
RFQ2200221263 TERMS OF REFERENCE

CONSTRUCTION WORKS IN LIBERIA

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1 Abbreviations

ITC	International Trade Centre
MICAT	Ministry of Information, Cultural Affairs and Tourism
MOCI	Ministry of Commerce and Industry
TOR	Terms of Reference
UN	United Nations
WTO	World Trade Organization
BOQ	Bill of Quantity

2 About ITC

The International Trade Centre (ITC) is a joint agency of the United Nations (UN) and the World Trade Organization (WTO) for trade-related technical cooperation in developing countries. ITC delivers integrated solutions around a core set of six focus areas. These focus areas represent a coherent set of interventions with corresponding programmes that are adapted and customized into client-focused solutions. The key six areas of ITC's technical support include: a) providing trade and market intelligence, b) building a conducive business environment, c) strengthening trade and investment support institutions, d) connecting to international value chains, e) promoting and mainstreaming inclusive and green trade, and f) supporting regional economic integration and south-south links.

ITC's work directly contributes to 10 of the Sustainable Development Goals by supporting the international competitiveness of micro, small and medium-sized enterprises (MSMEs) with value addition, trade, investment, and global partnerships for inclusive and sustainable growth. It has systems in place to monitor results and assists the global community in tracking advances towards achieving these goals.

3 Background – Liberia – Developing surf tourism and other tourism destinations

The Liberia Tourism Development project emanates from the National Export Strategy on Tourism 2016-2020 and responds to the implementation of the Strategy. It has an objective of developing the tourism sector offerings by a) improving the policy environment and institutional capacity, b) developing new tourism destinations around surfing and other historical and natural attractions, and c) undertaking targeted promotion and advocacy campaigns to promote tourism to international, regional, and domestic markets. Specifically, the project aims at: a) establishing a tourism information booth at the Monrovia Roberts International Airport, b) developing tourist reception facilities at the Robertsport beach front and the Marshall Island, and c) developing a tourism marketing strategy and a tourism brand identity for Liberia, focusing on Robertsport as a surf tourism destination.

The Project is implemented by the International Trade Centre in collaboration with the Ministry of Commerce and Industry; the Ministry of Information, Cultural Affairs and Tourism; and the United Nations World Tourism Organisation. It is funded by the Enhanced Integrated Framework Programme.

4 Purpose of the Tender

The purpose of the tender is to select a construction services company ideally with a local presence in Liberia to build a multipurpose surf house in the city of Robertsport (Lot1) and a Tourist Reception Facility in the city of Tuzor (lot2), both in the county of Grand Cape Mount in Liberia.

5 Scope of Work

There are (02) two Lots as per the BOQs and drawings. ITC will accept partial bids, i.e. for one lot. All material used must be new.

- Study the drawings ITC and the bill of quantities provided by ITC in Annex C and in Annex D for both lot 1 and lot 2, respectively.

- In line with the drawings and measurement provided, the contractor is expected to construct the desired buildings deploying appropriate construction materials as specified in the bill of quantities at minimum.
- The selected contractor shall ensure and attest that the right quantities, qualities, and standard of materials will be deployed for the construction work. All material used must be new.

At different stages of phases of the construction work, the contractor is required to provide regular update and report on progress of the construction work to ITC.

6 Mandatory site visit

Interested vendors are required to participate, at their own expenses, in the mandatory site visit to have a better understanding of the request. To participate in the visit, interested vendors must register first by contacting by email the procurement officer in charge of this tender at akponton@intracen.org and indicate their company name and day and time of their visit as per the available days listed below.

Sites visits possible days and time:

Tuesday 19 July 2022 from 10AM to 12PM (Noon).

Wednesday 20 July 2022 from 10AM to 12PM (Noon).

Thursday 21 July 2022 from 10AM to 12PM (Noon).

The exact location of the sites will be communicated to the participants only.

Important: It is to note that only vendors who would have visited the sites will be considered to tender.

7 Estimated work duration

The selected contractor is expected to complete the entire construction work within two months after the signature of the contract once selected for the assignment.

8 Deliverables

The selected contractor is expected to deliver a fully completed building as per the designs and requirements provided in the BOQs.

The selected contractor will be required to submit a final report, at the end of the activities, covering the entire construction activities carried out during the implementation period.

9 Payment terms and schedule.

ITC will only make payments based on satisfactory achievement, acceptance, and validation by ITC project team of specific deliverables. Also, please note that ITC does not make advance payments and is exempt from paying Value Added Tax (VAT) and any other form of taxes or duties as per article 18 of the United Nations General Conditions of Contract (cf Annex A).

Standard terms of payment are of 30 days due net at the end of the contract when all deliverables are rendered. However, on this occasion, ITC is offering the following schedule of payments.

LOT1 Payment terms offer:

- ITC will pay the service provider 20% of the total amount after completion of the foundation works (parts A, B & C of the BOQ) and upon validation, and acceptance by ITC.
- ITC will pay the service provider the remaining 40% of the total amount after completion of the building structure (parts D, E, F & G of the BOQ) and upon validation and acceptance by ITC.
- ITC will pay the service provider the remaining 40% of the total amount after finalization of the plumbing, electricity works and final painting (parts H, I J, K, L of the BOQ) + submission of the final report and upon validation and acceptance by ITC.

LOT2 Payment terms offer:

- ITC will pay the service provider 20% of the total amount after completion of the preliminary and foundation works (parts A, B of the BOQ) and upon validation, and acceptance by ITC.
- ITC will pay the service provider the remaining 40% of the total amount after completion of the building structure (parts C, D, E & F of the BOQ) and upon validation and acceptance by ITC.

- ITC will pay the service provider the remaining 40% of the total amount after finalization of the plumbing, electricity works, plastering, iron and tiling and final painting (parts G, H, I, J, K, L of the BOQ) + submission of the final report and upon validation and acceptance by ITC.

As per UN standard terms of payment, payment takes within thirty (30) days, after receipt of a valid invoice and certification of acceptance of the services issued by the proper authority in ITC with direct supervision of the Contractor. Payment will be released by bank transfer in the currency of the contract. All invoices must be sent to payments@intracen.org bearing the contract purchase order number or they will not be processed.

10 Required document for the offer

The contractor shall be required to submit the following documents:

- Annex A signed to show acceptance;
- Company legal form of incorporation and legal certificate;
- Construction licence or certificate in Liberia;
- UNGM (United Nations Global Market Place, please register at www.ungm.org) registration number;
- Track record of accomplished previous similar works with three valid references;
- All material specification and necessary documentation;
- Offer for the chosen Lot (Lot1 or Lot2 or Lot1+Lot2).

Please fill in below the check list provided in annex E

	Minimum Requirement	Tick appropriate box		Comments, if any
		yes	no	
1.	Acceptance of UN General Conditions of Contract for the provision of goods and services.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Ability to supply the following LOTS	Lot 1 <input type="checkbox"/> Lot 2 <input type="checkbox"/>		
3.	Site Visited	Site 1 <input type="checkbox"/> Site 2 <input type="checkbox"/>		
4.	Company legal form of incorporation provided	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Construction licence or certificate provided	<input type="checkbox"/>	<input type="checkbox"/>	
6.	UNGM Registration ID provided	<input type="checkbox"/>	<input type="checkbox"/>	
7.	At least five years' experience in building construction	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Minimum three references from former clients in providing similar construction works (referees contact details)	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Proof of mastering English language provided for the contractor's focal point person	<input type="checkbox"/>	<input type="checkbox"/>	

In addition, the participating vendor is required to submit a separate financial offer as per the attached BOQ in Annex C that includes a total fix price for the whole work package, date sign the financial offer and provide

specifications of all items. Any changes in the number of items requested by ITC must be clearly mentioned and justified.

The financial offer must include the currency. Should the financial offer be provided in a currency different than USD, the amount will be converted in USD using the United Nations exchange rates for the purpose of evaluation. The financial offer shall remain valid for a period of 180 days following the tender closing date.

ITC is exempt of taxes and duties; therefore, please do not include VAT or any other duties/fees in your offer.

ITC shall accept no liability for expenses not reflected in the submitted offer.

Participating vendors are encouraged to enclose all necessary supporting documents to their offer.

Important note: Any financial offer not submitted as per the BOQs sheets provided in Annex C will not be considered.

11 Qualification Required/Competence & experience

- The selected contractor shall have demonstrated previous experience in construction of buildings over a period of at least the past five years and be able to provide testimonials for the work previously accomplished.
- Communication and reporting of project activities shall be done in English language. Proof of mastering this language is required for the contractor's focal point person.

12 Evaluation of the offers

ITC will only consider the offers that have passed the mandatory preliminary criteria:

- Acceptance of United Nations General Terms and Conditions; and
- Compliance in submitting the mandatory documents and information requested : Company legal form and incorporation and UNGM registration number + Construction licence or certificate.
- Track record of organizing previous similar works with minimum three (3) valid references.
- Proof of mastering English language for the contractor's focal point.
- Having participated to the sites visits.

Subsequently, ITC will review the financial offer provided of the compliant vendors and all the supporting technical documentation for the material provided. Vendors must use the excel sheet provided in Annex C to submit their price offer.

In making the final decision, ITC considers both technical and financial aspects. Awards will be given on the basis on best value for money to ITC.

Offers not fulfilling the requirements or deviating from them may be rejected from the selection process

13 Estimated procurement tender process timeline

Activity Description	Estimated timeframe
Publication of the tender	13 July 2022
Mandatory site visit	19-21 July 2022
Deadline to submit clarification questions - publication of the answers	27 July – 3 August 2022
Deadline to submit the offers	17 August 2022
ITC evaluation & award notification	From 18 August 2022
Expected start of contract	Ideally by end August 2022