

## 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**.

Relevant Article in Section I: Instructions to Bidders	Particulars
<b>Scope of Quotation</b> (Article 1)	The Works include the <b>Current repair of the basement premises with the installation of the simplest shelter of the Inhulsky Lyceum, Inhulka Village Council, Bashtanka region, Mykolaiv, Ukraine</b> as further described in <b>Section III: Conditions of Contract, Section IV: Schedule of Details, Section V: Requirements</b> and <b>Section VI: Returnable Schedules</b> of this RFQ.
<b>Contact for correspondence, notifications and requests for clarifications</b> (Article 1)	Interested vendors must respond to this tender using the UNOPS eSourcing system, via the UNGM portal. In order to access the full UNOPS tender details, request clarifications on the tender, and submit a vendor response to a tender using the system, vendors need to be registered as a UNOPS vendor at the UNGM portal and be logged into UNGM. For guidance on how to register on UNGM and submit responses to UNOPS tenders in the UNOPS eSourcing system, please refer to the user guide and other resources available at: <a href="https://esourcing.unops.org/#/Help/Guides">https://esourcing.unops.org/#/Help/Guides</a>
<b>Interpretation of the RFQ</b> (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 <a href="#">UNOPS website</a> ), 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.
<b>Bidder Eligibility</b> (Article 4)	<input checked="" type="checkbox"/> No nationalities are excluded from submitting a quotation.
<b>Clarification of the RFQ</b> (Article 8)	Requests for clarification from bidders will not be accepted any later than:  <b>18:00, Kyiv time, 27 September 2024</b>
and  <b>Amendments to the RFQ</b> (Article 3)	<input checked="" type="checkbox"/> Responses to requests for clarification and/or amendments shall be communicated to bidders by posting responses on the <a href="#">United Nations Global Marketplace (UNGM)</a> under:  <b>RFQ ref. No.: RFQ/2024/53833</b> Other instructions for accessing responses on the website: not applicable

**Clarification or  
Pre-bid Meeting**  
(Article 9)

**X** A clarification or pre-bid meeting will be held as follows:

**Date: 19 September 2024**

**Time: 15:00 Kyiv time**

**Location: Virtual meeting via GoogleMeet.**

**Email address to confirm participation and provide details of the bidder's representatives:** Interested Bidders should confirm their participation in the meeting **before 11:00 am Kyiv time on 19 September, 2024** by providing their contact details (email address) through e-sourcing system clarification tool.

**X** Participation in the clarification meeting is not mandatory but is strongly encouraged to avoid the risk of non-compliant quotations.

**Site Inspection**  
(Article 10)

**X** A group Site inspection will be held as follows:

**Date: 24 September 2024**

**Time: 13:30 Kyiv time**

**Location: 49 Sadova Street, Inhulka village, Bashtanka district, Mykolaiv, Ukraine**

**X** The Site inspection is not mandatory but is strongly encouraged to avoid the risk of non-compliant quotations.

**X** Bidders shall notify UNOPS **one (1)** day 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.

**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]
- 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] - **NOT USED**
- Schedule 0.13 [Quotation Checklist] - **NOT USED**

**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] - **NOT USED**
- Schedule 4.2 [Programme], including Works Programme Schedule Template
- 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] - **NOT USED**
- Schedule 4.9 [Insurance Details and Insurances]
- Any other:
  - ◆ Company Registration documents
  - ◆ Copies of at least three (3) similar contracts (in terms of value and scope) implemented in the last three (3) years.
  - ◆ Copy of (audited) financial statements for the last three (3) years
  - ◆ Copy of valid permit for the proposed works or equivalent document
  - ◆ Copies of diplomas and professional certifications of proposed Key Personnel
  - ◆ List of non-key personnel (Workforce Capacity) that will be included in the project implementation (name, position, years of experience in the subject matter)

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

**X** Exclusivity and availability statements are not required.

<b>Quotation Validity Period</b> (Article 14)	From the deadline for quotation submission, the quotation shall remain valid for acceptance by UNOPS for: <b>X</b> Ninety (90) days
<b>Partial Quotations</b> (Article 15)	<b>X</b> Partial quotations shall not be allowed. Bidders must quote prices for the total Works representing the complete requirements under <b>Section V: Requirements</b> . Evaluation will be done for the total requirement.
<b>Alternative Quotations</b> (Article 16)	<b>X</b> Alternative quotations are not accepted.
<b>Bid Security</b> (Article 17)	<b>X</b> Bid security is not required.
<b>Quotation Currency(ies)</b> (Article 18)	Prices shall be quoted in: Currency(ies): <b>USD</b>
<b>Duties and Taxes</b> (Article 19)	All quotations shall be submitted net of any direct taxes, including: <b>X</b> Indirect taxes, such as sales taxes or VAT
<b>Language of Quotations</b> (Article 21)	All quotations, information, documents and correspondence exchanged between UNOPS and the bidders in relation to this process shall be in: <b>X</b> English
<b>Deadline for Quotation Submission</b> (Article 22)	All quotations must be submitted by: <b>Time: 12:00 pm</b> <b>Time zone or city/country: Kyiv, Ukraine</b> <b>Date: 07 October 2024</b>
<b>Quotation Submission</b> (Article 23)	Quotations must be submitted as follows: <b>X</b> Using the UNOPS eSourcing system, via the UNGM portal. In order to access the full UNOPS tender details, request clarifications on the tender, and submit a vendor response to a tender using the system, vendors need to be registered as a UNOPS vendor at the UNGM portal and be logged into UNGM. For guidance on how to register on UNGM and submit responses to UNOPS tenders in the UNOPS eSourcing system, please refer to the user guide and other resources available at: <a href="https://esourcing.unops.org/#!/Help/Guides">https://esourcing.unops.org/#!/Help/Guides</a>
<b>Opening of Quotations</b> (Article 25)	<b>X</b> Public quotation opening will not be held.
<b>Type of Contract to be awarded</b> (Article 33)	UNOPS will sign the following Contract with the awarded bidder(s): <ul style="list-style-type: none"> <li>Construction Contract for Small Works: Instrument of Agreement</li> <li>Construction Contract for Small Works: General Conditions of Contract</li> <li>Construction Contract for Small Works: Particular Conditions of Contract</li> <li>Construction Contract for Small Works: Schedules</li> </ul>
<b>Signing of Contract</b> (Article 33)	UNOPS plans to award the Contract by tentatively: <b>Date: 1 November 2024</b>