# SECTION II: EVALUATION METHOD AND CRITERIA

Bids submitted in response to this ITB shall be evaluated on the basis of the “lowest priced, substantially compliant” methodology, which consists of the following steps:

1. **Preliminary screening of bids using formal and eligibility criteria:** This includes an assessment of whether bids comply with the formal and eligibility criteria stated in the “Formal and Eligibility Criteria” table below. All bids substantially compliant at this stage will go through subsequent evaluation as follows.
2. **Technical evaluation using qualification criteria:** This determines which bids are substantially compliant to the qualification criteria stated in the “Qualification Criteria” table below, and rejects non-compliant bids. Only bids meeting or exceeding the qualification criteria shall be considered substantially compliant.
3. **Technical evaluation using technical criteria:** This determines each bid’s technical compliance with the pre-defined technical criteria as identified in the “Technical Criteria” table below. Only bids meeting or exceeding the technical criteria shall be considered substantially compliant. The technical evaluation shall be completed prior to initiating the financial evaluation.
4. **Financial evaluation:** Financial evaluation of the bids shall only be conducted for the bids that have been determined to be substantially compliant in the technical evaluation. Bids qualifying for a financial evaluation shall be checked for any arithmetic errors following Article 28 [*Minor Informalities, Errors or Omissions*]. Schedule 4.1.A [*Bill of Quantities*] shall be used for the financial evaluation. Schedule 4.1.B [*Daywork Schedule*] will not be used for the financial evaluation but will inform the assessment of reasonableness of cost. The lowest priced bid among the substantially compliant bids will be selected for award.
5. **Background check/due diligence:** After completion of the evaluation but prior to the award, UNOPS shall conduct background checks/due diligence on the bidder recommended for award, to confirm that the bidder meets the criteria set forth in this ITB or as appropriate to the nature of the procurement process. UNOPS may reject a bidder's bid on the basis of the findings. Bidders shall permit UNOPS representatives to access their facilities at any reasonable time to inspect the bidder's premises, equipment, Plant or Materials.

At any time during the evaluation process, UNOPS may request clarification or further information in writing from bidders. The bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their bid. UNOPS may use such information to interpret and evaluate the relevant bid.

UNOPS evaluation of a bid shall take into account the evaluation criteria described in the following tables.

| 1. **FORMAL AND ELIGIBILITY CRITERIA** | |
| --- | --- |
| **Criteria evaluated on a pass/fail basis during the preliminary screening** | **Documents to establish compliance with the criteria** |
| 1. The bidder, including each member of the Joint Venture, consortium, or association and/or Subcontractor (as applicable), is eligible as defined in **Section I: Instructions to Bidders**, Article 4 [*Bidder Eligibility*]. | * Schedule 0.1 [*Bid Submission Declaration*] * Schedule 0.2 [*Bidder's Information*] * Schedule 0.3 [*Joint Venture Partner Information*], all documents as required in the Schedule, in the event that the bid is submitted by a Joint Venture.**(NOT USED)** * Schedule 0.12 [*Self-disclosure*] * UNGM supplier ineligibility lists |
| 1. The bid is complete, i.e., all documents and technical documentation requested in **Section I: Instructions to Bidders**, Article 11 [*Content of Bid Submissions*] have been provided and are complete. | * All documentation as requested under **Section I: Instructions to Bidders**, Article 11 [*Content of Bid Submissions*] |
| 1. The bidder accepts conditions of the Contract as specified in **Section III: Conditions of Contract.** | * Schedule 0.1 [*Bid Submission Declaration*] |
| 1. A bid security is provided. | * Schedule 0.8 [*Form for Bid Security*] **(NOT USED)** |
| 1. Bidder has Renewed Business License for 2024/2025 GC (2017 EC) and Tax Registration Certificate(s) from appropriate Government Authority in Ethiopia. | * Business License and TAX registration and VAT registration Documents. |

| **2. QUALIFICATION CRITERIA** | |
| --- | --- |
| **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance  with the criteria** |
| 1. **Financial capability**   The bidder has sufficient liquidity, demonstrated by the ratio of “average current assets / current liabilities” over the last **Two (2)** years which must be equal to or greater than one (1) or the bidder has access to a line of credit or bank overdraft or other financial means to meet a working capital/cash flow requirement of **30 Million ETB** (should the bidder be selected). | * Copy of audited financial statements for the last **Two (2)** years * A letter from a financial institution/bank confirming access to a line of credit or other financial means |
|
| 1. **Financial capability**   The bidder has an annual turnover of **minimum 150 Million ETB** in any one of the last **[Five (5)]** years. | * Copy of audited financial statements for the last **[Five (5)]** years |
| 1. The bidder has been in continuous business during the last **Ten (10]** year. | * Certification of incorporation of the bidder |
| 1. The bidder has experience successfully delivering similar **two similar** construction works contracts during the last [**Ten (10)**] years prior to bid opening:Similarly, in the nature of the works; 2. Projects with a minimum value of **ETB 30 Million**, and 3. Bidder’s involvement as a prime contractor 4. Similarity on at least on one of the project on the nature of the client (International NGO or relief organizations) 5. Experience in collaborative project | * Schedule 0.4 [*Capacity and Experience*] * Schedule 0.7 [*Performance Statement*] * Provide documentation demonstrating experience in collaborating with other contractors on the same project. |
| 1. The bidder has the registration under the category/grade **GRADE ONE to TWO CATEGORY**certified by Construction Minister, Construction Companies Certificate of Competence (CoC) that clearly indicate the LEVEL | * Certification of registration |
| 1. **Multiple contracts**   Bidders who have engaged live contracts with UNOPS-HAMCO should come up with independent resources and by any means shall NOT overlap with any of the previous bids that had been concluded in a contract agreement with UNOPS-HAMCO. | * In case the bidder is participating in the bid floated by UNOPS or has an active contract with UNOPS, the bidder must propose an independent team and resource for each bid/ contract to be qualified for multiple awards. |

| **3. TECHNICAL CRITERIA** | |
| --- | --- |
| **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance  with the criteria** |
| To be substantially compliant, bidders must meet all the minimum requirements/criteria and score ‘pass’ against each of the criteria. | In **Section VI: Returnable Schedules**:   * All schedules under Schedule 4 [*Contract Schedules from the Bidder*] * Schedule 0.5 [*Format for Resume of Proposed Key Personnel*] |

| **Parts of the Technical Bid Evaluation: Number and description** | | **Obtainable rating** |
| --- | --- | --- |
|
| **1.** | Bidder’s capacity and expertise | Pass/Fail |
| **2.** | Proposed methodology, approach and implementation plan | Pass/Fail |
| **3.** | Key personnel proposed | Pass/Fail |
| **4.** | Key equipment proposed | Pass/Fail |
| **5.** | Oral presentations | Pass/Fail |

| **Part 1: Bidder's capacity and expertise** | | |
| --- | --- | --- |
| **No.** | **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance with the criteria** (not exhaustive) |
| **1.1** | The bidder has the general organizational capability that can support effective implementation: management structure, financial stability and project financing capacity, project management controls, and the extent to which any work would be subcontracted. | * Copy of audited financial statements for the last **Three (3)** years * Schedule 4.5 [*Organizational Structure*] * Schedule 4.6 [*Subcontractors*] |
| **1.2** | The bidder has relevant specialized knowledge and experience on similar works done in the region or country. | * Schedule 0.4 [*Capacity and Experience*] * Schedule 0.7 [*Performance Statement*] |
| **1.3** | The bidder has the capacity to undertake the scope of Works in addition to its current workload. | * Schedule 0.4 [*Capacity and Experience*] |

| **Part 2: Proposed methodology, approach and implementation plan** | | |
| --- | --- | --- |
| **No.** | **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance with the criteria** (not exhaustive) |
| **2.1** | The bid (in particular, the detail of the Works) is substantially compliant and does not contain any material deviation(s) from the minimum requirements as stipulated in **Section V: Requirements**, which indicates the bidder's understanding of these requirements. | * All schedules under Schedule 4 [*Contract Schedules from the Bidder*] in **Section VI: Returnable Schedules** |
| **2.2** | The preliminary Programme is substantially compliant and does not contain any material deviation(s) from the requirements as stipulated in **Section V: Requirements**. The bidder's preliminary Programme and outline statement of proposed methods demonstrate the bidder's capacity to plan and programme the Works within timelines that are consistent with industry practices, the Project requirements and proposed methodology. | * Schedule 4.2 [*Programme*] * Schedule 4.3 [*Method Statement*] |
| **2.3** | The bid satisfactorily demonstrates that the requirements for insurance will be met, either through demonstrating that the bidder’s insurances comply with the requirements of the ITB (if any), or by providing a confirmation letter that the bidder will effect the required insurances as specified under Schedule 3.11 [*Insurance Requirements*], if selected. | * Schedule 4.9 [*Insurance Details and Insurances*] * Confirmation letter (or draft policy) from an insurer stating that the required insurance policies will be provided to the bidder, if selected. |
| **2.4** | The bid satisfactorily demonstrates that the health, safety, social and environmental (HSSE) requirements in relation to the Works will be consistently met. | * Schedule 4.3 [*Method Statement*] |
| **2.5** | The bidder’s proposed subcontractors and suppliers, if identified, are proposed to undertake appropriate quantities of Works and have demonstrated the capacity to undertake the work and are located in appropriate locations. | * Schedule 4.6 [*Subcontractors*] |
| **2.6** | The bidder's proposed sources of naturally occurring materials are from a responsible and appropriate location, and the materials comply with the standards stipulated in the ITB. | * Schedule 4.8 [*Sources of Naturally Occurring Materials*] |
| **2.7** | The preliminary Programme and method statement details how the different work elements shall be organized, controlled and delivered based on the quality management system proposed by the bidder. | * Schedule 4.2 [*Programme*] * Schedule 4.3 [*Method Statement*] |

| **Part 3: Key personnel proposed** | | |
| --- | --- | --- |
| **No.** | **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance with the criteria** (not exhaustive) |
| **3.1** | The composition and structure of the team proposed is appropriate and the proposed roles of the management and the team of Key Personnel is suitable for the provision of the necessary Works. | * Schedule 4.4 [*Key Personnel*] * Schedule 4.5 [*Organizational Structure*] |
| **3.2** | The qualifications and experience of Key Personnel proposed meet the established requirements.   * Project Manager (1) * Site Engineer (1) * Office Engineer (1) * Licensed Surveyor (1) * Health, Safety and Environment project officer (1) * Lead General Forman (1) | * Schedule 0.5 [*Format for Resume of Proposed Key Personnel*] * Schedule 4.4 [*Key Personnel*] |

| **Part 4: Key equipment proposed** | | |
| --- | --- | --- |
| **No.** | **Criteria evaluated on a pass/fail basis during the technical evaluation** | **Documents to establish compliance with the criteria** (not exhaustive) |
| **4.1** | The proposed equipment meets the established requirements in Schedule 3.10 [*Equipment and Machinery Requirements*] and demonstrates the capacity of the bidder to undertake the work.   * Concrete Mixer (350 lit) (1) * Mobile Mixer 1m3 Capacity (1) * Mobile Truck Mixer (1) * Chain Excavator with Jack hammer(1) * Wheel Loader (1) * Stationary Crane,1 Ton and above (1) * Damp truck: 14 m3 capacity (2) * 4WD pickup (4 seats), one model year 2017 or newer(2) * Roller Compactor - 10 Ton (1) * Plate Compactor (1) * Concrete vibrator (3) * Surveyor Equipment (Total station) (1) * Water Tank 10,000 lit (2) * Water pump with lifting head greater than 3 bar (2) * Diesel Generator, with capacity greater than 100 KVA (1) | * Schedule 4.7 [*Contractor's Equipment and Machinery*] |

| **Part 5: Oral presentations (NOT USED)** | |
| --- | --- |
| **No.** | **Criteria evaluated on a pass/fail basis during the technical evaluation** |
| **5.1** | **Oral presentation:**  All bidders who presented substantially compliant bids in evaluation parts [insert Part numbers, e.g., 1, 2, 3 and 4] [select one: will be/may be] required to make an oral presentation either in person or remotely, at the discretion of UNOPS. Information from the oral presentation will also be used as part of the technical evaluation process. UNOPS reserves the right to incorporate elements from oral presentations in the final contract. The oral presentation will not encompass price bids.   * + - 1. **Oral presentation ground rules:**   The selected bidders as specified above must make an oral presentation to the UNOPS evaluation team and participate in a question and answer session. The purpose of the oral presentation and question and answer session is to validate the information provided by the bidder in their bid and to test the bidder’s understanding of the work that will be performed as per the requirements under the prospective Contract, which will be a factor in the overall technical evaluation of the bids. UNOPS may, moreover, request a demonstration of the tools and/or systems offered, as relevant. Each bidder will be allowed \_\_\_\_\_\_ minutes to make their oral presentation.   * Oral presentations will begin approximately \_\_\_\_\_\_ weeks after the receipt of bids. UNOPS will determine the date and time for each bidder’s oral presentation. The UNOPS procurement official will notify bidders of the scheduled date and time, as well as the agenda for their presentation within \_\_\_\_\_\_ weeks of the receipt of bids. At its sole discretion, UNOPS reserves the right to reschedule any bidder’s presentation. Should they be invited, bidders must confirm their availability for that date. * The presentation must be made by one or more of the personnel whom the bidder will employ to manage or supervise the contract performance. A senior executive from the bidder must be present and must, at a minimum, answer questions directed to them during the question and answer session. Bidders may not use consultants to make the oral presentation. The bidder should be prepared to answer detailed technical questions from UNOPS. * During the presentation, interaction between the evaluation team and the bidder will be limited. The UNOPS procurement official will chair the meeting and ensure compliance with the ground rules. UNOPS will not inform bidders of their strengths, deficiencies or weaknesses during the presentation, and UNOPS will not engage in bargaining during the presentations. The presentation does not constitute discussions or negotiations with bidders. * UNOPS reserves the right to make video or audio recordings of oral presentations for its own internal use. These will not be released or made public, except where required by law. |

# SECTION III: CONDITIONS OF CONTRACT

## INSTRUMENT OF AGREEMENT

* [Construction Contract for Small Works: Instrument of Agreement](https://content.unops.org/service-Line-Documents/Infrastructure/Construction-Contract-for-Small-Works-Instrument-of-Agreement_EN.pdf)

## GENERAL CONDITIONS OF CONTRACT

* [Construction Contract for Small Works: General Conditions of Contract](https://content.unops.org/service-Line-Documents/Infrastructure/Construction-Contract-for-Small-Works-General-Conditions-of-Contract_EN_2024.pdf)

## PARTICULAR CONDITIONS OF CONTRACT

### Part 1: Amended Clauses

The General Conditions are amended in the following manner (if nothing is stated, then no amended conditions apply):

| **No.** | **Clause/Sub-Clause No. and Title** | **Amended General Condition** |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

### Part 2: Additional Clauses

The General Conditions are supplemented by the inclusion of the following additional conditions (if nothing is stated, then no additional conditions apply):

| **No.** | **Clause/Sub-Clause No. and Title** | **Additional General Condition** |
| --- | --- | --- |
| **1** |  | (e) The contractor has to declare value added tax (VAT) to the authorised government offices within a month after receipt of each interim payment as stated in sub-clause 10.1 (d) and provide the relevant declaration evidence for UNOPS. If the contractor fails to declare and provide the evidence, UNOPS will deduct an equivalent amount from the contractor’s succeeding payment in accordance with sub clause 10.4 (b) (i) general conditions of contract. |
| **2** |  |  |
| **3** |  |  |

# SECTION IV: SCHEDULE OF DETAILS

## SCHEDULE 1: CONTRACT DETAILS

### 1.1 Details Provided by the Employer

| **Sub-Clause No.** | **Description** | **Details** |
| --- | --- | --- |
| **1.1** | Construction of Administrative Building for Kidane Mehret Catholic General Hospital, Adwa,Tigray, Ethiopia | **The program shall include construction of the following facilities**   * **Administration Building** * **External Works** |
| **1.3** | Employer’s address for communication | **Name:**Worknesh Mokennen Gonet  **Position title:** Director, Horn of Africa Multi Country Office (Ethiopia, Sudan, South Sudan and Djibouti)  And Representative to the AU  **Address:** Zambezi Building, 5th floor, west wing;  UNECA compound; Addis Ababa, Ethiopia,  P.O.Box/ZIP:60197  **Email address:** TBC  **Telephone/Mobile number:** TBC |
| **1.3** | Agreed system of electronic transmission | ⛝ **Email:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ **If others, specify:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.1** | Employer’s Representative | **Name:** Rossella MONTI  **Position title:** Sr. Project Manager  **Address:** Zambezi Building, 5th floor, west wing;  UNECA compound; Addis Ababa, Ethiopia,  P.O.Box/ZIP:60197  **Email Address:** TBC  **Telephone/Mobile number:;** TBC |
| **4.2** | Performance Security amount | 5 % of the Contract Price |
| **4.2** | Currency of the Performance Security | 1. USD |
| **4.2** | Permitted guarantors for Performance Security | ☐ Bank or financial institutions approved by the Employer  ⛝ Bank approved by the Employer |
| **6.1** | Commencement Date | Within (30) Calendar days after signing the small work Construction Contract Agreement |
| **6.2** | Time for Completion | **For whole of the Works:** 440 Calendar Days    **For Sections: NA**  **Section 1:** \_\_\_ months/ \_\_\_ days  **Section 2:** \_\_\_ months/ \_\_\_ days  **Section 3:** \_\_\_ months/ \_\_\_ days |
| **6.5** | Delay Damages | **For Whole of the Works:**  ☐ Amount per day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ USD  ⛝ 0.1 % of the Contract Price per day    **For Sections: NA**  **Section 1:**  ☐ Amount per day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ USD  ☐ \_\_\_ % of the value of the Section per day  **Section 2:**  ☐ Amount per day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ USD  ☐ \_\_\_ %of the value of the Section per day  **Section 3:**  ☐ Amount per day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ USD  ☐ \_\_\_ %of the value of the Section per day |
| **6.5** | Aggregate maximum amount of Delay Damages | 10 % of the Contract Price |
| **8.1** | Defects Notification Period (DNP) | 12 months |
| **8.4** | Latent Defect Period | NA |
| **10.2** | Advance payment amount | ⛝ 10 **%** of the Contract Price  ☐ \_\_\_\_\_\_\_\_\_\_\_\_ USD  ☐ Not applicable |
| **10.2** | Permitted guarantors for advance payment | ☐ Bank or financial institutions approved by the Employer  ⛝ Bank approved by the Employer |
| **10.2** | Period of repayment of advance payment | ☐ \_\_\_ months  ⛝ Interim Payment Certificates (IPCs) |
| **10.3** | Retention Money to be deducted from the Interim Payment Certificate (IPC) | 5 % of the relevant value of the Works completed |
| **10.3** | Limit of Retention Money | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_ USD  ⛝ 5 % of Contract Price |
| **10.3** | Rate of advance payment deductions | 12.5% of the relevant value of the Works completed |
| **10.5** | Retention Money to be released at taking over of Works or Sections | 2.5% of the Retention Money deducted for the value of the Section or whole of the Works, as applicable |
| **10.10** | Currencies of payment | **Currency 1:** USD |
| **10.10** | Proportions of currencies for payment | **NA** |
| **10.10** | Rate of exchange | In case it is required to apply, the rate of exchange will be in accordance with the United Nations operational exchange rate (UNORE) at the time of payment, for the corresponding month. |
| **10.11** | Annual rate of financing charges for delayed payment | 1 % (one percent) above the National Bank of Ethiopia lending rate. |

## 

## SCHEDULE 2: PROJECT SPECIFIC INFORMATION

### 2.1 Project Details

*(Brief description of the project including title, location and background and any other relevant details for which the Works are being executed)*

| **Project Background**  The Kidane Mehret Catholic General Hospital (KMCGH) is providing quality medical services and improving the health status of people in Tigray, specifically in Adwa, surrounding towns, districts, and rural kebeles. The hospital is finalizing ongoing construction activities and furnishing the facility with state-of-the-art equipment. Initially, the project was initiated by the Kidane Mehret Catholic Church (Beneficiary) with funding from the Association of Amici di Adwa and the Association Solidarity Padova Operating Sanitary (ASPOS). Currently, the Directorate General for Development Cooperation of the Italian Ministry of Foreign Affairs and International Cooperation is funding the project.  The primary beneficiaries of this project are the residents of Tigray, specifically in Adwa, surrounding towns, districts, and rural kebeles; Each year, nearly 70,000 people receive outpatient treatment, over 7,000 women benefit from antenatal care, and around 5,000 women deliver in the hospital, one-third of whom require cesarean sections. Additionally, approximately 600 children are admitted to the neonatal intensive care unit (NICU) annually, and about 4,000 cases of severe acute malnutrition are treated each year.  On 03 August 2023 UNOPS Ethiopia Office entered into an Agreement with the Director General for Development Cooperation of the Italian Ministry of Foreign Affairs to implement the project for the expansion and strengthening of the Kidane Mihret Catholic General Hospital-Adwa. The general objective of the project is to ensure equitable access to life-saving essential services, including sexual and reproductive health services, child health, mental health, trauma care communicable and non-communicable diseases to all persons in need including internally displaced persons, host communities, returning IDPs, women, men, girls, and boys as wells as people with disability and elderly persons with emphasis on gender-sensitive approach. The expected results of the project encompass:   1. Completion of the General Hospital's existing building (2nd wing) 2. Completion of outpatient clinic and physiotherapy department 3. Construction of Administration building 4. Construction of storage and Ambulance Depot   UNOPS is committed to providing sustainable project management, infrastructure, and procurement services. These services encompass technical assessments, design development, construction documentation, procurement, construction supervision, and contract management for the Administration Building and Storage facilities, which also feature an ambulance depot.  **Location and Accessibility**  Adwa town, where KMCGH is located (14.164591N, 38.883913E, 1935 masl), lies on the east-west highway between Akum and Adigrat, at its junction with the road north to Asmara, approximately 193 km from the regional capital, Mekele. The hospital is situated on well-drained, rugged topography with rocky sand soil and is accessible via an all-weather road    **General Description of the works**  **The scope of the works will include:**   * **Mobilization**   + Site preparations, signboard, site safety and security works, Safety Harness and Protection, Shop drawings * **Construction of Administration building, Civil Works**   + Sub-Structure     - Earth Work     - Concrete Work     - Masonry Work   + Super-Structure     - Concrete Work     - Block Work     - Roofing     - Steel Structure     - Finishing     - Painting * **External Works**   + External staircase   + External Concrete Pavement   + External fence and main gate   + Rain Water Drainage   + Ramps   **Technical Specifications**  Details the works description and technical requirements including a detailed description of all the work to be performed by the Contractor, including temporary work and the Employer’s technical requirements and references to this contract, drawings, and BoQ included separately and form part of this contract.   * Technical Specification for Civil Works;   **Drawing**  **List of Drawings for the Administration Building;**   1. **Architectural Drawings**     **B) Structural Drawings** |
| --- |

### 2.2 Site Plan

1. **General description of location and boundaries including the GPS coordinates:**

| **Site Plan**  The hospital's site plan shows several buildings situated within its grounds. The current construction status of these buildings is detailed in Table 1 below, which serves as general information. Among the structures indicated in the site plan, the project being implemented by UNOPS includes the completion of the second wing of the main hospital, the outpatient and physiotherapy department building, the construction of the administrative building, and the construction of the storage and ambulance depot.   1. Maternity Ward- Existing building, completed 2. Operation theaters- Existing building, Finishing work in progress 3. Surgical Ward- Existing building, Finishing work in progress 4. Outpatient clinic and physiotherapy department- Existing building, Finishing work in progress 5. Administration Building- Construction not started 6. Store and ambulance depot- Construction not started     **Topographic Map**  The site features significant gradients in both directions, as illustrated in the survey map in Figure 3. The administration block has a level difference of approximately 1.45 meters from one end to the other. The Hospital is situated on a well-drained, rugged topography    **Fig-2**: Topographic Map of Kidane Mihret Catholic General Hospital  **Geo-technical Information**  According to the geotechnical investigation report the subsurface geotechnical investigation conducted for this building comprised of two test pits and laboratory tests. The investigations revealed two basic geotechnical layers namely:   1. Yellowish brown, medium dense, silty Sand with gravel soil; 2. Variegated color, dense to very dense, silty gravel soil (weathering product of underlying rock). |
| --- |

1. **General description of the parts of the Site that will be provided access to and the times of access (in accordance with Sub-Clause 2.1 of the General Conditions):**

| The Kidane Mehret Catholic General Hospital is located in Adwa town, under the administration of Tigray Regional State, Central Zone, Adwa Woreda. The project area is geographically situated at GPS coordinates Easting: 488454.00 m, Northing: 1565718.00 m (UTM). Part of the site proposed for construction of the Administration Building including working spaces will be provided access to the Contractor for the period of the contract. This will be made through discussion and arrangement with the Hospital Administration |
| --- |

1. **Description of access routes, access timing and any access restrictions:**

| Kidane Mihret Catholic General Hospital can be accessed by car via the Mekelle-Abi Adi-Adwa main road, Adwa is approximately 193 km from Mekelle tow, which is the shortest route, or alternatively through the Mekelle-Adigrat-Adwa route, both of which are asphalted. Additionally, the site can be reached by taking commercial flights from Addis Ababa to Aksum, followed by a 25 km drive from Aksum to Adwa.    **Fig-3:** Access routes to the site-Google Map |
| --- |

1. **Description of other surrounding sites and any related interface issues:**

| **Existing infrastructures**  The existing infrastructures in the vicinity of the site include an access road to the hospital, the Kidane Mihret Hospital, Kidane Mehret Catholic Church, and a convent (home for fathers, mothers, brothers, and nuns). Additionally, there is a cemetery, and an elementary school, all administered by the church. The local municipality is also undertaking new developments and housing projects in the area in a planned manner.  **Water source**  The hospital's water supply comes from both town water and borehole sources, supplemented by a rainwater harvesting system.  **Power source**  The Kidane Mihret Catholic General Hospital is connected to the national grid system for its power source and is equipped with a 500 kVA silent pack diesel generator has been installed in place; however, it is not yet connected to an automatic transfer switch or the main distribution board.  **Construction Materials**  Local construction materials, such as sand, gravel, stone, and wood, are readily available. Industrial materials like cement and reinforcement steel can be sourced from Adwa, Axum, Mekelle, or Addis Ababa suppliers. However, most finishing materials including floor and wall ceramics, aluminum doors and windows with glass, aluminum suspended ceilings, waterproofing, sanitary and electrical fittings, and HVAC equipment need to be imported. Additionally, the production of hollow blocks for walls has been observed in Adwa town.  **Construction Manpower**  UNOPS encourages the involvement of local skilled and unskilled manpower in the construction of the Hospital Administration Building. The area around the site is rich with a network of small and medium-sized enterprises (SMEs) specializing in construction-related services. These SMEs offer a wide range of expertise, making it convenient to access the necessary manpower. The availability of such a broad range of skilled manpower allows for time savings and ensures that the work is carried out by trained individuals with the necessary knowledge and skills.  **Climate**  The temperature of the project area ranges between 8.4°C and 31.3°C, with an average of 19.9°C. The lowest mean minimum temperature is recorded in December, while the highest mean maximum temperature occurs in May. The rainy season lasts from June to August.  **Demography of Adwa Woreda**  According to information obtained from the Adwa District Social and Women's Affairs Office, the current population of the town is estimated to be over 100,000, with an additional 15,000 internally displaced persons (IDPs). The local population is currently suffering from extreme poverty, climate impacts, a shortage of drugs, post-war trauma, and social crises. Women, children, and disabled social groups have been particularly affected.  **Gender Considerations**  Gender Considerations: As noted from the assessment stage, the project significantly considers gender aspects. More than 7,000 women benefit from antenatal care each year, with 5,000 women delivering in the hospital annually, of which approximately one-third are estimated to require cesarean sections. Additionally, 600 children are admitted to the NICU each year, and 4,000 cases of severe acute malnutrition are treated annually. The completion of the hospital facilities aims to benefit more women and children significantly.  **Drainage & Soil Erosion**  The hospital is located on well-drained, rugged terrain with rocky sand soil. No flood hazards have been experienced in the past; however, it is advisable to implement a proper stormwater drainage system on-site.  **Seismic Hazzard:**  The Ethiopian Building Code of Standard defines the ground motion and seismic hazards for Adwa Region Zone 2. UNOPS' design has adhered to these standards in developing the proposed infrastructure facilities. |
| --- |

1. **Description of approved location for the Contractor’s[[1]](#footnote-0) Site facilities including storage, accommodation, work areas and likewise and where Plant and Materials should be delivered and stored (in accordance with Sub-Clause 1.1 of the General Conditions):**

| The contractor shall furnish relevant site facilities and submit the site arrangement to the approval of the site supervisor before proceeding with the construction. The site facilities may include contractor’s site offices, material storage, accommodation, working places and so on. |
| --- |

1. **Description of Site arrangements that is to be provided for the Employer’s use:**

| Not Applicable |
| --- |

1. **Description of disposal areas (within the Site or outside the Site in accordance with Sub-Clause 4.17 of the General Conditions):**

| The contractor shall select disposal areas in accordance with the country and local environmental laws and  regulations. The contractor shall work with local administration in the selection of disposal areas and ensure all necessary permits for the disposal of all waste types are obtained from the relevant authority. All the costs  related to proper management of material, site and material disposal is deemed to be included in the  contractor’s quoted price for the billed items. Therefore, separate payment for such activities is not applicable  in this contract. |
| --- |

1. **Description of any Site security requirements (in accordance with Sub-Clause 4.14 of the General Conditions):**

| Site security shall be the contractor's responsibility. The contractor shall keep the security and safety of the  site,the works, equipment and material in accordance with sub clause 4.14 of general condition of contract, and in line with HSSE Requirements, Among others, this will include:   1. Temporary fence around the construction site; 2. Build temporary guard house at the entrance of the site; 3. Construction of proper site drainage to keep the site safe from incidental flooding; 4. Post HSSE signage at the entrance. 5. Maintain Site Emergency Contact details such as nearest police station etc. |
| --- |

1. **Any other Site details:**

| Not Applicable |
| --- |

## 

## SCHEDULE 5: FORMS

### 5.1 Form for Advance Payment Security

**ADVANCE PAYMENT SECURITY**

[On the letterhead of the institution issuing the security]

**Date:** \_\_\_/\_\_\_/\_\_\_

**Advance Payment Security Number:** [#######]

**To:** UNOPS

[insert address of the Employer]

We have been informed that you have entered into a Contract dated [insert date] with [insert company name] (hereinafter called the **“Contractor”**) titled [insert contract title] with Contract No. [insert number] for the [insert name of the project] for certain works and services (hereinafter called the **“Works”**) to be undertaken by the Contractor (hereinafter called the **“Contract”**).

Furthermore, we understand that, according to the conditions of the Contract, an advance is to be made against an Advance Payment Security. At the request of the Contractor, we irrevocably and unconditionally notwithstanding any objection which may be made by the Contractor and without any right of set-off or counterclaim, undertake with you that whenever you give written notice we agree to pay you on demand immediately any sum or sums not exceeding in total an amount of[insert amount(s) in words (and figures) with the relevant currency], (hereinafter called the **“Guaranteed Sum”**) upon receipt by us of your first demand in writing declaring that the supplier is in breach of its obligation under the Contract with respect to the advance payment. It is a condition for any claim and payment under this guarantee to be made, that the advance payment referred to above must have been received by the Contractor.

This Guarantee for Advance Payment (hereinafter called the **“Guarantee”**) is valid and will continue to be valid from the date of this letter and until the Guaranteed Sum has been recovered by you. The Guaranteed Sum shall reduce automatically proportionally to the part of the advance payment you have recovered according to the terms and conditions for the advance payment. This Guarantee will automatically expire upon us receiving from you certification that the Guaranteed Sum has been fully repaid by the Contractor.

Any payment by us to you in accordance with this Guarantee must be in immediately available and freely transferable [insert currency] free and clear of and without any deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, set off, counterclaims, deductions or withholdings of any nature whatsoever and by whomever imposed.

Our obligations under this Guarantee constitute direct primary, irrevocable and unconditional obligations. Additionally, our obligations do not require any previous notice to be given to the Contractor and do not require that any claim be made against the Contractor. Further, our obligations will not be discharged and will not be otherwise prejudiced or adversely affected by any:

* time, lenience or tolerance which you may grant to the Contractor;
* amendment, modification or extension which may be made to the Contract or the Works performed under the Contract;
* intermediate payment or other fulfilment made by us;
* change in the constitution or organization of the Contractor; or
* other matter or thing which in the absence of this provision would or might have that effect, except a discharge or amendment expressly made or agreed to by you in writing.

This Guarantee may not be assigned by you to any third party, without our prior written consent, which must not be unreasonably withheld. You must notify us in writing of any assignment, after which we must make any payment claimed under this Guarantee to the person, firm or company specified in the notice which will constitute a full and valid release by us in relation to that payment.

Any notice required by this Guarantee is deemed to be given when delivered (in the case of personal delivery) or forty-eight (48) hours after being dispatched by prepaid registered post or recorded delivery (in the case of letter) or as otherwise advised by and between the parties.

We agree that part of the Contract may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between you and the Contractor, and this security may be exchanged or surrendered without in any way impairing or affecting our abilities under this Guarantee without notice to us and without the necessity of any additional endorsement, consent or guarantee by us, provided, however, that the Guaranteed Sum does not increase.

No action, event or condition which by any applicable law may operate to free us from liability under this Guarantee will have any effect. We waive any right we may have to apply such law so that in all respects our liability under this Guarantee will be irrevocable and, except as stated in this Guarantee, unconditional in all respects.

Capitalized words and phrases used within this Guarantee have the same meanings as are given to them in the Contract.

This Guarantee is governed by the Uniform Rules for Demand Guarantees (2010 Revision), International Chamber of Commerce Publication No. 758, provided that the supporting statement under Article 15 (a), and Articles 34 and 35 are excluded. Any disputes arising out of or in connection with this Guarantee, or the breach, termination, or invalidity thereof will be referred to and finally resolved by arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules then in effect, the language of the proceedings being English.

Nothing in or relating to this Guarantee shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs, of which UNOPS is an integral part, which are hereby expressly reserved.

IN WITNESS of which the [insert name of the institution issuing the guarantee] has duly executed this Guarantee on the date stated above.

| **SIGNED** by |
| --- |
| **Name:** |
| **Title:** |
| **Institution:** |
| **Date:** |
| Signature: |

| **Name of witness (block letters):** |
| --- |
| **Occupation of witness:** |
| **Address of witness:** |
| Signature of witness: |

**ADDRESS FOR NOTICES** [insert address]

### 5.2 Form for Performance Security

**PERFORMANCE SECURITY**

[On the letterhead of the institution issuing the security]

**Date:** \_\_\_/\_\_\_/\_\_\_

**Performance Security Number:** [#######]

**To:** UNOPS

[insert address of the Employer]

We have been informed that you have entered into a Contract dated [insert date] with [insert company name] (hereinafter called the **“Contractor”**) titled [insert contract title] with Contract No. [insert number] for the [insert name of the project] for certain works and services (hereinafter called the **“Works”**) to be undertaken by the Contractor (hereinafter called the **“Contract”**).

We, irrevocably and unconditionally, undertake with you that whenever you give written notice to us stating that in your sole and absolute judgment the Contractor has failed to observe or perform any of the terms, conditions or provisions of the Contract on its part to be observed or performed, we will, notwithstanding any objection which may be made by the Contractor and without any right of set-off or counterclaim, immediately pay to you or as you may direct such an amount as you may in such notice require not exceeding the sum of [insert amount equivalent to 5 to 10 per cent of the Contract Price in words (and figures) with the relevant currency] (hereinafter called the **“Guaranteed Sum”**).

This Performance Security (hereinafter called the **“Guarantee”**) is valid and will continue to be valid and enforceable from the date of this letter for the Guaranteed Sum until the issue of the Final Completion Certificate. The Guaranteed Sum may reduce to [insert amount equivalent to 2.5 to 5] per cent of the Contract Price upon the issue of the Taking-Over Certificate for the whole of the Works. This Guarantee will automatically expire on the issue of the Final Completion Certificate or, if a dispute arises under the Contract, after the final determination of that dispute, whichever occurs later. Promptly after expiration of the Guarantee, UNOPS shall return the Guarantee to the Contractor.

Any payment by us in accordance with this Guarantee must be in immediately available and freely transferable [insert currency] free and clear of and without any deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, set off, counterclaims, deductions or withholdings of any nature whatsoever and by whomever imposed.

Our obligations under this Guarantee constitute direct primary, irrevocable and unconditional obligations, do not require any previous notice to or claim against the Contractor and will not be discharged or otherwise prejudiced or adversely affected by any:

* time, lenience or tolerance which you may grant to the Contractor;
* amendment, modification or extension which may be made to the Contract or the Works executed under the Contract;
* intermediate payment or other fulfilment made by us;
* change in the constitution or organization of the Contractor; or
* other matter or thing which in the absence of this provision would or might have that effect, except a discharge or amendment expressly made or agreed to by you in writing.

This Guarantee may not be assigned by you to any third party, without our prior written consent, which must not be unreasonably withheld. You must notify us in writing of any assignment, after which we must make any payment claimed under this Guarantee to the person, firm or company specified in the notice which will constitute a full and valid release by us in relation to that payment.

Any notice required by this Guarantee is deemed to be given when delivered (in the case of personal delivery) or forty-eight (48) hours after being dispatched by prepaid registered post or recorded delivery (in the case of letter) or as otherwise advised by and between the parties.

We agree that part of the Contract may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between you and the Contractor, and this Guarantee may be exchanged or surrendered without in any way impairing or affecting our liabilities under this Guarantee without notice to us and without the necessity of any additional endorsement, consent or guarantee by us, provided, however, that the Guaranteed Sum does not increase or decrease.

No action, event or condition which by any applicable law may operate to free us from liability under this Guarantee will have any effect. We waive any right we may have to apply such law so that in all respects our liability under this Guarantee will be irrevocable and, except as stated in this Guarantee, unconditional in all respects.

Capitalized words and phrases used within this Guarantee have the same meanings as are given to them in the Contract.

This Guarantee is governed by the Uniform Rules for Demand Guarantees (2010 Revision), International Chamber of Commerce Publication No. 758, provided that the supporting statement under Article 15 (a), and Articles 34 and 35 are excluded. Any disputes arising out of or in connection with this Guarantee, or the breach, termination, or invalidity thereof will be referred to and finally resolved by arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules then in effect, the language of the proceedings being English.

Nothing in or relating to this Guarantee shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs, of which UNOPS is an integral part, which are hereby expressly reserved.

IN WITNESS of which then [insert name of the institution issuing the Guarantee] has duly executed this Guarantee on the date stated above.

| **SIGNED** by |
| --- |
| **Name:** |
| **Title:** |
| **Institution:** |
| **Date:** |
| Signature: |

| **Name of witness (block letters):** |
| --- |
| **Occupation of witness:** |
| **Address of witness:** |
| Signature of witness: |

**ADDRESS FOR NOTICES** [insert address]

### 5.3 Form of Discharge

**FORM OF DISCHARGE**

[on the Contractor’s letterhead]

**Date:** \_\_\_/\_\_\_/\_\_\_

**To:** UNOPS

[insert address of the Employer]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

[insert Contract title]

[insert Contract Number]

[insert Project Title]

Reference is made to Sub-Clause 10.8 [*Discharge*] of the Contract.

The Contractor has submitted its Final Statement under Sub-Clause 10.7 [*Final Statement*] of the General Conditions, and warrants that it has submitted all claims for full and final settlement of all moneys due to the Contractor under or in connection with the Contract in relation to all works and services performed in connection with the Contract. The total of the Statement is subject to any payment that may become due in respect of any dispute proceedings or arbitration which is in progress.

The Contractor releases the Employer from all claims, actions, suits and demands which it presently has or which might in the future arise out of or in connection with the Contract or the works and services performed in connection with the Contract.

This Discharge shall become effective after the Contractor has received:

* + - 1. full payment of the amount certified in the Final Payment Certificate; and
      2. the Performance Guarantee.

The Contractor acknowledges that the Employer will make the Final Payment pursuant to Sub-Clause 10.9 [*Final Payment Certificate*] of the Contract and that such payment will be made in reliance on the warranties and releases contained in this Discharge.

This Discharge is executed by an official representative duly authorized to bind the Contractor.

Yours sincerely,

**Contractor’s Representative**

| **Name:** |
| --- |
| **Title:** |
| **Address:** |
| **Date:** |
| **Signature:** |

# SECTION V: REQUIREMENTS

## SCHEDULE 3: REQUIREMENTS OF THE EMPLOYER

### 3.1 Work Packages

The project encompasses multiple work packages, including;

* Civil construction works, for Ground plus one floor; main office building and external works around the building that is to be constructed through this process
* Supply and installation of windows and doors, to be implemented by other contractor or supplier
* Sanitary works: water supply plumbing, and sanitary installations and, fixtures, to be implemented by other contractor or supplier
* Fire fighting works: supply and installation of fire safety systems, to be implemented by other contractor or supplier
* HVAC, heating, ventilation, and air conditioning systems for optimal indoor climate control, to be implemented by other contractor or supplier
* Electrical works; wiring, lighting, and power supply systems, to be implemented by other contractor or supplier

Each work package described above is planned to be executed with various contractors with technical and financial capabilities in similar work packages. This tender is exclusive to the civil works; The success of this project hinges on effective collaboration among all contractors executing work packages. Each contractor must contribute to a cohesive working environment that prioritizes quality, budget, and schedule adherence.

### 

### 3.2 Collaboration requirements

All contractors are required to engage in collaborative practices throughout the duration of the project. This includes, but is not limited to:

* General Requirements: All contractors must work collaboratively to ensure the timely and efficient completion of the project. Each contractor shall cooperate with others to minimize disruption and facilitate smooth operations.
* Integrated Planning: Contractors must engage in joint planning sessions facilitated by UNOPS to synchronize schedules and resources
* Compliance with Project Schedule: All contractors must adhere to the established project schedule and adjust their work as necessary to accommodate changes from other contractors.
* Communication Protocols: UNOPS will establish an effective communication platform to address issues promptly and avoid delays. Sharing relevant documentation and updates to ensure transparency and effective communication.
* Conflict Resolution: Implement mechanisms for resolving disputes amicably and efficiently.
* Shared Responsibility: All contractors are responsible for ensuring that their work does not adversely affect the work of others. Collaborative efforts are essential to the overall project's success.
* Health and Safety Coordination: Contractors must coordinate their health and safety plans to ensure a safe working environment for all personnel on-site. Joint safety meetings shall be held to discuss and mitigate risks associated with overlapping work areas.

### 3.3 Scope of Works

* **Demolition:**

| The scope of this project includes the construction of a new administration building. Moreover, in case new activities are encountered during the implementation period, the contractor with prior approval of the employer representative will execute the work, and payment will be made on a daywork basis. |
| --- |

* **New construction:**

| **General Description of the works**  **The scope of the works will include:**   * **Mobilization**   + Site preparations, signboard, site safety, and security works, Safety Harness and Protection, Shop drawings * **Construction of Administration building, Civil Works**   + Sub-Structure     - Earth Work     - Concrete Work     - Masonry Work   + Super-Structure     - Concrete Work     - Block Work     - Roofing     - Steel Structure     - Finishing     - Painting * **External Works**   + External staircase   + External Concrete Pavement   + External fence and main gate   + Rain Water Drainage   + Ramps |
| --- |

* **Renovation:**

| Not Applicable |
| --- |

* **Design:**

| The quality of all materials and workmanship used in the execution of the works shall comply with the requirements of the most recent issues of the following standards:  Ethiopian Building Code Standards:   * ES EN 1990:2015: Basis of Structural Design * ES EN 1991:2015: Action on Structures (Part 1; 1.1, 1.4) * ES EN 1992:2015: Design of Concrete Structures (Part 1; 1.1 and 1.2) * ES EN 1993:2015: Design of Steel Structures (Part 1.1) * ES EN 1998:2015: Design of Structures for Earthquake Resistance (Part 1 and 5) * The UNOPS Planning and Design Manual * UNOPS Environmental Management System Handbook 2014, Guidelines and Policies, which can be downloaded from the UNOPS website (insert the link here): * Local and International Practice for Quality Management; * UNOPS Occupational Health and Safety Requirements |
| --- |

* **Supply of Plant and Materials:**

| The contractor shall supply all required materials by the technical specifications provided unless it is explicitly stated in the Bill of Quantities (BoQ) that the materials are to be supplied by the employer. |
| --- |

### 3.4 Specifications

#### 3.4.A List of the technical specifications

*(General and particular Specifications including testing/sampling details/performance based standards)*

| **Technical Specifications**  Details the works description and technical requirements including a detailed description of all the work to be performed by the Contractor, including temporary work and the Employer’s technical requirements and references to this contract, drawings, and BoQ included separately and form part of this contract.   * Technical Specification for Civil Works; |
| --- |

#### 3.4.B Requirements for Contractor’s[[2]](#footnote-1) design

1. **The background and purpose for the design:**

| The project’s design has been carried out by UNOPS and the contractor responsibility will be only on  construction works. Thus, this schedule is not applicable for this project. |
| --- |

1. **Comprehensive and explicit scope of the Contractor’s design:**

| Not Applicable |
| --- |

1. **Any pertinent details and technical information:**

| Not Applicable |
| --- |

1. **The standards, codes and regulatory requirements the Contractor shall use and comply with in the performance of its obligations under the Contract, for the design:**

| Not Applicable |
| --- |

1. **Key responsibility and liability matrix for the Contractor’s design:**

| Not Applicable |
| --- |

1. **Health, safety, social and environmental (HSSE) requirements related to the Contractor’s design (if any):**

| Not Applicable |
| --- |

1. **Quality Management System related to the Contractor’s design:**

| Not Applicable |
| --- |

1. **The list of all deliverables and/or the Contractor’s Documents related to the design:**

| Not Applicable |
| --- |

1. **Specific tools required such as software to be used to develop the design and the format of presentation of the Contractor’s Documents:**

| Not Applicable |
| --- |

1. **Information on the design approval process (UNOPS and any other as required):**

| Not Applicable |
| --- |

#### 3.4.C Quality Management System requirements

*(Description of Quality Management System requirements in accordance with Sub-Clause 4.10 of the General Conditions)*

| 1. **STANDARDS AND PROCEDURES**   The quality of all materials and workmanship used in the execution of the works shall comply with the requirements of the most recent issues of the following standards:  Ethiopian Building Code Standards:   * ES EN 1990:2015- Basis of Structural Design * ES EN 1991:2015- Action on Structures (Part 1; 1.1, 1.4) * ES EN 1992:2015- Design of Concrete Structures (Part 1; 1.1 and 1.2) * ES EN 1993:2015- Design of Steel Structures (Part 1.1) * ES EN 1998:2015- Design of Structures for Earthquake Resistance (Part 1 and 5) * The UNOPS Planning and Design Manual * UNOPS HSSE Manual; which can be downloaded from the UNOPS website ([*minimum health and safety requirements*](https://drive.google.com/file/d/1q4aez4ODig8Zj8g08Rj9lfuW8GK2vimz/view?usp=drive_link) *and the* [*minimum social and environmental requirements*](https://drive.google.com/file/d/1062noSn_UzJGqiarXYhaOYTjtzqa1OJC/view?usp=drive_link)) * Local and International Practice for Quality Management; * UNOPS Occupational Health and Safety Requirements  1. **TESTING**   The Basic Test requirements are given under the following table. However, the Contractor needs to conduct other relevant tests as necessary and required by the UNOPS Project Manager**.**   | No | Description of test | Required result | | --- | --- | --- | | 1 | Compactions | 95% Standard Proctor Test (ASTM 698) | | 2 | Cement: | Ordinal Portland Cement - ASTM C150-74 | | 3 | Concrete Aggregates: Sand and Gravel Gradation | ASTM C33 | | 4 | Concrete: Compressive Strength and Slump Test | Euro-Code: 25/30 MPA, Cube Crushing strength: Slump Test- ASTM C143 | | 5 | Reinforcement Bar:  Yield Strength  Tensile strength | ES EN 1992:2105,  = 460 Mpa  > 500 MPA | | 6 | Roof Steel Structure - Hollow Sections: Yield Strength and Ultimate Strength | Tensile Strength: 415 Mpa  Yield: 275 Mpa | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

#### 

#### 3.4.D Health, safety, social and environment requirements

*(Description of health, safety, social and environment requirements in accordance with Sub-Clause 4.9 of the General Conditions. At a minimum, these requirements must include the UNOPS* [*minimum health and safety requirements*](https://drive.google.com/file/d/1q4aez4ODig8Zj8g08Rj9lfuW8GK2vimz/view?usp=drive_link) *and the* [*minimum social and environmental requirements*](https://drive.google.com/file/d/1062noSn_UzJGqiarXYhaOYTjtzqa1OJC/view?usp=drive_link) *for Contractors.)*

| The management of Health, Safety, Social and Environment at UNOPS ensures that international standards and best practices on Occupational Health, Safety, Social and Environmental management are maintained for all our projects. HSSE management for UNOPS projects enhances the monitoring and control of project risks, thereby avoiding any legal or reputational risks that may have time and financial implications. The UNOPS HSSE management system contributes to the fulfilment of UNOPS moral obligations, promotes continuous improvement in UNOPS climate footprint on the ground where UNOPS projects are implemented, and as well aligning with the UN system wide mandate. The attached UNOPS Minimum HSSE requirements for Contractors details the HSSE management activities at a project site and gives guidelines on the approaches and methodologies to be considered by the contractor.  Within twenty-one (21) days of the Commencement Date and before commencing any construction activities on the site, the Contractor shall submit to the Employer's Representative a detailed Health and Safety and the Social and Environmental Management Plans, which have been specifically prepared for the Works, the site and other places (if any) where the Contractor intends to execute the Works, and must demonstrate the Contractor’s commitment on Health, Safety, Social and Environmental requirements in accordance with Sub-Clause 4.9 of the General Conditions Contract into its own operation as well as construction projects. including the Traffic Management Plan: ( i. Traffic calming structures (humps/ dips) and road signs, ii. Traffic control i.e. light system or spotters based on availability, iii. Separate entrance & exit for pedestrians and vehicles/ traffic)  Thereafter, whenever the Plans are updated or revised, a copy shall promptly be submitted to the Employer’s Representative.  Hence, the contractor shall submit the documents |
| --- |

#### 

#### 3.4.E Sustainability requirements

*(Description of sustainability requirements if any)*

| The contractor has to submit one or more of the following documents to demonstrate its commitment and embedding sustainability in to its own operation as well as construction projects  The documents could be Organization sustainability policy:  1) A copy of the organization's latest corporate social responsibility (CSR) report.  2) Copy of organization most recent UN Global communication on progress report and or  3) signed statement from CEO/President Managing Director ( or other executive officer) confirming the organization's commitment to social Economical and or Environmental sustainability |
| --- |

#### 

#### 3.4.F Employer-Supplied Materials, Employer's Equipment and Employer’s Facilities

*(Details of facilities, equipment, materials and other resources provided by the Employer in accordance with Sub-Clause 2.3 of the General Conditions)*

|  | **No.** | **Description of the item** | **Rate** | **Unit** |
| --- | --- | --- | --- | --- |
| **Facilities** | **1** |  |  |  |
| **2** |  |  |  |
| **Equipment** | **1** |  |  |  |
| **2** |  |  |  |
| **Materials** | **1** |  |  |  |
| **2** |  |  |  |

#### 3.4.G Training r[equirements](#_1hmsyys)

*(Details of trainings to be provided by the Contractor in accordance with Sub-Clause 4.1 of the General Conditions)*

| **Training Topic 1**   * **Description: Construction Supervision Guidelines** * **Details of trainees: UNOPS/Contractor** * **Training duration/dates: Entire duration of project implementation** * **Trainer requirements: TBD** * **Training facilities: Virtual / On site** * **Training materials: As required by trainer** |
| --- |

| **Training Topic 2**   * **Description: UNOPS Health, Safety, Social & Environmental Management Systems** * **Details of trainees: UNOPS/Contractor** * **Training duration/dates: Entire duration of project implementation** * **Trainer requirements: TBD** * **Training facilities: Virtual / On site** * **Training materials: As required by trainer** |
| --- |

| **Training Topic 3**   * **Description: UNOPS Contract Management and Administration** * **Details of trainees: UNOPS/Contractor** * **Training duration/dates: Entire duration of project implementation** * **Trainer requirements: TBD** * **Training facilities: Virtual / On site** * **Training materials: As required by trainer** |
| --- |

#### 3.4.H As-built drawings, spare parts and operation and maintenance manuals

*(Description of requirements and details such as formats and presentation, timelines, review and approval process of as-built drawings, spare parts and operation and maintenance manuals to be provided by the Contractor in accordance with Sub-Clause 4.1 of the General Conditions)*

| The Contractor shall submit to the Employer’s Representative such, as-built records in accordance with sub-clause 4.1 of general conditions |
| --- |

### 3.5 Drawings

*(List of Drawings and the link to the Drawings)*

| **List of Drawings for the Administration Building;**   1. **Architectural Drawings**     **B) Structural Drawings** |
| --- |

### 3.6 Valuation and Payment

| **Sub-Clause No.** | **Description** | **Details** |
| --- | --- | --- |
| **9.3** | Provisional Sums items | **NA** |
| **10.1** | Method of valuation | ☐ Lump sum only  ☐ Measure and pay only  ☐ Combination of measure and pay and lump sum |
| **10.1** | Installments or Schedule of Payments (in the case of lump sum payments) | **Not Applicable** |
| **10.3** | Timing for submission of Statements | Monthly |
| **10.3** | Requirements for the Submission of Statements | Number of Copies: - 3 (three) |
| **10.3** | Payment for Plant and/or Materials delivered to Site | 50 %of substantiated value of Plant and/or Materials |
| **10.3** | Plant and Materials listed for payment when delivered to Site | **Not Applicable** |
| **10.3** | Plant and Materials listed for payment when shipped to the Country | **Not Applicable** |

### 3.7 Programme Requirements

*(Description of the requirements associated with the Programme in accordance with Sub-Clause 6.3 of the General Conditions)*

| The successful bidder will be expected to submit a contract programme in accordance with Sub-Clause 7.2.  The Contract Programme must be in such form and detail as the Employer’s Representative requires and must contain as a minimum:   1. The order in which the Contractor proposes to carry out the Works; 2. The time limits within which submission of any Contractor’s documents are required under the Contract.   The Contract Programme must be prepared in sufficient detail to ensure the adequate planning, execution, and monitoring of the Works. The networked activities must be detailed enough to provide a meaningful measurement tool for the progress of works.  The Contract Programme must be resource loaded and include material, plant and labor. The labor resource assignment must be further broken down to clearly identify types (trade and/or discipline) and number of resources allocated to an activity.   The Contract Programme must be accompanied by and/or detail:     1. A program narrative that describes the inclusions and assumptions made in preparing the Contract Programme; 2. A general description of the arrangements and methods which the Contractor proposes to adopt for carrying out the Works; 3. The critical path for the Works and a complete critical path analysis for the execution of the Works which must show clearly the links between activities and the float times available within the Contract Programme and the earliest start/earliest finish and latest start/latest finish times for each and every activity; 4. The Preliminary Programme may be prepared in MS Excel or MS Project. The Outline Statement of Proposed methods demonstrates the Bidder’s capacity to identify the core or sensitive components required to complete the works within the required quality expectations and indicates the approach that the Bidder intends to use in order to execute those components. 5. Details, and durations on Site, of the resources proposed to achieve the Contract Programme; 6. A manpower (resource) histogram detailing cumulative and monthly volumes by trade for the duration of the Works; 7. A detailed cash flow estimate, in quarterly periods, of all payments to which the Contractor may be entitled under the Contract;    A schedule of all submittals and material procurement activities, including time for submittals, re-submittals and reviews and time for any fabrication and delivery of manufactured products and samples. The interdependence of design, procurement and construction activities must be included in this schedule. |
| --- |

### 3.8 Nominated Subcontractors

*(Details of Nominated Subcontractors in accordance with Sub-Clause 4.4 of the General Conditions)*

| **No.** | **Description of Works or Services to be Subcontracted** | **Name of Nominated Subcontractor** |
| --- | --- | --- |
| **1** | Proposals for subcontracting elements of the works such that the percentage of subcontracting shall be a maximum 40% of the contract price, |  |
| **2** |  |  |
| **3** |  |  |

### 3.9 Reporting Requirements

*(List of Reporting requirements in accordance with Sub-Clause 4.1 of the General Conditions)*

| The contractor shall submit Monthly, Quarterly and Final Report with the following minimum information:   1. Executive Summary of construction activities during the month; 2. Background information of the construction work; 3. Detail work executed during the month; 4. Resource supply: Materials, workmen, equipment and tools; 5. Quality supervision and procedures made in the execution of the works; 6. Approvals made to construction resources on the basis of submittals, mock ups, tests, certificates, product catalogues etc... 7. Any changes, work orders and variations issued; 8. Any challenges and/or compensation events or unforeseeable obstructions; 9. Any defectives works identified during supervision and proposal for rectifications; 10. Detail work Plan for the next month as distinguished by weekly plans; 11. Pictures of the works at each stage |
| --- |

### 3.10 Employer's Delegations

| **No.** | **Clause/**  **Sub-Clause No. and title** | **Delegated duties and authorities** | **Designation** | **Remark** |
| --- | --- | --- | --- | --- |
|
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

### 3.11 Key Personnel Requirements

*(Details of Key Personnel requirements in accordance with Sub-Clause 4.5 of the General Conditions)*

| **No.** | **Position description/Title** | **Required qualification** | **Area of experience required** | **Years of relevant experience required** |
| --- | --- | --- | --- | --- |
| **1** | **Project**  **Manager:(One)** | **Minimum Educational**  **Qualification:**   * A Master’s degree in Civil Engineering, Construction Management or Project Management. Or * A Bachelor’s degree with an additional 2 years of relevant work experience (a total of 10 years’ experience) may be accepted in lieu of the education requirements outlined above. | Experience related to the project requirements, in civil engineering, construction management, construction project supervision is required.   * At least 3 years of experience in project management and supervision in Tigray is an asset.   Language Requirements:   * Fluency in written and oral English is required * Knowledge of local language is an asset | At least 10 years in total and at least 5 years in construction  Project management. |
| **2** | **Site Engineer:(1) One** | **Minimum Educational Qualification:**   * A Bachelor's Degree in Civil Engineering or Construction Management. * A combination of Diploma Certificate with additional 2 years of relevant work experience (7 years in   total) may be accepted in lieu of the education requirements outlined above. | Experience, related to the project requirements, in civil engineering, construction management, construction project supervision is required. | At least 7 years in total and at least 2 year of experience in construction project management and supervision in Tigray is an asset |
| **3** | **Office Engineer:(1) One** | **Minimum Educational Qualification:**   * A Bachelor's Degree in Civil Engineering or Construction Management. * A combination of Diploma Certificate with additional 2 years of relevant work experience (7 years in   total) may be accepted in lieu of the education requirements outlined above. | Experience, related to the project requirements, in civil engineering, construction management, construction project supervision is required. | At least 7 years in total and at least 5 year of experience in construction project management and supervision |
| **4** | **Licensed Surveyor (One)** | Diploma in surveying and topographic Map | Experience, related to the project requirements, in setting out works, surveying and development of topographic map; | At least 5 years |
| **5** | **Health & Safety & Environment Project Officer (One)** | A Bachelor's degree in health and safety or a related field or A Bachelor's Degree in Construction Management substantiated with trainings and experience in Health and Safety management activities may be accepted, **or**   * A combination of Diploma certificate in Occupational Health and Safety and Social and Environmental Management with additional 3 years of relevant work experience may be accepted in lieu of a Bachelor’s degree | * Capacity in risk assessment and hazard identification * Capacity to conduct training and toolbox talks * Capacity in administering First Aid * Capacity in conducting Emergency Drills | At least 2 Years with BSC degree At least 3 years with diploma certificate |
| **6** | **Lead General Foreman: (One)** |  | Experience in civil infrastructure construction | At least 10 years |

### 3.12 Equipment and Machinery Requirements

*(Details of equipment and machinery to be provided by the Contractor in accordance with Sub-Clause 4.7 of the General Conditions)*

* A Bidder/Contractor must avail at least the following construction-related equipment and/or machineries in order to successfully carry out the construction project at the specified site.
* **Ensure YOU attach a commitment letter that shows you will avail the required Equipment and Machinery .**

| **No.** | **Description of item (Equipment or Machinery)** | **Units** | **Remarks** |
| --- | --- | --- | --- |
| **1** | Mobile mixer 1m3 Capacity | **1** | ***Certificates of ownership, Purchase Receipt OR lease agreement need to be attached when submitting*** |
| **2** | Concrete mixer (350 liter) | **1** | **“ “ “** |
| **3** | Mobile Truck Mixer | **1** | **“ “ “** |
| **4** | Chain Type Excavator with Jack hammer and 1m3 Bucket Capacity | **1** | **“ “ “** |
| **5** | Dump trucks; 14m3 capacity | **2** | **“ “ “** |
| **6** | Wheel Loader | **1** | **“ “ “** |
| **7** | Stationery Crane, ,1 Ton and above | **1** | **“ “ “** |
| **8** | 4WD pick up (4 seats), model year 2017 or newer. | **2** | **“ “ “** |
| **9** | Roller Compactor - 10 Ton | **1** | **“ “ “** |
| **10** | Plate compactor  Minimum plate size of 400mm x 400mm and weight min 50 Kg. | **1** | **“ “ “** |
| **11** | Concrete vibrator Hose size of a minimum of 38 mm | **3** | **“ “ “** |
| **12** | Survey Equipment (Total Station) for the entire project duration | **1** | **“ “ “** |
| **13** | Water Tanker; 10,000 Ltr | **2** | **“ “ “** |
| **14** | Water pump with lifting head greater than 3 bar | **2** | **“ “ “** |
| **15** | Diesel Generator, Capacity greater than 100 KVA | **1** | **“ “ “** |

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### 3.13 Insurance Requirements

*(Details in accordance with Sub-Clause 15.1 of the General Conditions)*

| **Insurances** | **Additional details on scope of cover** | **Validity period** | **Limit of liability** |
| --- | --- | --- | --- |
| **Construction all risk insurance for Works, Plants and Materials** | *Details in accordance with Sub-Clause 15.1 of the General Conditions* | Completion, termination, or expiry of the Contract. |  |
| **Public liability insurance** | *Details in accordance with Sub-Clause 15.1 of the General Conditions* | Completion, termination, or expiry of the Contract. |  |
| **Workers’ compensation insurance** | *Details in accordance with Sub-Clause 15.1 of the General Conditions* | Completion, termination, or expiry of the Contract. |  |
| **Insurances required by Laws and by local practice** | Not Applicable |  |  |
| **Any other insurances** | Not Applicable |  |  |
| **Professional indemnity insurance**  **(if applicable)** | Not Applicable |  |  |

1. For the purposes of this ITB, when the term “Contractor” is used, it refers to the bidder. The Schedules, submitted by the bidder whose bid is accepted after evaluation and who is awarded the Contract, will be included in the Contract. [↑](#footnote-ref-0)
2. For the purposes of this ITB, when the term “Contractor” is used, it refers to the bidder. The Schedules, submitted by the bidder whose bid is selected after evaluation and who is awarded the Contract, will be included in the Contract. [↑](#footnote-ref-1)