

PARTICULARS

The following specific data shall complement, supplement or amend the provisions in **Section I: Instructions to Bidders**. In case there is a conflict, the provisions herein shall prevail over those in **Section I: Instructions to Bidders**.

[To select an option, put an **X** over the relevant blank box]

Relevant Article in Section I: Instructions to Bidders	Particulars
Scope of Quotation (Article 1)	<p>The Works include the construction of <u>two block Classroom Buildings, standard Hybrid toilets, Outpatient Department, Staff Residence, with civil works such as water supply system, sanitations, drainage, fencing and gate and landscaping in [Tigray Region, Ethiopia as categorized in Two (2) Lots below and]</u> as further described in Section III: Conditions of Contract, Section IV: Schedule of Details, Section V: Requirements and Section VI: Returnable Schedules of this RFQ.</p> <p>The title, summary, and number of lots are as follows: Bidders are allowed to participate in one (1) or two (2) Lots</p> <p>LOT-1: Sereгна Primary School</p> <p>Project Name: Construction of two Classroom buildings, School Toilet Building for Sereгна Primary School</p> <p>Location : (12.73326667°N, 39.50588667°E) in the woreda of Endamhoni about 8 Km south of Maichew town, It can be accessed 4 Km along the Maichew- Alamata road and another 4Km on rough road.</p> <p>Description of Works: Construction of Classroom Building with two blocks comprising 6 classrooms and Construction of a standard hybrid type toilet. The work includes water supply system, sanitations, electrical installation systems of Solar power source & external works all as shown on the drawings and bill of quantities.</p> <p>LOT-2: Semret Health Post</p> <p>Project Name: Construction of Outpatient Department, Staff Residence and a standard hybrid toilet;</p> <p>Location : Semret health post is located at the Geographical coordinates of (12.7340056°N, 39.5043274°E) in the town of Endamokoni. The health post is near the Serenga primary school and accessed by a gravel road connecting it to the village</p> <p>Description of Works: Construction of Outpatient Department, Staff Residence and a standard hybrid toilet including Ancillary works such as landscaping, walkways, fence and gate.</p>

Contact for correspondence, notifications and requests for clarifications
(Article 1)

All correspondence, notifications, and requests for clarifications in relation to this RFQ shall be sent to:

☐ **Name:** Anteneh Berhanu

☐ **Anonymous**

Address:

Email address: etoh.procurement@unops.org

Telephone/mobile number:

ATTENTION: Quotations shall not be submitted to the above address but to the address for quotation submission as set out below (see Article 23 [Quotation Submission]).

Interpretation of the RFQ
(Article 2)

This RFQ is conducted in accordance with the applicable provisions of the UNOPS Procurement Manual (the latest version can be accessed on the [UNOPS website](#)), and other relevant Operational Directives and Operational Instructions that are referred to in the UNOPS Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

Bidder Eligibility
(Article 4)

☒ **No nationalities are excluded from submitting a quotation.**

☐ A bidder which is of any of the following nationalities is not eligible to submit a quotation:

☐ Any other requirements: Bidders with experience and License in the Tigray Region are highly encouraged.

Clarification of the RFQ
(Article 8)

and

Amendments to the RFQ
(Article 3)

Requests for clarification from bidders will not be accepted any later than: 3 Days from the bid closing date.

☒ **Responses to requests for clarification and/or amendments will be sent to bidders that received the RFQ directly from UNOPS.**

☒ **Responses to requests for clarification and/or amendments shall be communicated to bidders by posting responses on the [United Nations Global Marketplace \(UNGM\)](#) under:**

RFQ ref. No.: ETMCO ETH RFQ 2024 06 - Construction of Sereгна Primary School and Semret Health Post

Other instructions for accessing responses on the website:

**Clarification or
Pre-bid Meeting**
(Article 9)☐ A clarification or pre-bid meeting will not be held.☒ A clarification or pre-bid meeting will be held as follows:**Date:** March 25, 2024**Time:** 2:00 PM to 4:00PM**Location:** Mekelle in UNOPS office for those attending in person**Email address to confirm participation and provide details of the bidder's
representatives:****etoh.procurement@unops.org**☐ Participation in the clarification meeting is mandatory.☒ Participation in the clarification meeting is not mandatory but is strongly
encouraged to avoid the risk of non-compliant quotations.**Site Inspection**
(Article 10)☒ A Site inspection will not be held.☐ A group Site inspection will be held as follows:**Date:** / /**Time:** : :**Location:** ☐ The Site inspection is mandatory.☐ The Site inspection is not mandatory but is strongly encouraged to avoid
the risk of non-compliant quotations.☐ Bidders shall notify UNOPS [insert number of days] days in advance as to
whether or not they intend to participate in the Site inspection and shall
give the details of their representatives who will attend.☒ Bidders may carry out their own Site inspection with the prior written approval
of UNOPS.

**Content of
Quotation
Submissions**
(Article 11)

Bidders shall include the following completed documents in their quotation. The list below is relevant for bidders to document their compliance to the evaluation criteria and matches the list in the **Request for Quotation Letter**.

Schedule 0 [RFQ Schedules]

- Schedule 0.1 [Quotation Submission Declaration]
- Schedule 0.2 [Bidder's Information]
- Schedule 0.3 [Joint Venture Partner Information] - Not USED
- Schedule 0.4 [Capacity and Experience]
- Schedule 0.5 [Format for Resume of Proposed Key Personnel]
- Schedule 0.6 [Statement of Exclusivity and Availability] - NOT USED
- Schedule 0.7 [Performance Statement]
- Schedule 0.8 [Form for Bid Security] - NOT USED
- Schedule 0.9 [DRIVE Supplier Sustainability Questionnaire]
- Schedule 0.10 [Dispute Details]
- Schedule 0.11 [Acknowledgement of the Addenda]
- Schedule 0.12 [Quotation/No Quotation Confirmation]
- Schedule 0.13 [Quotation Checklist]

Schedule 1 [Contract Details]

- Schedule 1.2 [Details Provided by the Contractor]

Schedule 4 [Contract Schedules from the Bidder]

- Schedule 4.1 [Quantities and Rates]
 - ◆ Schedule 4.1.A [Bill of Quantities]
 - ◆ Schedule 4.1.B [Daywork Schedule]
- Schedule 4.2 [Programme]
- Schedule 4.3 [Method Statement]
- Schedule 4.4 [Key Personnel]
- Schedule 4.5 [Organizational Structure]
- Schedule 4.6 [Subcontractors]
- Schedule 4.7 [Contractor's Equipment and Machinery]
- Schedule 4.8 [Sources of Naturally Occurring Materials]
- Schedule 4.9 [Insurance Details and Insurances]
- Any other:

**Exclusivity and
Availability
Statement**
(Article 12)

- ☒ Exclusivity and availability statements are not required.
- ☐ Bidders shall submit exclusivity and availability statements for all the proposed Key Personnel listed in Schedule 4.4 [Key Personnel] in accordance with the form set out in Schedule 0.6 [Statement of Exclusivity and Availability].

**Quotation Validity
Period**
(Article 14)

From the deadline for quotation submission, the quotation shall remain valid for acceptance by UNOPS for:

- ☐ Sixty (60) days
- ☒ Ninety (90) days
- ☐ Any other period: _____

Partial Quotations (Article 15)	<input type="checkbox"/> Partial quotations shall not be allowed. Bidders must quote prices for the total Works representing the complete requirements under Section V: Requirements . Evaluation will be done for the total requirement. <input checked="" type="checkbox"/> Bidders shall be allowed to quote prices for one (1) or two (2) lots identified in Section V: Requirements . However, for each lot included in the partial quotation, bidders must submit a quotation one hundred (100) percent of the Works specified for the lot and one hundred (100) percent of the quantities specified for each item of the lot. Evaluation will be done per lot.
Alternative Quotations (Article 16)	<input checked="" type="checkbox"/> Alternative quotations are not accepted. <input type="checkbox"/> Alternative quotations are accepted. Conditions to accept alternative quotations as per the UNOPS Procurement Manual, Section 6.5.2, paragraph (g) are: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Bid Security (Article 17)	<input checked="" type="checkbox"/> Bid security is not required. <input type="checkbox"/> Bidders shall submit a bid security as part of the quotation in the Amount: <div style="border: 1px solid black; width: 150px; height: 15px;"></div> Currency: <div style="border: 1px solid black; width: 150px; height: 15px;"></div> In the form of: <input type="checkbox"/> A bank guarantee as set out in Schedule 0.8 [<i>Form for Bid Security</i>] <input type="checkbox"/> A bond <input type="checkbox"/> A demand draft <input type="checkbox"/> Cashier's cheques <input type="checkbox"/> Irrevocable cheques certified by a bank <input type="checkbox"/> Other: <div style="border: 1px solid black; width: 150px; height: 15px;"></div>
Quotation Currency(ies) (Article 18)	Prices shall be quoted in: Currency(ies): <u>USD</u>
Duties and Taxes (Article 19)	All quotations shall be submitted net of any direct taxes, including: <input type="checkbox"/> Customs duties <input checked="" type="checkbox"/> Indirect taxes, such as sales taxes or VAT <input type="checkbox"/> Taxes on commodities such as fuel <input type="checkbox"/> Other: <div style="border: 1px solid black; width: 150px; height: 15px;"></div>
Language of Quotations (Article 21)	All quotations, information, documents and correspondence exchanged between UNOPS and the bidders in relation to this process shall be in: <input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Other: <div style="border: 1px solid black; width: 150px; height: 15px;"></div>

**Deadline for
Quotation
Submission**
(Article 22)

All quotations must be submitted by:

Time: 12:00 PM - mid day**Time zone or city/country: Mekelle , Ethiopia****Date: April 2, 2024****Quotation
Submission**
(Article 23)

Quotations must be submitted as follows:

- ☒ By mail or personal delivery in **an envelope**, as detailed below, by the deadline for quotation submission.

Personal delivery shall be made between the hours of **08:30 AM** and **12:00 PM** on UNOPS regular working days by the deadline for quotation submission.

The **envelope** shall be labelled as follows:

UNOPS

Procuring entity:ETMCO, Ethiopia Country Office

City: Mekelle

Country: ETHIOPIA

Attn.: Chairperson, Bid-Opening Panel.

RFQ ref. No.: ETMCO/ETH/RFQ/2024/06

Deadline for quotation submission

Time: 12:00 PM

Time zone or city/country: Mekelle, Ethiopia

Date: 02 April 2024

From:

Bidder's name:

Address and details:

The envelope shall contain one soft copy and One hard copy of all the duly filled and signed returnable Schedules. The quotation shall be prepared in duplicate with one hard copy marked "Original" and the other marked "Copy". In the event of any discrepancy between the soft and/or the hard copies of the quotation, the quotation marked as "Original" shall govern.

- ☐ By email to secure email address: [Insert secure quotation email address], as detailed below by the deadline for quotation submission.

The email subject line shall read **"RFQ ref. No. - RFQ/202#/##### - Technical and Financial Quotation - [bidder's name]"**. Any email sent, including all attached documents, shall not exceed 8 megabytes. If the content for the quotation exceeds 8 megabytes, then several separate emails should be sent, with a clear suffix (e.g., "1 of 3", "2 of 3" and "3 of 3), so that each email is no more than 8 megabytes. In order to facilitate the UNOPS evaluation process, documents attached should be named and numbered according to the section/Schedule name and number of this RFQ and – where possible – PDF documents should be provided in a format which allows text searches within the document.

ATTENTION: Please do not send the emails with your quotation to any other email address different from the secure quotation email address.

**Opening of
Quotations**
(Article 25)

- ☒ Public quotation opening will not be held.
- ☐ Public quotation opening will be held as per below details:

Date: / / **Time:** : **Venue:** **Address:** **Type of Contract to
be awarded**
(Article 33)

UNOPS will sign the following Contract with the awarded bidder(s):

- Construction Contract for Small Works: Instrument of Agreement
- Construction Contract for Small Works: General Conditions of Contract
- Construction Contract for Small Works: Particular Conditions of Contract
- Construction Contract for Small Works: Schedules

Signing of Contract
(Article 33)

UNOPS plans to award the Contract by:

Date: May 15, 2024