# Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

**Technical Bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Bid Submission Form |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information Form |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Bid/Bill of Quantities |  |
| * From G: Form of Bid Security | ☒ |
| * [Add other forms as necessary] |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form F: Price Schedule Form |  |

## Form A: Bid Submission Form Lot# (Please indicate the lot #)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] | | |

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and weembrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

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

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

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

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

[*Stamp with official stamp of the Bidder*]

## Form B: Bidder Information Form Lot# (Please indicate the lot #)

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Are you a UNGM registered vendor?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues** | [Complete] |
| **Is your company a member of the UN Global Compact** | [Complete] |
| **Contact person that UNDP may contact for requests for clarifications during Bid evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured * Certificate of Incorporation/ Business Registration * Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder * Trade name registration papers, if applicable * Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any * Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Bidder’s practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures * Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney if applicable (for submission on behalf of other entity. * Local Government permit to locate and operate in assignment location, if applicable * Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country * Copy of last four years Audited Financial Statements (2018-2019-2020-2021). The bidders having not completed certified audited financial statement for 2021 can submit the report for 2017, which will be considered for evaluation * Implementation Timetable or Project Schedule indicating the sequence of activities what will be undertaken * Statements of Satisfactory Performance from the Top 3 (three) Clients * CV/Resume of proposed personnel as per form below * Confirmation and List of requested machinery and equipment using Equipment Commitment form |

## Form C: Joint Venture/Consortium/Association Information Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] | | |

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

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed** |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture ***OR***  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Form D: Eligibility and Qualification Form Lot# (Please indicate the lot #)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] | | |

If JV/Consortium/Association, to be completed by each partner.

**History of Non- Performing Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| Non-performing contracts did not occur during the last 3 years | | | |
| Contract(s) not performed in the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar relative assignments successfully completed in the last 7 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 4 years**  **\* If results for 2021 is not available the information can be updated to include 2017 instead of 2021** | Year 2021 USD  Year 2020 USD  Year 2019 USD  Year 2018 USD |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (in US$ equivalent) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio |  |  |  |

 Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies.
  2. Historic financial statements must be audited by a certified public accountant.
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Bid Lot# (Please indicate the lot #)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] | | |

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (provide details).
  2. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
  3. Quality assurance procedures and risk mitigation measures.
  4. Organization’s commitment to sustainability.

**SECTION 2: Scope of Supply, Technical Specifications, and Related Services**

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

* 1. A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
  2. Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

|  |  |  |
| --- | --- | --- |
| **Description** | **Yes/No** | **If Yes, please provide details** |
| Please confirm if any part of the works will be subcontracted |  |  |
| The Bidder shall enclose in the bid:  ☒ A certified agreement between the Contractor and the Subcontractor prior to commencement of the works. |  |  |
| The maximum percentage of the Contract value allowed to be subcontracted under this ITB is fixed at 30% of contract value, except for the pre-engineered steel buildings works, where the whole item (regardless of the percentage) can be subcontracted. The following details shall be also enclosed in the bid submission (highlight cells in the BOQ attached in this ITB to indicate subcontracting details and include a letter of confirmation):  ☒ Value of item to be subcontracted  ☒ Name of Subcontractor(s)  ☒ Full qualifications and  resources details for the proposed Subcontractor(s) for evaluation purposes. |  |  |

* 1. The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  2. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

|  |  |  |
| --- | --- | --- |
| **Description** | **Yes/No** | **If Yes, please provide details** |
| Detailed Work Plan  The Bidder shall submit a work plan that illustrates the methodology to be followed in the implementation of the work activities. The work plan shall include:   * Mobilization. * Demobilization. * Testing, commissioning & training where applicable. * Operation & maintenance manuals where applicable. * Hand over. |  |  |
| Time Schedule of Works.  This will show a detailed list of all work activities beside their duration and sequence and delivery milestones as outlined in the Technical Specification within a frame of nine 14 calendar months from the Contract start date. This schedule shall also include the critical path and resource allocation, both human and material, to assure proper planning of work activities. |  |  |
| Schedule of Material Supply.  The schedule of works shall include the dates and quantities of material supply as well as the equipment supply. No delays are accepted due to delay in or insufficient material supply for works in the local market. |  |  |
| Adequacy of the Proposal for  Quality Assurance/ Control plan |  |  |
| (QA/QC), tailored specifically to this project |  |  |
| Clearly indicate the resources (manpower & equipment) to facilitate the process of determining whether the given duration for each activity is logical or otherwise. |  |  |

* 1. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  2. List of the equipment will be committed to the project

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Equipment** | **Minimum**  **Quantity**  **(Unit)** | | **Confirmation availability of the requested**  **equipment**  **Yes/No** | **Confirmation to mobilize the required**  **equipment to be on-site within a**  **two weeks after contract**  **effectiveness**  **Yes/No** | **Bidder Response** |
| **LOT 1** | **LOT 2** |  |  |  |
| 1 | Flat Truck | 1 | 1 |  |  | Specification:  Brand:  Year:  Ownership Status (Renting or owning):  Condition: |
| 2 | Concrete Vibrator | 2 | 2 |  |  | Specification:  Brand:  Year:  Ownership Status (Renting or owning):  Condition: |
| 3 | Concrete mixer on site | 1 | 1 |  |  | Specification:  Brand:  Year:  Ownership Status (Renting or owning):  Condition: |
| 4 | Water Pump Plus water reservoir 5000L | 1 | 1 |  |  | Specification:  Brand:  Year:  Ownership Status (Renting or owning):  Condition: |
| 5 | Vibratory Plate compactor  At least 1 | 1 | 1 |  |  | Specification:  Brand:  Year:  Ownership Status (Renting or owning):  Condition: |
| 6 | Scaffolding (Metal), Upright (Height=12.5 m) – including ledger, bracings, scaffold platform, putlog, guard rail, toe board, etc. | 90 pairs | 60 pairs |  |  | Specification:  Brand:  Year:  Ownership Status (Renting or owning):  Condition: |
| 7 | Formworks shuttering and centering | 5,500 sq ft | 1,800 sq ft |  |  | Specification:  Brand:  Year:  Ownership Status (Renting or owning):  Condition: |
| 8 | Service truck | 1 | 1 |  |  | Specification:  Brand:  Year:  Ownership Status (Renting or owning):  Condition: |
| 9 | Excavator | 1 | 1 |  |  | Specification:  Brand:  Year:  Ownership Status (Renting or owning):  Condition: |
| 10 | Dump Truck | 1 | 1 |  |  | Specification:  Brand:  Year:  Ownership Status (Renting or owning):  Condition: |
| 11 | Generator set min  3000 watt | 1 | 1 |  |  | Specification:  Brand:  Year:  Ownership Status (Renting or owning):  Condition: |
| 12 | Trowel Machine | 1 | 1 |  |  | Specification:  Brand:  Year:  Ownership Status (Renting or owning):  Condition: |
| 13 | Measuring Tools: Theodolite & water pass | 1 | 1 |  |  |  |

* 1. Other related requirements (information to be provided per Lot)

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Related requirements**  *(based on the information provided in Section 5b)* | **Compliance with requirements** | | **Details or comments**  **on the related requirements** |
| **Yes, we comply** | **No, we cannot comply**  *(indicate discrepancies)* |
| Conformity to Technical Specifications and ITB  requirement |  |  |  |
| Construction Location in Majuro (Bidder to change if applying for Lot Ebeye) |  |  |  |
| Compliance with UNDP General Terms and Conditions for Works |  |  |  |
| All documentations, including catalogues, instructions and operating manuals, shall be in English |  |  |  |
| Validity of proposal for 120 days |  |  |  |
| Bid security provided |  |  |  |
| Performance security will be provided if selected |  |  |  |
| Payment terms / schedule accepted |  |  |  |

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
  2. Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Qualification of Personnel** | **Minimum**  **Quantity** | **Name and title of proposed staff** | **Confirmation availability of the requested**  **Personnel**  **Yes/No** | **CV of the**  **Personnel is attached**  **Yes/No** |
| 1 | Project Manager Qualifications:  Minimum bachelor’s degree in Project management, civil engineering or architect.  Minimum 15 years of experience in the civil works and minimum 10 years of experience in similar position. | 1 |  |  |  |
| 2 | Project Superintendent with Civil Engineer/Architect Qualification:  Minimum Bachelor Degree in Civil Engineering or Architect.  Minimum of 7 years work experience in the civil works and minimum 5 years of experience in similar position. Experience in Quantity Survey, and Electrical, Mechanical, and Plumbing Engineering. Should have license. | 1 |  |  |  |
| 3 | Safety Officer Qualification:  Minimum Bachelor Degree and knowledge and experience of health and safety of construction workers. Minimum of 7 years work experience in the civil works and minimum 4 years of experience as Safety Officer | 1 |  |  |  |

Note: Above listed list of key personnel is minimum requirement for each Lot. If the bidder is applying for both Lots, separate team composition shall be provided. Project Manager may be one specialist for both Projects.

The Bidder shall confirm availability of the following number of skilled labours for the construction.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: | Required number of skilled labor | | Number of currently available skilled labor | Comments |
|  | Lot 1 | Lot 2 |  |  |
| Carpenter | 4 | 2 |  |  |
| Mason | 4 | 2 |  |  |
| Plumber | 1 | 1 |  |  |
| Electrician | 1 | 1 |  |  |
| Mechanics | 1 | 1 |  |  |

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| **Name of Personnel** | [Insert] |
| **Position for this assignment** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency** | [Insert] |
| **Education/ Qualifications** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| **Professional certifications** | *[Provide details of professional certifications relevant to the scope of goods and/or services]* |
| * Name of institution: [Insert] * Date of certification: [Insert] |
| **Employment Record/ Experience** | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| **References** | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

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

Signature of Personnel Date (Day/Month/Year)

## FORM F: Price Schedule Form Lot# (Please indicate the lot #)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] | | |

BOQs are attached separately to this ITB as Annex:

1. Annex 1 BOQ - National Emergency Operation Center in Majuro (Lot 1)

1. Annex 2 BOQ - Emergency Operation Center in Ebeye (Lot 2)

The following breakdown of costs applied in the BOQ:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Details of cost breakdown** | | **Amount** | **% of Total Cost** | **Remarks** |
| **I** | **Direct cost** |  |  |  |  |
|  | a | Materials |  |  |  |
|  | b | Labor |  |  |  |
|  | c | Equipment |  |  |  |
|  | d |  |  |  |  |
|  |  |  |  |  |  |
| **II** | **Indirect cost** |  |  |  |  |
|  |  | **Preliminaries** |  |  |  |
|  | a | Project Management |  |  |  |
|  | b | Bonds, Insurance etc. |  |  |  |
|  | c | Permits |  |  |  |
|  | d |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **Profit and Overhead** |  |  |  |
|  |  | **Taxes** |  |  |  |

Instruction to Bidders:

1. Bidders shall indicate the currency of their Bid.

2. Bidder shall submit their Priced Bill of Quantities as attachments and upload into the e-Tendering using the following format:

a. BOQs in Spread sheet files (excel); and again

b. Same BOQs (signed and stamped) as PDF Files

3. Bid Price submitted through e-Tendering shall correspond to the total of each location, line-by-line; the Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

4. Bidders shall price for each Item in the Bill of Quantities (BOQ) as templated missing of pricing any item in the BOQ will lead to disqualify the whole offer of the respective site, Bidders should ensure to offer for all items). In case, the line item included to the cost of other item, there shall be clear note and comment reflecting it.

5. Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted shall govern. If there is an obvious gross misplacement of the decimal point in the unit price, the total amount as quoted shall govern and the unit price shall be corrected accordingly.

6.UNDP reserves the right to omit any item considered not necessary without any compensation to the successful bidder.

NOTE:

1. UNDP, during evaluation stage, shall ensure that the content of said bills of quantities is unaltered and that it remains identical to that of the original bills of quantities. In case of any discrepancy between the priced BOQ submitted by the bidder and the original bills of quantities, as posted by UNDP, the UNDP version shall prevail.
2. In case of any alteration (change, addition, modification or deletion) in the original BOQ, then this may cause rejection of the bid. If the bidder identifies any item not included to the BOQ but available in drawings, the cost of such item shall be included to the unit price of the related item and insert a note with the breakdown.
3. Bidders shall quote reasonable bid prices with an acceptable margin of deviation in comparison to the real local market prices at the time of bids preparation.
4. In case of unbalanced pricing (i.e. despite an acceptable total evaluated price, the price of one or more BOQ line items is significantly over or understated). UNDP may have the right to reject the unbalanced bid if it determines that the lack of balance does pose an unacceptable Risk to UNDP.
5. All bids must be exclusive of VAT and other applicable indirect taxes

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

## FORM G: Form of Bid Security

Bid Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called “the Bidder”) has submitted a Bid to UNDP dated Click here to enter a date. to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called “the Bid”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Bid after the date of the opening of the Bids;
3. Fails to comply with UNDP’s variation of requirement, as per ITB instructions; or
4. Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

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

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

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

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

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Stamp with official stamp of the Bank]*

*[insert: address and email address]*