dated** |
|  |  |
|  |  |
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