

# Pre-bid / Clarification meeting

**RFQ/2025/56555 - RFQ for Construction of Oxygen Plant House and Trench Work for Medical Gas Pipeline in Worabe Comprehensive Specialized Hospital, Central Ethiopia Region, Ethiopia**

**Venue:** Virtual

**Date:** March 13, 2025

**Addis Ababa, Ethiopia**



## Agenda

Time	Agenda Item	Moderator & Presenter
10:00 AM - 10:10 AM	<ul style="list-style-type: none"> <li>Registration of Participants</li> <li>Introduction</li> </ul>	Procurement - Mr. Anteneh
10:10 AM - 10:20 AM	<ul style="list-style-type: none"> <li>Purpose, location &amp; expected output of the Project</li> </ul>	Technical Team Eng. - Bernabas
10:20 AM - 10:30 AM	<ul style="list-style-type: none"> <li>General Information about the published tender</li> <li>Bid Evaluation Criteria &amp; Evaluation methodology</li> </ul>	Procurement - Mr. Anteneh
10:30 AM - 10:40 AM	<ul style="list-style-type: none"> <li>UNOPS HSSE Standards</li> </ul>	Technical Team - Eng. Suliman
10:40 AM - 10:50 AM	<ul style="list-style-type: none"> <li>Introduction about use of returnable schedule</li> </ul>	Procurement - Mr. Anteneh
10:50 AM - 11:00 AM	<ul style="list-style-type: none"> <li>Participant Reflection</li> <li>Q &amp; A</li> </ul>	All





# 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:

<b>Corrupt practice</b>	Offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party
<b>Fraudulent practice</b>	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
<b>Coercive practice</b>	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
<b>Collusive practice</b>	Arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party
<b>Unethical practice</b>	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
<b>Obstruction</b>	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

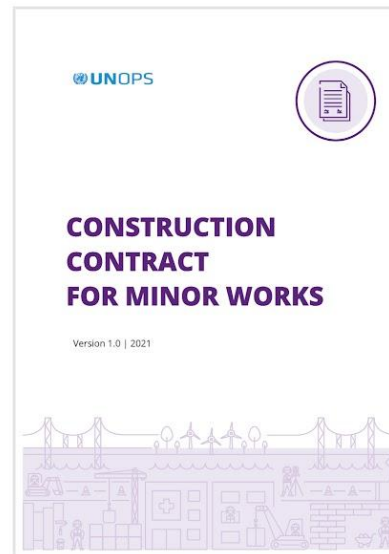
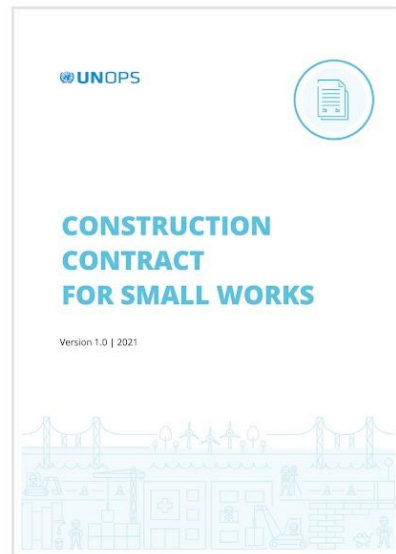
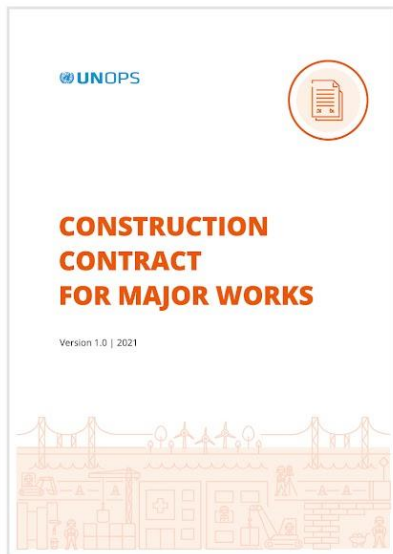
- Not responding to UNOPS Internal Audit and Investigations Group (IAIG) request for information/interview's

# 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:** RFQ for Construction of Oxygen Plant House and Trench Work for Medical Gas Pipeline in Worabe Comprehensive Specialized Hospital, Central Ethiopia Region, Ethiopia
- **Bid Reference:** RFQ/2025/56555
- **Tender Posting Date:** 2025-03-11 13:17 UTC
- **Deadline for Clarification:** 2025-03-18 09:00 UTC
- **Bid Closing Date:** 2025-03-20 09:00 UTC
- **PUBLIC BID OPENING** is not Applicable
- **Bid Currency** is in USD
- **Contract Award Criteria:** Lowest priced most technically acceptable

## General Tender Information . . .

- Bid Validity: 60 days from the date of Bid Closing
- Defect Notification Period (DNP): 12 months
- Bid Security: Not required
- Bank Guarantee for Performance: 5 % of the Contract Price in the currency of contract award
- Advance Payment: None
- Attendance for Clarification/Pre-bid Meeting: IS NOT MANDATORY but it is highly recommended
- Group site visit can BE HELD - bidders are strongly advised to conduct own site inspection before submitting the bid for a competitive bids

# Purpose of the Project

- **Purpose of Project:** Construction of Oxygen Plant House and Concrete Trench for Medical Gas Pipeline
  - **Scope:**
    - Plant house Construction
    - Medical pipes Trench work
    - Machine Foundation work
- **Who involved:** World Bank and Ministry of Health - partners  
UNOPS as implementation agent

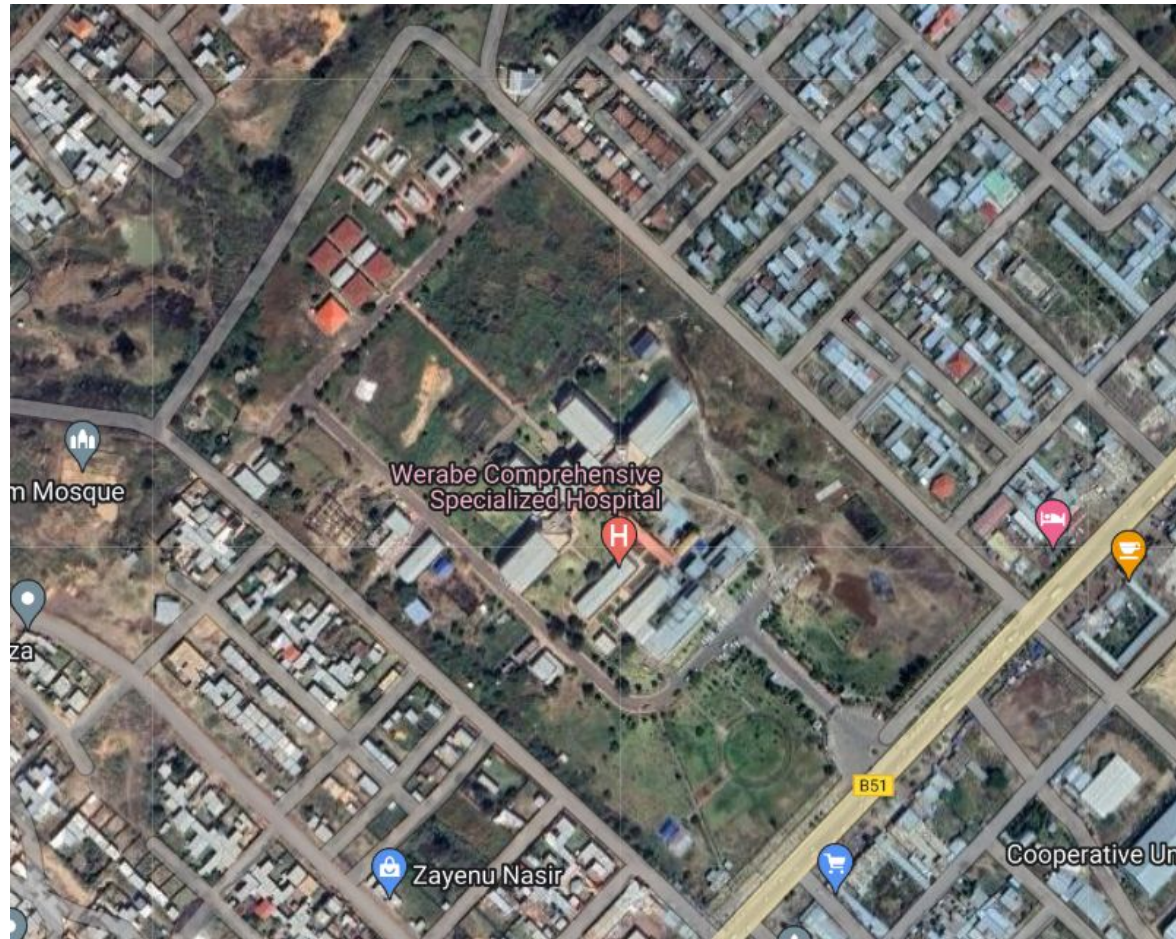


## Project Location

- Geographic location: Silte Zone, South-central Ethiopia, Ethiopia
- Site located: Worabe Comprehensive Specialized Hospital
- Distance: from Addis Ababa: 173 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

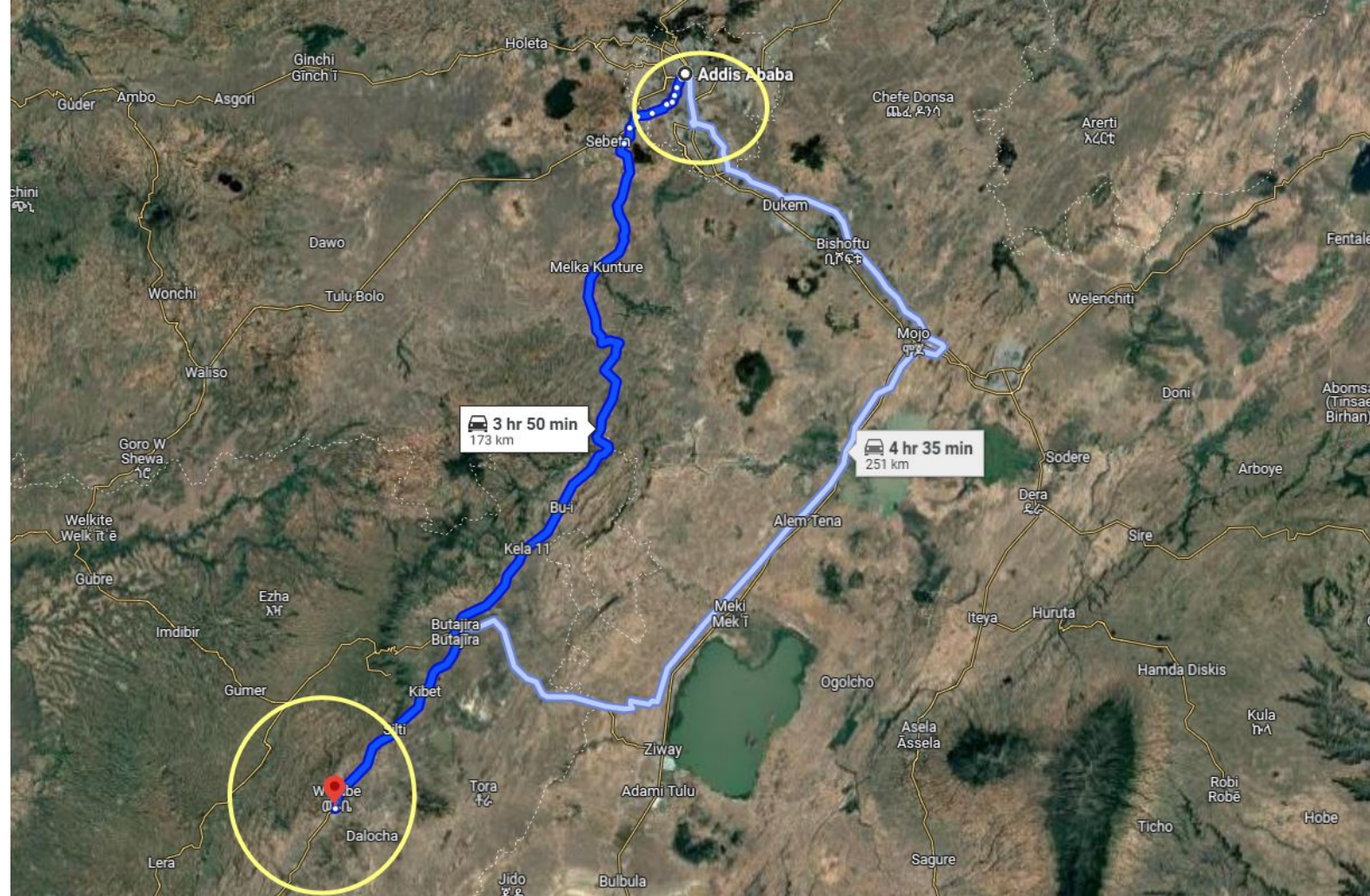
- Located **Worabe Comprehensive Specialized Hospital**





# Project Location

- Located **ADDIS ABABA TO WORABE**



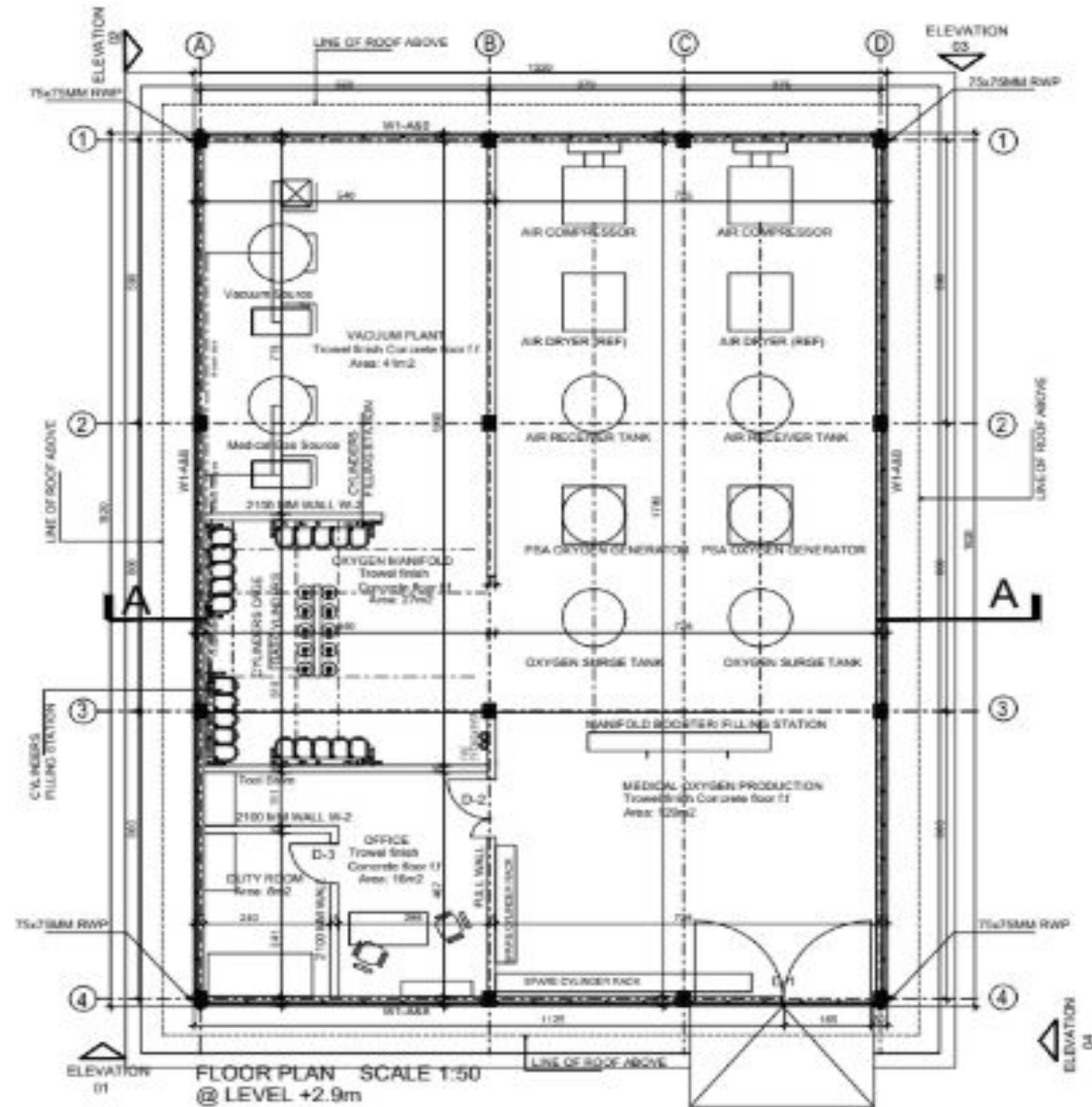


## Project Output

- i) Plant house Construction (240m<sup>2</sup>) Including Electrical and sanitary works
- ii) Medical pipes Trench work (22m)  
safely and efficiently route medical gases to selected blocks
  - 22 meters- from the plant house to selected buildings
  - To protect medical gas pipelines (oxygen,vacuum, Medical air) to ensure safe and uninterrupted delivery
  - The trenches must be safe from water ingress
- iii) Machine Foundation work
  - The plants are essential for delivering life supporting medical gases so it is needed to ensure the reliable and safe operation of the system

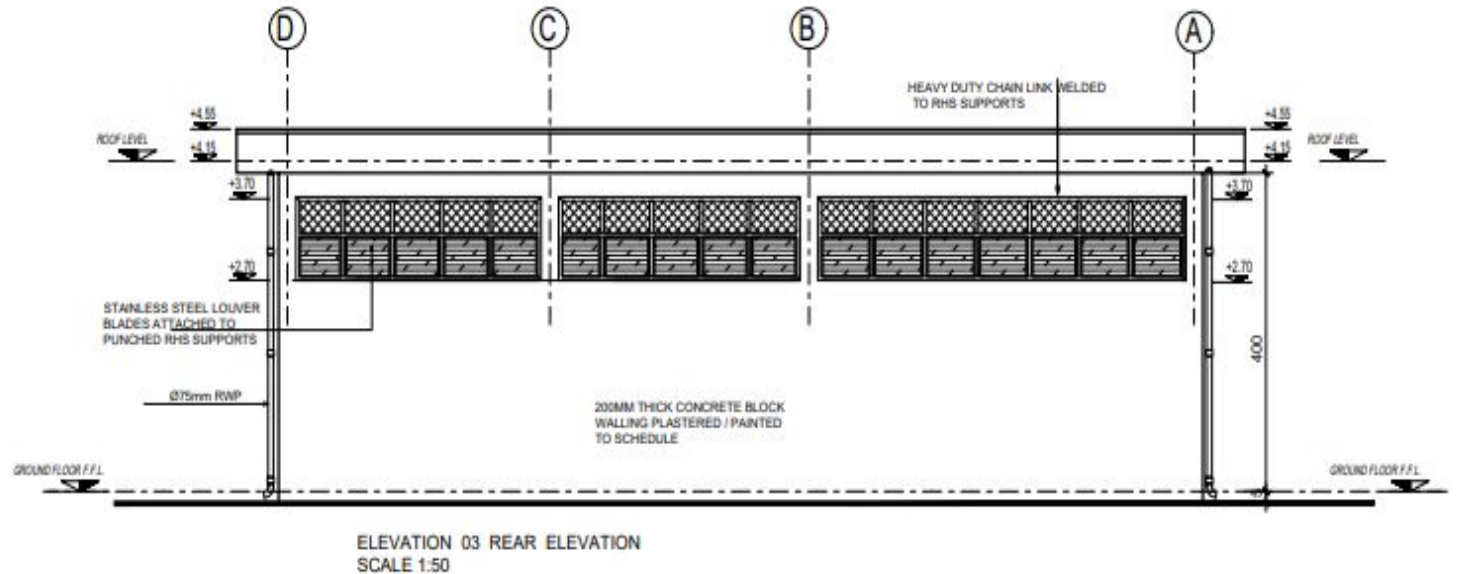
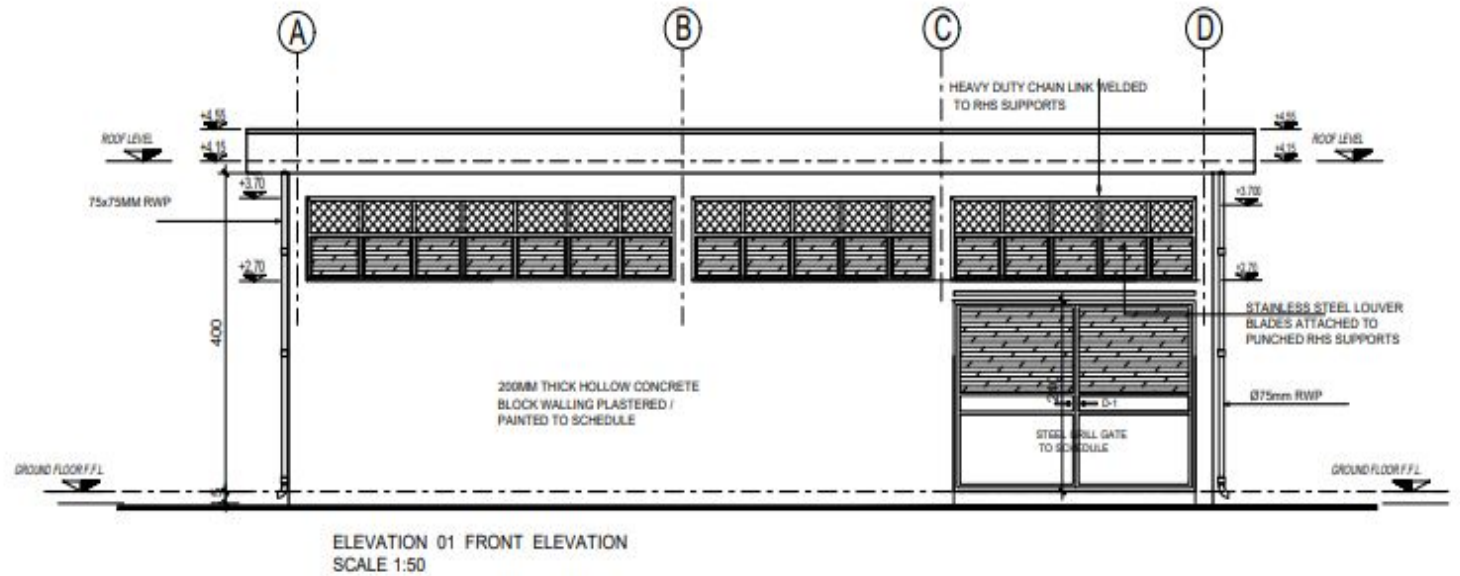
Note: The contractor must collaborate closely with the UNOPS project management team to ensure alignment with project objectives and requirements.

# OXYGEN PLANT HOUSE - FLOOR PLAN



# OXYGEN PLANT HOUSE

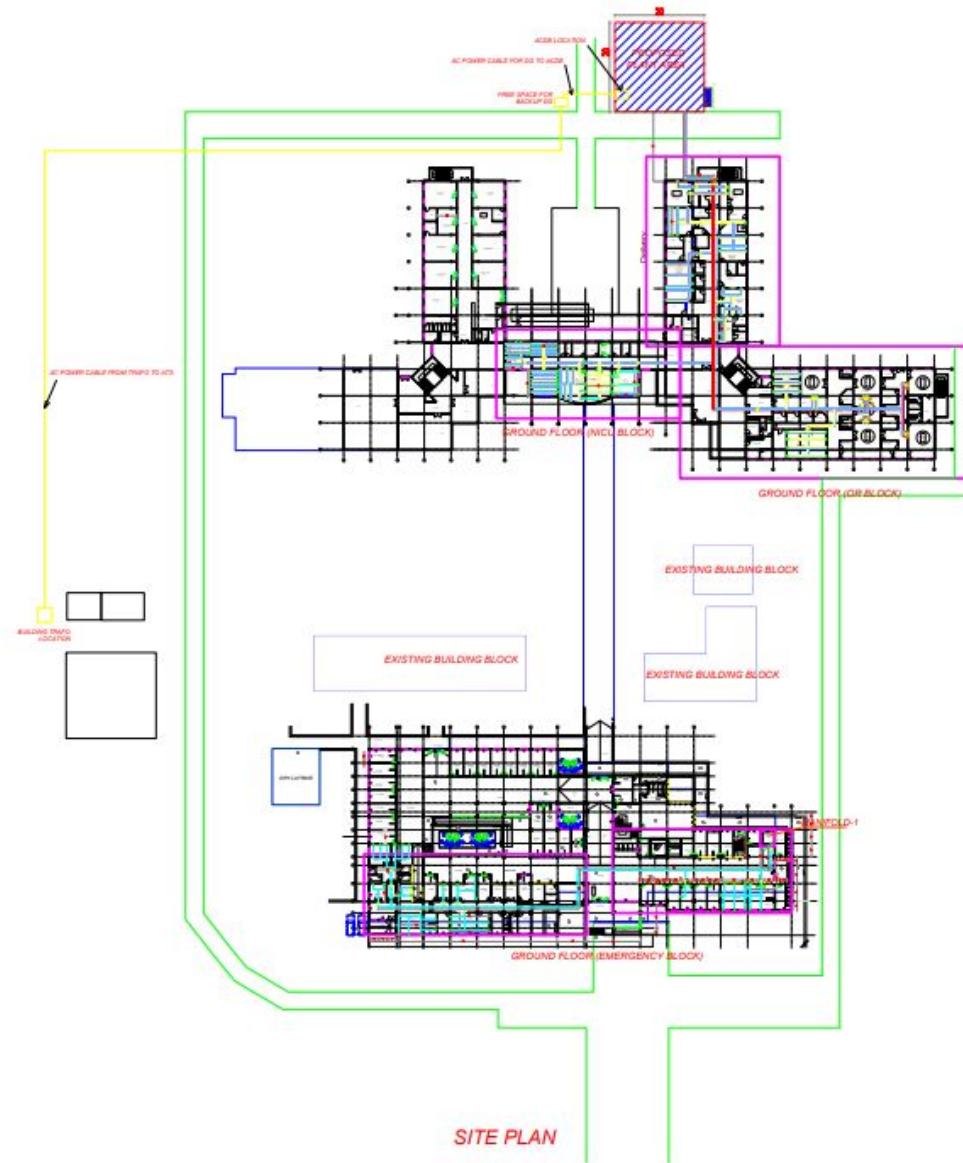
## Front and Rear Elevation





# OXYGEN PLANT HOUSE

## Site Plan



## 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 20 RETURNABLE SCHEDULES 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.

# UNOPS Eligibility and Formal Requirements - Returnable Schedule

## ▪ **RfQ SCHEDULES**

- Schedule 0.1 [Quotation Submission Declaration]
- Schedule 0.2 [Bidder's Information]
- Schedule 0.4 [Capacity and Experience]
- Schedule 0.7 [Performance Statement]
- **Schedule 0.9 [DRiVE Supplier Sustainability Questionnaire]**
- Schedule 0.10 [Dispute Details]
- Schedule 0.11 [Acknowledgement of the Addenda]
- Schedule 0.12 [Quotation/No Quotation Confirmation]
- Schedule 0.13 [Quotation Checklist]
- Schedule 1.2 [Details Provided by the Contractor]

## **NOT REQUIRED**

- **Schedule 0.3 [Joint Venture Partner Information]**
- **Schedule 0.6 [Statement of Exclusivity and Availability]**
- **Schedule 0.8 [Form for Bid Security]**
- **Schedule 0.5 [Format for Resume of Proposed Key Personnel]**

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

## **ADDITIONAL REQUIRED FORMS**

- **Construction all risks insurance for contract value**
- **Public liability insurance**
- **Workers' compensation insurance for key personnel & other skilled & unskilled labour positions**
- **Performance Bond**



# UNOPS Eligibility and Formal Requirements

Activity	Yes, No, or N/A	Page # in the quotation	If NO provide comment
<b>Have you duly completed all the returnable Schedules?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.1 [Quotation Submission Declaration]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.2 [Bidder's Information]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.3 [Joint Venture Partner Information]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	NOT USED	
• Schedule 0.4 [Capacity and Experience]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.5 [Format for Resume of Proposed Key Personnel]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.6 [Statement of Exclusivity and Availability]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	NOT USED	
• Schedule 0.7 [Performance Statement]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.8 [Form for Bid Security]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	NOT USED	
• Schedule 0.9 [DRIVE Supplier Sustainability Questionnaire]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.10 [Dispute Details]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.11 [Acknowledgement of the Addenda]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.12 [Quotation/No Quotation Confirmation]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.13 [Quotation Checklist]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 1.2 [Details Provided by the Contractor]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.1.A [Bill of Quantities]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
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• Schedule 4.5 [Organizational Structure]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.6 [Subcontractors]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.7 [Contractor's Equipment and Machinery]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.8 [Sources of Naturally Occurring Materials]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.9 [Insurance Details and Insurances]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
•			
•			
<b>Have you provided the required documents to establish compliance with the evaluation criteria established in Section II: Evaluation and Method Criteria?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Copy of audited financial statements of the [THREE (3)] years	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Renewed business license, tin & vat certificates	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		

## UNOPS Qualification criteria

1. Financial capability - Financial capability The bidder has sufficient liquidity, demonstrated by the ratio of “average current assets / current liabilities” over the last [three (3)] 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 [ETB 4 Million currency] (should the bidder be selected)
2. Financial capability Financial capability The bidder has an annual turnover of minimum [ETB 20 Million] in any one of the last [three (3)] years.
3. The bidder has experience successfully delivering similar [two(2)] construction works contracts during the last [three (3)] years prior to quotation opening. Similar is defined as: i) Similarity in the nature of the works; ii) Projects with a minimum value of ETB 20 million, and iii) bidder’s involvement as a prime contractor
4. The bidder has the registration grade one (1) up to grade five(5) as building or general contractor in the body that governs and regulates the construction industry in the Country.
5. Multiple contracts - Bidders with two ongoing contracts with UNOPS are not eligible to participate in this bid.

## Technical criteria

**1.1 The bidder has the general organizational capability that can support effective implementation: management structure and project management controls.**

**1.2 The bidder has relevant specialized knowledge and experience on similar works done in the region or country. Bidders must submit documentary evidence demonstrating the company's readiness for rapid deployment or familiarity with the intervention area. This may include similar work previously completed in Central Ethiopia Regional State (CERS)**

**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 **four (4) months** 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 RfQ (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 bidders may subcontract up to a maximum of 40% of the total work. Any proposed subcontractors and suppliers must be identified and assigned appropriate quantities of work. Additionally, they must demonstrate the capacity to undertake the assigned tasks and be located in appropriate locations. Bidders wishing to subcontract part of the work must submit the name of the subcontractor in the returnable schedule, along with competency testimonials verifying their qualifications.**



## 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 RFQ**

**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 qualifications and experience of Key Personnel proposed meet the established requirements. Bidders are only required to declare their commitment to avail the key personnel's at this stage of tender.**

- **One Project Manager**
- **One Site Engineer**
- **One Electrical or Electromechanical Engineer**
- **One Senior Surveyor**
- **One HSSE Specialist**
- **One General Foreman**

## 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.

Two Concrete mixer (350 liter)

One Dump Truck-14 m3 Capacity –1

One 4WD Pickup (5 seats)-1

Two plate compactor, minimum plate size 400mmX400mm and weight of min.50kg

Two Concrete vibrator: Hose size of 38mm;

One 5000 ltr water tanker;

One Diesel Generator Minimum size of 10 KVA;

One Welding machine;



## 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 and Environmental (HSE) 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**

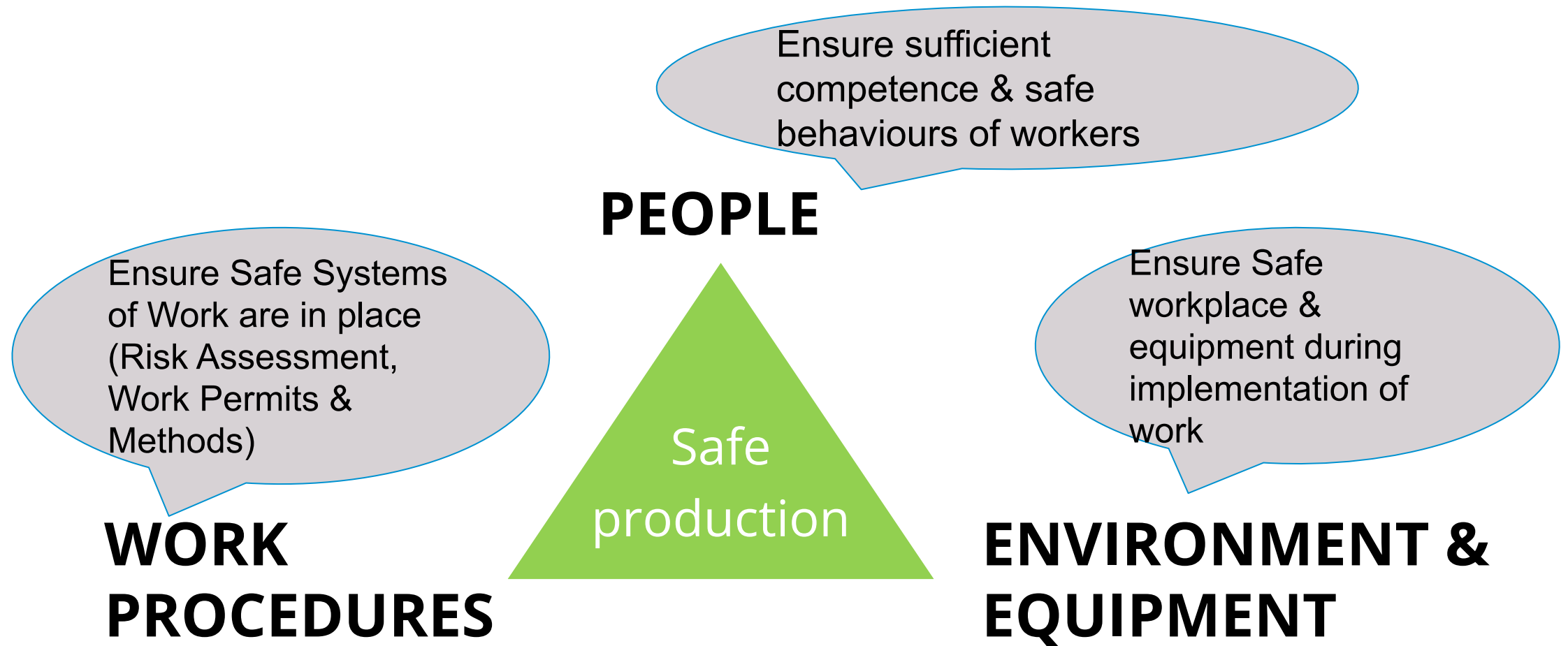
## Social

- 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



## 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 60 days**
  - Duration of the contract is **4 months**
  - **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 RfQ 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 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 or incorporate such guide under the methodology section.

# 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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