



Pre-bid Meeting

**ITB/2025/56383 - Construction of
Administrative Building for Kidane Mehret
Catholic General Hospital; Adwa, Ethiopia
Re -Bid**

Venue: Virtual

Date: Mar 10,2025

Addis Ababa, Ethiopia



Our expertise

In addition to providing tailored services, we offer **five core service lines** in support of our partners objectives:

PROCUREMENT

INFRASTRUCTURE

**PROJECT
MANAGEMENT**

**FINANCIAL
MANAGEMENT**

**HUMAN
RESOURCES**



UN Supplier Code of Conduct

The UN Supplier Code of conduct addresses four areas:

Labour conditions:

- Freedom of Association and Collective Bargaining
- Forced or Compulsory Labour
- Child Labour
- Discrimination
- Wages, Working Hours and Other Conditions of Work
- Health and Safety

Human Rights:

- Human Rights
- Harassment, Harsh or Inhumane Treatment
- Mines

Environment:

- Environmental
- Chemical and Hazardous Materials
- Wastewater and Solid Waste
- Air Emissions
- Minimize Waste, Maximize Recycling

Ethical conduct:

- Corruption
- Conflict of Interest
- Gifts and Hospitality
- Post employment restrictions

Proscribed practices

- UNOPS has zero tolerance against vendors that engage in proscribed practices. Proscribed practices are acts or omissions that may take place at any time during the procurement/engagement process, including contract execution or beyond.
- There are 6 proscribed practices covered in UNOPS Vendor sanctions policy:

Corrupt practice	Offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party
Fraudulent practice	Act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation
Coercive practice	Act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party
Collusive practice	Arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party
Unethical practice	Conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS
Obstruction	Acts or omissions by a Vendor that prevent or hinder UNOPS from investigating instances of possible Proscribed Practices

Common proscribed practices | Examples

FRAUD

- Misstating the ownership of the company
- Submitting forged quality certificates or manufacturers authorizations
- Submitting forged bank securities
- Submitting forged invoices or receipts

COLLUSION

- Agreements for not to competing with one another
- Misrepresenting the independence of the relationship between colluding vendors

UNETHICAL PRACTICES

- Not disclosing a conflict of interest - relationship with UNOPS personnel

OBSTRUCION

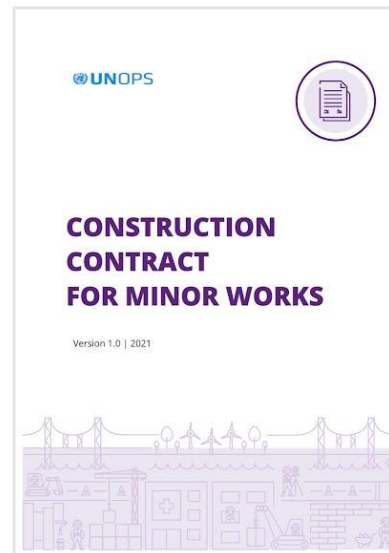
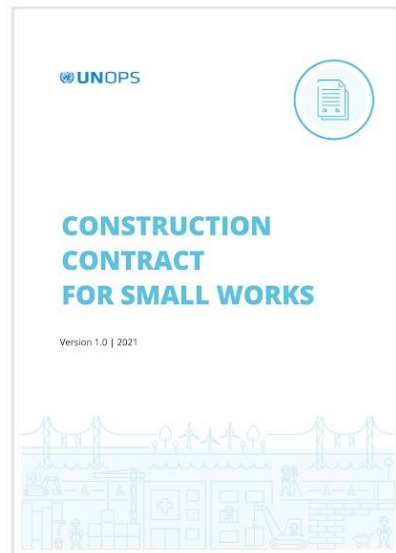
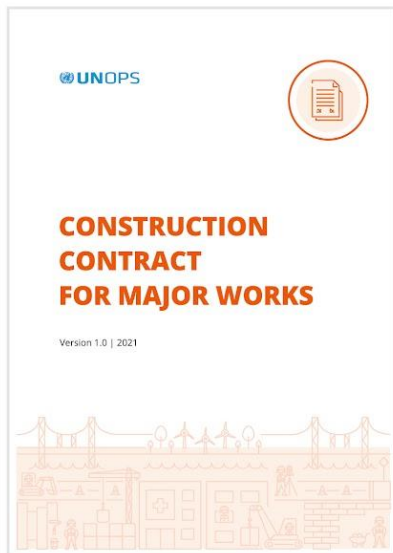
- Not responding to UNOPS Internal Audit and Investigations Group (IAIG) request for information/interview's

The suite of contracts

The suite of the five contracts for works is composed of:

- [Construction Contract for Major Works](#)
- [Construction Contract for Small Works](#)
- [Construction Contract for Minor Works](#)
- [Consultant Services Contract for Works](#)
- [Construction Contract for Design and Build \(forthcoming\)](#)

UNOPS released the NEW suite of contracts for works for preview in 2021. They will become mandatory organization-wide as of 6 May 2022.



General Tender Information

- **Description of the Works:** Construction of Administrative Building for Kidane Mehret Catholic General Hospital; Adwa, Ethiopia Re-Bid
- **Bid Reference:** ITB/2025/56383
- **Tender Posting Date:** 2025-03-03 14:07 UTC
- **Deadline for Clarification:** 2025-03-18 09:00 UTC
- **Bid Closing Date:** Time: 2025-03-21 09:00 UTC
- **PUBLIC BID OPENING** is not Applicable
- **Bid Currency** is in USD
- **Contract Award Criteria:** ITB Lowest priced substantially compliant methodology

General Tender Information . . .

- ❑ Bid Validity: **It is for a period of 90 days from the date of Bid Closing**
- ❑ Defect Notification Period (DNP): **It is 12 months**
- ❑ Bid Security: **It is not required**
- ❑ Bank Guarantee for Performance: **5 % of the Contract Price in the currency of contract award**

- ❑ Advance Payment: **10%**

- ❑ Attendance for Clarification/Pre-bid Meeting **IS NOT MANDATORY** but it is highly recommended

- ❑ Site Visit - strongly advised bidders to conduct own site inspection before submitting the bid for a competitive bids

Purpose of the Project

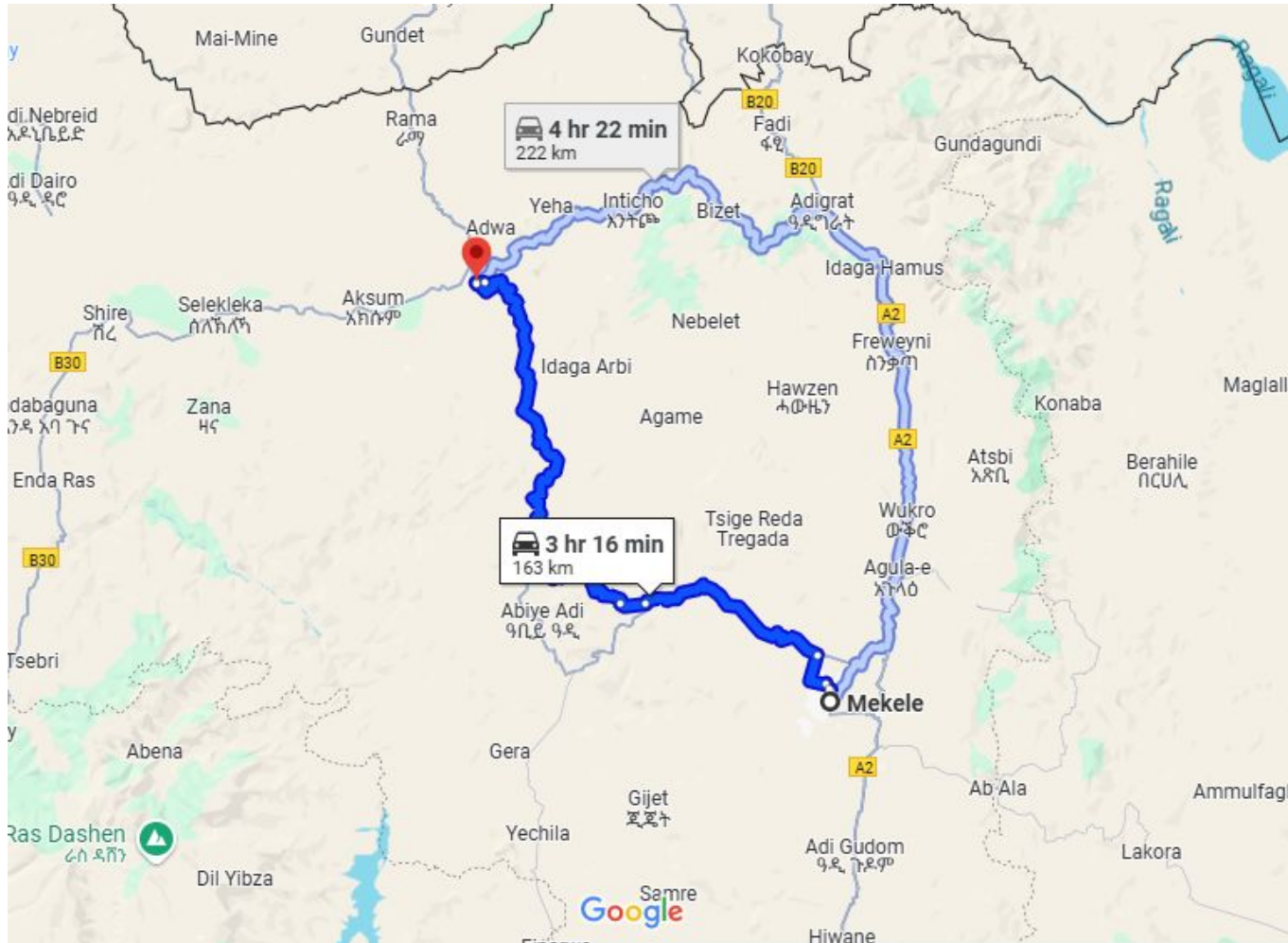
- **Purpose of Project:** Construction of Administrative Building for Kidane Mehret Catholic General Hospital, Adwa, Tigray, Ethiopia
 - Scope:
 - Administration Building
 - External Works
- **Who involved:**
 - AICS (Italian Agency for Development Cooperation-partners)
 - UNOPS as implementation agent

Project Location

- Geographic location: Adwa, Tigray, Ethiopia
- Site located: Kidane Mehret Catholic General Hospital, Adwa, Tigray, Ethiopia
- Distance from Mekele, Tigray: 163 km
- The project will be implemented in an existing medical facility which is actively providing medical and related services for the community.
- As the construction is to be undertaken within the hospital compound, the contractor is expected to produce a methodology of implementing the project without disrupting the normal operations of the hospital.

Project Location

- Located **Adwa**



Project OutPuts

Project Output:

I. Administrative Building

II. External Works

- External staircase
- External Concrete Pavement
- External fence and main gate
- Rain Water Drainage
- Ramps

Note: The contractor must collaborate closely with the UNOPS project management team to ensure alignment with project objectives and requirements.

UNOPS Eligibility and Formal Requirements

1. The quotation is complete, i.e., all documents and technical documentation requested in Section I: Instructions to Bidders, Article 11 [Content of Quotation Submissions] have been provided and are complete. **ALL RETURNABLE SCHEDULES EXCEPT FORMS with the statement “NOT USED’ NEED TO BE FILLED & SUBMITTED WITH PRICED BOQ AND OTHER LEGAL & REQUIRED CREDENTIALS.**
2. The bidder accepts conditions of the Contract as specified in Section III: Conditions of Contract.
3. Bidder has Renewed Business License for 2025 GC (2017 EC) and Tax Registration Certificate(s) from appropriate Government Authority in Ethiopia

UNOPS Qualification 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)**
- 2. Financial capability The bidder has an annual turnover of minimum 150 Million ETB in any one of the last [Five (5)] years.**
- 3. The bidder has been in continuous business during the last Ten (10) years.**
- 4. 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;**
 - i) Projects with a minimum value of ETB 30 Million
 - ii) Bidder's involvement as a prime contractor
 - iii) Similarity on at least on one of the project on the nature of the client (International NGO or relief organizations)
 - iv) Experience in collaborative project

UNOPS Qualification criteria

5. 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.

6. 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.

Technical criteria

- 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**
- 1.2 The bidder has relevant specialized knowledge and experience on similar works done in the region or country.**
- 1.3 The bidder has the capacity to undertake the scope of Works in addition to its current workload.**
- 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**

Technical criteria

2.2 The 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 440 calendar days that are consistent with industry practices, the Project requirements and proposed methodology.

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 affect the required insurances as specified under Schedule 3.11 [Insurance Requirements], 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.

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. The maximum subcontracting amount shall not be greater than 40% of the contract price.

Technical criteria

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.

2.7 The Programme and method statement details how the different work elements shall be organized, controlled and delivered based on the quality management system.

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.

- **Project Manager (1)**
- **Site Engineer (1)**
- **Office Engineer (1)**
- **Licensed Surveyor (1)**
- **Health, Safety and Environment project officer (1)**
- **Lead General Foreman (1)**

Technical criteria

4.1 Equipment and Machinery Requirements

- 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.

1. **Concrete Mixer (350 lit) (1)**
2. **Mobile Mixer 1m3 Capacity (1)**
3. **Mobile Truck Mixer (1)**
4. **Chain Excavator with Jackhammer(1)**
5. **Wheel Loader (1)**
6. **Stationary Crane,1 Ton and above (1)**
7. **Dump truck: 14 m3 capacity (2)**
8. **4WD pickup (4 seats), one model year 2017 or newer(2)**
9. **Roller Compactor - 10 Ton (1)**
10. **Plate Compactor (1)**
11. **Concrete vibrator (3)**
12. **Surveyor Equipment (Total station) (1)**
13. **Water Tank 10,000 lit (2)**
14. **Water pump with lifting head greater than 3 bar (2)**
15. **Diesel Generator, with capacity greater than 100 KVA (1)**



UNOPS HSSE POLICY FRAMEWORK

1. [EOD.ED.2021.01](#) on Occupational Health & Safety and Social & Environmental Management
2. [EOI.SSC.2021.01](#) on Health & Safety and Social & Environment Management
3. [EOI.SSC.2021.02](#) on Reporting and Management of Health & Safety and Social & Environmental Incidents.

Health & Safety, Social & Environmental (HSSE) Requirements

What do we want to achieve together?

- Operate in line with the [EOI.SSC.2021.01](#) on **HSSE Management**:
 - *2.1 UNOPS shall guarantee the occupational health, safety and welfare of all individuals involved in its activities and facilities.*
 - *2.2 In managing our activities and facilities, UNOPS shall give consideration to the society and the environment.*
- Continue to **shift towards an organizational culture** where:
 - HSSE is embedded in all that we do
 - openness and honest feedback leverage knowledge sharing
 - “failures” are opportunities for learning and improving
 - appreciation and recognition inspire to do the right thing
- Strive towards **continuous improvement**
 - There is always room for better performance - in all of our activities!

Health & Safety and Social & Environment Policy

Health & Safety, and general

- Preventing **injuries** and **illnesses** for all including partners, suppliers, contractors and members of the public... in all UNOPS locations.
- Continuous **improvement**, excellence throughout the life cycle
- Apply sustainable infrastructure **designs**

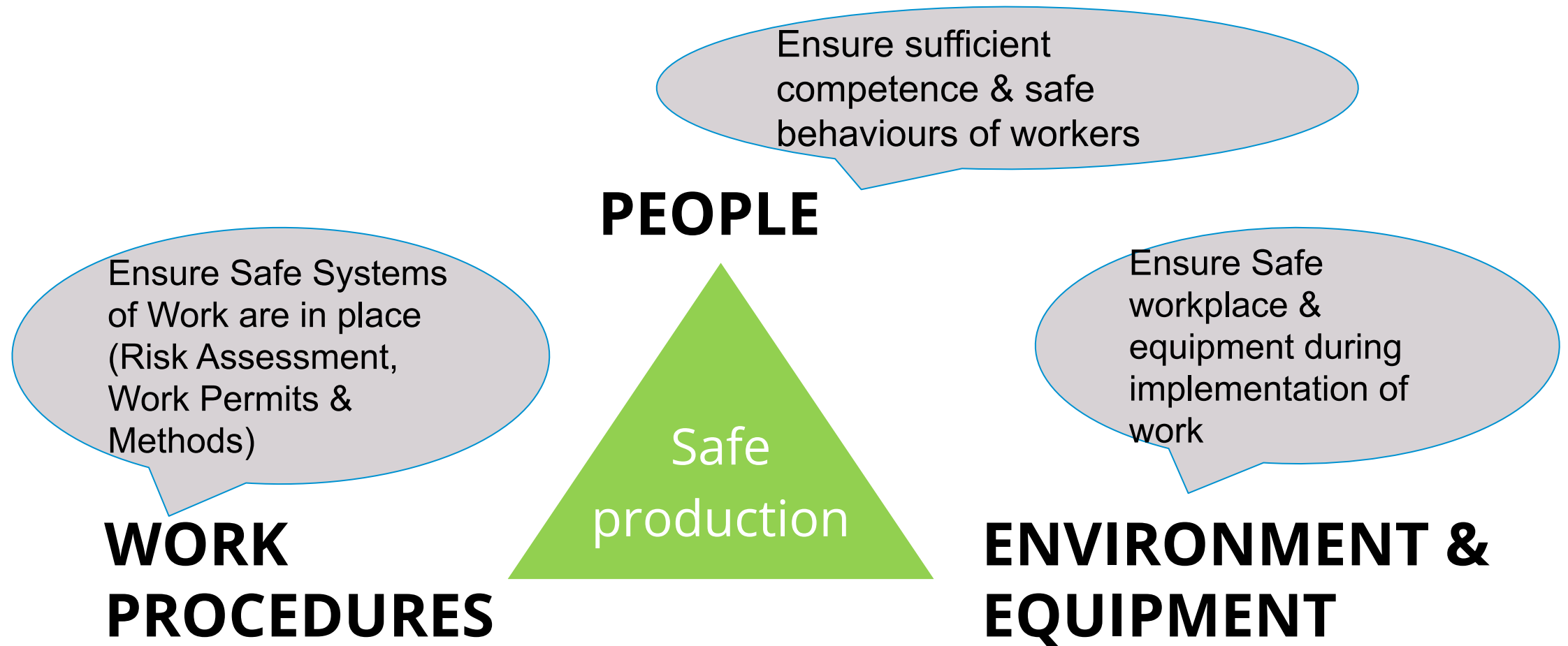
Social

- Uphold **human rights**, fair labour practices and avoid discrimination
- Reduce impacts of **land resettlement**
- Protect **cultural heritage**
- Do **risk/impact assessments** and ensure awareness

Environment

- Resource **conservation**: resource efficiency, energy & water conservation
- Prevent **pollution** (air, water, land)
- Minimise, reuse, recycle **waste**
- Reduce **GHG**
- Protect **biodiversity**

Three aspects of Safe Performance



Returnable Bid Schedules

Prospect Bidders/Contractors shall return the following stamped and duly signed **RETURNABLE BID SCHEDULES**:

ITB SCHEDULES

- 0.1 Bid Submission Declaration
- 0.2 Bidder's Information
- 0.3 Joint Venture Partner Information - if any
- 0.4 Capacity and Experience
- 0.5 Format for Resume of Proposed Key Personnel
- 0.7 Performance Statement
- 0.10 Dispute Details
- 0.11 Acknowledgement of the Addenda -if any
- 1.2 Details Provided by the Contractor

- 4.1.A Bill of Quantities
- 4.1 B day work rate
- 4.2 Programme
- 4.3 Method Statement
- 4.4 Key Personnel
- 4.5 Organizational Structure
- 4.6 Subcontractors
- 4.7 Contractor's Equipment and M.
- 4.8 Sources of Naturally Occurring Materials
- 4.9 Insurance Details and Insurances

Precaution when Submitting Priced BoQ

- INSTRUCTION WHEN SUBMITTING PRICED BOQ
 - You are **not allow to change any work description** on this sheet
 - You are only required to fill in the cells **“Rate/Unit Price” in USD**
 - Upon filling in the Rate and/or Unit price, all other **calculations will be done automatically**, meaning you do not have to temple with any other cell within this spreadsheet
 - The summary sheet will also be fill in automatically
 - At the bottom of the **BoQ sheet, you are required to fill & sign to authenticate**
 - Please note that this BoQ forms is part of the “Returnable Bid Schedules” and as such should be return (**both the printed and duly signed form; and the Excel Soft copy for Arithmetic check**) along with all other documents when submitting your tender.

Important Issue to be Focused: **Upon Contract Award**

- Prospect Bidders/Contractors shall bear in mind:
 - **Bid Validity should be 90 days**
 - Duration of the contract is **440 days**
 - **Bank Guarantee for Performance is 5%** of contractual value upon contract award in USD
 - **Detail Work Plan shall be** prepared and forward for acceptance at the start of Works within **ten working days**
 - Delay Damages for failure to complete the Works within the Timeframe for Completion i.e., **Liquidated Damage (LD)**
 - **Whole of the Works: 0.1% per day** excluding the Substructure amounti up to 10% contract value

Important Issue to be Focused: **Upon Contract Award**

- **Defect Notification Period (DNP) is 12 months**
- Once the equipment brought to a site, it **shall not be removed without** the Project Engineer's consent
- All construction equipment and/or machineries **MUST** be available at the Project Site
- **Signed Priced BOQs and their respective Excel Sheet** shall be submitted along with returned bid document
- Construction progress will be closely monitored and the contract will be terminated of the acceptable progress against the plan is not made
- Payment will be made as per the **Small Works Construction Contract Agreement**

Important Lessons from Previous Tenders

□ **Issues:**

- Prospect Bidders/Contractors **FAIL** to compile all compulsory documents required in the respective ITB such as **Legal Documents and GC/BC Certificate of Competence**
- “Returnable Bid Schedules” either **not signed or stamped** by authorized Signatory and/or bidder’s corporate seal as well as Bid Documents do not seem fill out by competent staff who well understands the bidding instructions and required supporting documents
- **FAIL to submit Key Personnel CVs along testimonials** which meet minimum UNOPS qualifications
- **FAIL** to provide detail Work Programme supported by **MS Project**; and Outline Statement of Proposed methods
- **FAIL** to attach List of Proposed Essential Equipment
- **FAIL** to attach bidder’s **Health and Safety as well as Environmental** policy documents

Important Lessons from Previous Tenders

□ Issues . . .

- **FAIL TO PROPERLY NAME THE FILES** of “Returnable Bid Schedules” resulted delay in technical evaluation
- Prospect Bidders/Contractors tend to wait up until the bid closing date and **rush at last hour** hence **fail to upload either all “Returnable Bid Schedules”** or missed the tender
- **FAIL to thoroughly conduct local construction materials and labor market prices** hence **end up EXAGGERATED UNIT RATE** against prevailing market price and UNOPS Engineer Estimate (EE). This subject the Tender to Cancellation.
- **Fail to use CORPORATE EMAIL ACCOUNT in their UNGM Profile** instead tend to use commercial account such as [@gmail.com](#); [@yahoo.com](#); [@Hotmail.com](#); . . .

Thank You

Question and Clarification Session



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