

## 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 <b>Section I: Instructions to Bidders</b> , Article 4 [ <i>Bidder Eligibility</i> ].	<ul style="list-style-type: none"> <li>Schedule 0.1 [<i>Bid Submission Declaration</i>]</li> <li>Schedule 0.2 [<i>Bidder's Information</i>]</li> <li>Schedule 0.3 [<i>Joint Venture Partner Information</i>], all documents as required in the Schedule, in the event that the bid is submitted by a Joint Venture.</li> <li>UNGM suppliers ineligibility lists</li> <li>Schedule 0.12 [<i>Self-Disclosure</i>]</li> </ul>
2. The bid is complete, i.e., all documents and technical documentation requested in <b>Section I: Instructions to Bidders</b> , Article 11 [ <i>Content of Bid Submissions</i> ] have been provided and are complete.	<ul style="list-style-type: none"> <li>Schedule 0.1 [<i>Bid Submission Declaration</i>]</li> <li>Schedule 0.2 [<i>Bidder's Information</i>]</li> <li>Schedule 0.3 [<i>Joint Venture Partner Information</i>]</li> <li>Schedule 0.4 [<i>Capacity &amp; Experience</i>] - <b><u>with supporting documents (copy of contracts, handover acts etc.)</u></b></li> <li>Schedule 0.5 [<i>Format for Resume of Proposed Key Personnel</i>] - <b><u>individually for each personnel with copies of diploma as required by the Uzbekistan legislation during all the project implementation period.</u></b></li> <li>Schedule 0.6 [<i>Statement of Exclusivity &amp; Availability</i>] - <b><u>individually for each personnel</u></b></li> <li>Schedule 0.7 [<i>Performance Statement</i>] - <b><u>with supporting documents (copy of contracts, handover acts etc.)</u></b></li> <li>Schedule 0.10 [<i>Dispute Details</i>]</li> <li>Schedule 0.11 [<i>Acknowledgement of the Addenda</i>]</li> <li>Schedule 0.12 [<i>Self-Disclosure</i>]</li> <li>Schedule 1 [<i>Contract Details</i>]</li> <li>Schedule 4 [<i>Contract Schedules from the Bidder</i>], including Schedules 4.1-4.9</li> <li>Copy of balance sheets or financial statements for the last three (3) years (2021, 2022, 2023 and/or 2024)</li> <li>Letter from Bidder's bank confirming the possession of the requisite amount either in the Bidder's account or as a line of credit from the bank</li> <li>Certification of incorporation of the offeror in the country of incorporation</li> <li>Company profile, including Organigram or Chart of the company's management structure identifying the roles and responsibilities of each project team member</li> <li>Confirmation letter (or draft policy) from an insurer stating that the required insurance policies will be provided to the bidder, if selected</li> <li>Confirmation letter from a bidder stating an acceptance of the provisions on performance security as stipulated in clause 4.2 Performance Security of Section IV: Schedule of Details in line with the provisions of ITB/2025/57125 as a part of Construction Contract for Small Works, if recommended for awards</li> </ul>
3. The bidder accepts conditions of the Contract as specified in <b>Section III: Conditions of Contract</b> .	<ul style="list-style-type: none"> <li>Schedule 0.1 [<i>Bid Submission Declaration</i>]</li> </ul>

**4. Compliance to legal and regulatory requirements** - Offeror (a stand-alone legally incorporated entity or a leading partner of Joint Venture/ Consortium/ Association of two or more legally incorporated entities) has a valid license to operate in the Republic of Uzbekistan

- Copy of incorporation certificate of the offeror

**5. Compliance to legal and regulatory requirements** - Offeror (a stand-alone legally incorporated entity or a leading partner of Joint Venture/ Consortium/ Association of two or more legally incorporated entities) holds the required rating (CCC or above as per electronic rating <https://reyting.mc.uz/>)

- Confirmation (screenshot) from e-rating platform of the Ministry of Construction of Uzbekistan <https://reyting.mc.uz/>

**6.** The Bidder is eligible if the total number of contracts awarded by UNOPS to Bidder (a stand-alone legally incorporated entity or a Joint Venture/ Consortium/ Association of two or more legally incorporated entities) does not exceed the relevant number of contracts as per Bidder's rating

Offeror's rating	Stand-alone	In JV /Consortium/Association with:						
		CCC	B	BB	BBB	A	AA	AAA
CCC	1	2	3	4	5	7	11	15
B	2	3	4	5	6	8	12	16
BB	3	4	5	6	7	9	13	17
BBB	4	5	6	7	8	10	14	18
A	6	7	8	9	10	11	16	20
AA	10	11	12	13	14	15	20	24
AAA	14	15	16	17	18	19	24	28

## 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 to meet a working capital/cash flow requirement of USD 500,000. Offerors shall present their latest account statements or provide a letter from their bank confirming the possession of the requisite amount either in their account or as a line of credit from the bank

- Letter from Bidder's bank confirming the possession of the requisite amount either in the Bidder's account or as a line of credit from the bank

#### 2. Financial capability

The bidder has an average turnover of minimum USD 3,500,000 within the last three (3) years.

- Copy of balance sheets or financial statements for the last three (3) years (2021, 2022, 2023 and/or 2024)

#### 3. Capacity to undertake this contract within current workload

The Cumulative Work Capability [CWC] of the Offeror in the amount of USD 3,500,000.00 as minimum

The CWC is calculated as follows: (Cumulative work capability) = (Highest annual turnover in any of the last three [3] years) – (current commitment(s)). Offeror must fill the RS-0.4 and attach the supporting documents, as necessary.

- Schedule 0.4 [Capacity & Experience]

#### 4. Prior Experience

The bidder has experience successfully delivering the same or similar 3 works contracts (as a prime or sub-contractor) during the last three (3) years (2021, 2022, 2023 and/or 2024) prior to bid opening, **including at least 1 contract with the value equal to or greater than USD 2,500,000.** Same works contracts are contracts for construction or rehabilitation of administrative buildings, hospitals, laboratories etc. in the region/country.

- Schedule 0.4 [Capacity and Experience]
- Schedule 0.7 [Performance Statement]
- Supporting documents shall be submitted with the above Schedule 0.4 and Schedule 0.7, including technical references for successfully implemented projects with details of the issuing authority (contact detail, name & position, phone number, email address)

#### 5. Adherence to Performance Security Policy

Bidders confirms that should they win the award, an irrevocable and unconditional, on-demand bank guarantee for performance for 5% the contract cost as per UNOPS form included in the contract template

- Confirmation letter from a bidder stating an acceptance of the provisions on performance security as stipulated in clause 4.2 Performance Security of Section IV: Schedule of Details in line with the provisions of ITB/2025/57125 as a part of Construction Contract for Small Works, if recommended for awards

### 3. TECHNICAL CRITERIA

#### Criteria evaluated on a pass/fail basis during the technical evaluation

To be substantially compliant, bidders must meet all the minimum requirements/criteria and score 'pass' against each of the criteria.

#### Documents to establish compliance with the criteria

##### In Section VI: Returnable Schedules:

- All schedules under Schedule 4 [*Contract Schedules from the Bidder*]
- Schedule 0.4 [*Capacity & Experience*] - with supporting documents
- Schedule 0.5 [*Format for Resume of Proposed Key Personnel*]
- Schedule 0.7 [*Performance Statement*]

#### 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
5.	Key equipment proposed	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	<ul style="list-style-type: none"> <li>• Copy of balance sheets or financial statements for the last three (3) years (2021, 2022, 2023 and/or 2024)</li> <li>• Schedule 4.5 [<i>Organizational Structure</i>]</li> <li>• Schedule 4.6 [<i>Subcontractors</i>]</li> <li>• Schedule 0.4 [<i>Capacity and Experience</i>]</li> <li>• Schedule 0.7 [<i>Performance Statement</i>]</li> </ul>

**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 <b>Section V: Requirements</b> , which indicates the bidder's understanding of these requirements.	<ul style="list-style-type: none"> <li>• All schedules under Schedule 4 [<i>Contract Schedules from the Bidder</i>] in <b>Section VI: Returnable Schedules</b></li> </ul>
2.2	The Programme is substantially compliant and does not contain any material deviation(s) from the requirements as stipulated in <b>Section V: Requirements</b> . 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.	<ul style="list-style-type: none"> <li>• Schedule 4.2 [<i>Programme / Implementation Plan</i>]</li> <li>• Schedule 4.3 [<i>Method Statement</i>]</li> </ul>
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 [ <i>Insurance Requirements</i> ], if selected.	<ul style="list-style-type: none"> <li>• Schedule 4.9 [<i>Insurance Details and Insurances</i>]</li> <li>• Confirmation letter (or draft policy) from an insurer stating that the required insurance policies will be provided to the bidder, if selected.</li> </ul>
2.4	The bid satisfactorily demonstrates that the Health, Safety, Social and Environmental (HSSE) requirements in relation to the Works will be consistently met.	<ul style="list-style-type: none"> <li>• Schedule 4.3 [<i>Method Statement</i>]</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Schedule 4.6 [<i>Subcontractors</i>]</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Schedule 4.8 [<i>Sources of Naturally Occurring Materials</i>]</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Schedule 4.2 [<i>Programme / Implementation Plan</i>]</li> <li>• Schedule 4.3 [<i>Method Statement</i>]</li> </ul>

**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 and demonstrates efforts for <b>gender-mainstreaming</b> ensuring that their entire team composition includes gender balance - at least 1 key personnel proposed is woman and/or confirmation stating that gender consideration will be ensured for the project implementation	<ul style="list-style-type: none"> <li>Schedule 4.4 [<i>Key Personnel</i>]</li> <li>Schedule 4.5 [<i>Organizational Structure</i>]</li> </ul>
3.2	<p>The qualifications and experience of Key Personnel proposed meet the established requirements.</p> <ul style="list-style-type: none"> <li>Team Leader/Project Manager</li> <li>Site Engineer (site-based)</li> <li>Health &amp; Safety Engineer</li> <li>Electrical Engineer</li> <li>Mechanical Engineer</li> </ul>	<ul style="list-style-type: none"> <li>Schedule 0.5 [<i>Format for Resume of Proposed Key Personnel</i>]</li> <li>Schedule 4.4 [<i>Key Personnel</i>]</li> <li>Copy of diploma/certificate/licence as required by the Uzbekistan legislation during all the project implementation period.</li> </ul>

**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	<p>The proposed equipment meets the established requirements in Schedule 3.10 [<i>Equipment and Machinery Requirements</i>] and demonstrates the capacity of the bidder to undertake the work.</p> <p><b>Must be in possession or declared as rented for performing the required works upon the contract award</b></p> <p><i>Please see list of equipment required in Schedule 3.10 [Equipment and Machinery Requirements] on pp. 31-32</i></p>	<ul style="list-style-type: none"> <li>Schedule 4.7 [<i>Contractor's Equipment and Machinery</i>]</li> <li>Copy of technical passports (if owned) and/or lease agreement (if leased) and/or the bidder's confirmation that required equipment will be leased</li> </ul>

## SECTION III: CONDITIONS OF CONTRACT

### INSTRUMENT OF AGREEMENT

- [Construction Contract for Small Works: Instrument of Agreement](#)

### GENERAL CONDITIONS OF CONTRACT

- [Construction Contract for Small Works: General Conditions of Contract](#)

### 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	10.10 Currency of Payment	10.10 (c) If the Consultant is obliged by Law to operate only in Uzbek Sums (UZS) or any other local currency, the USD amount of the Consultant's invoice shall be paid in the applicable local currency by applying the United Nations Operational Rates of Exchange ( <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a> ) applicable on the date of payment.
2		
3		
4		
5		



## SECTION IV: SCHEDULE OF DETAILS

### SCHEDULE 1: CONTRACT DETAILS

#### 1.1 Details Provided by the Employer

Sub-Clause No.	Description	Details
1.1	Description of parts of the Works that shall be designated a Section for the purposes of the Contract	Reconstruction of Republican Specialized Scientific and Practical Medical Center of Epidemiology, Microbiology, Infectious and Parasitic Diseases, Uzbekistan
1.3	Employer's address for communication	<b>Name:</b> TBC <b>Position title:</b> TBC <b>Address:</b> 4a, Afrosiab Str., Tashkent city, Uzbekistan <b>Email address:</b> TBC <b>Telephone/Mobile number:</b> TBC
1.3	Agreed system of electronic transmission	<b>Email:</b> TBC <b>Telephone/Mobile number:</b> TBC
3.1	Employer's Representative	<b>Name:</b> TBC <b>Position title:</b> TBC <b>Address:</b> 4a, Afrosiab Str., Tashkent city, Uzbekistan <b>Email address:</b> TBC <b>Telephone/Mobile number:</b> TBC
4.2	Performance Security amount	5% of the Contract Price (50% of the Performance Security value to be released at the substantial completion stage)
4.2	Currency of the Performance Security	USD
4.2	Permitted guarantors for Performance Security	Bank or financial institutions approved by the Employer
6.1	Commencement Date	June 20, 2025
6.2	Time for Completion	<b>For whole of the Works:</b> 8 (eight) months
6.5	Delay Damages	<b>For Whole of the Works:</b> 0.1 % of the Contract Price per day
6.5	Aggregate maximum amount of Delay Damages	10 % of the Contract Price
8.1	Defects Notification Period (DNP)	12 months

<b>8.4</b>	Latent Defect Period	5 Years
<b>10.2</b>	Advance payment amount	Not applicable
<b>10.2</b>	Permitted guarantors for advance payment	Not applicable
<b>10.2</b>	Period of repayment of advance payment	Not applicable
<b>10.3</b>	Retention Money to be deducted from the Interim Payment Certificate (IPC)	5% of the relevant value of the Works completed
<b>10.3</b>	Limit of Retention Money	5% of Contract Price
<b>10.3</b>	Rate of advance payment deductions	Not applicable
<b>10.5</b>	Retention Money to be released at taking over of Works or Sections	50% of the Retention Money deducted for the value of the whole of the Works
<b>10.10</b>	Currencies of payment	<b>Currency 1:</b> USD OR <b>Currency 2:</b> UZS (as per Part 2: Additional Clauses of Section III: Condition of Contracts per 10.10c)
<b>10.10</b>	Proportions of currencies for payment	100%
<b>10.10</b>	Rate of exchange	UN Operational Rates of Exchange at the day of invoicing
<b>10.11</b>	Annual rate of financing charges for delayed payment	Not applicable

## SCHEDULE 2: PROJECT SPECIFIC INFORMATION

### 2.1 Project Details

**Sanitary and Epidemiological Welfare and Public Health Service of the Republic of Uzbekistan. Assessment of the Infrastructure condition of healthcare facilities under COVID-19 Emergency Project in Uzbekistan.**

***Background and Justification:***

The United Nations Office for Project Services (UNOPS) has been requested by Sanitary and Epidemiological Welfare and Public Health Service of the Republic of Uzbekistan (SES) to carry out a project to refurbish and re equip various facilities throughout of Country with the aim to strengthen the country's ability to respond to COVID-19 pandemic and other potential health threats. The project is financed by The Asian Development Bank (ADB) and The Asian Infrastructure Investment Bank (AIIB).

An assessment of 38 key facilities and 211 further facilities has been conducted earlier last year and a feasibility study comprising recommendations for the refurbishment of a part of the 38 facilities is currently prepared; 22 facilities had been declared eligible by the government authorities during the summer of 2023, for refurbishment and upgrade to laboratories with Biosafety level 2 (BSL-2) including procurement of laboratory and ICT equipment for their effective functioning.

The subject of this ITB is refurbishment and upgrade (reconstruction) works of the main building Republican Specialized Scientific and Practical Medical Center of Epidemiology, Microbiology, Infectious and Parasitic Diseases, Uzbekistan.

***Objective***

The overarching aim of this construction works contract is to ensure that UNOPS Uzbekistan has access to a Contractor capable of delivering construction works for reconstruction works of the main building Republican Specialized Scientific and Practical Medical Center of Epidemiology, Microbiology, Infectious and Parasitic Diseases, Uzbekistan in accordance to the Health and Safety, Social and Environmental, Quality Management Plans, Drawings, Specifications, Bill Of Quantities, local legislation of The Republic of Uzbekistan and other relevant codes and standards for infrastructure projects.

## 2.2 Site Plan

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

The main building of the Republican Specialized Scientific and Practical Medical Center of Epidemiology, Microbiology, Infectious and Parasitic Diseases, Tashkent city (Uzbekistan). Approximate geographic coordinates of the location of the object in the coordinate system of the map 41.31078, 69.18748

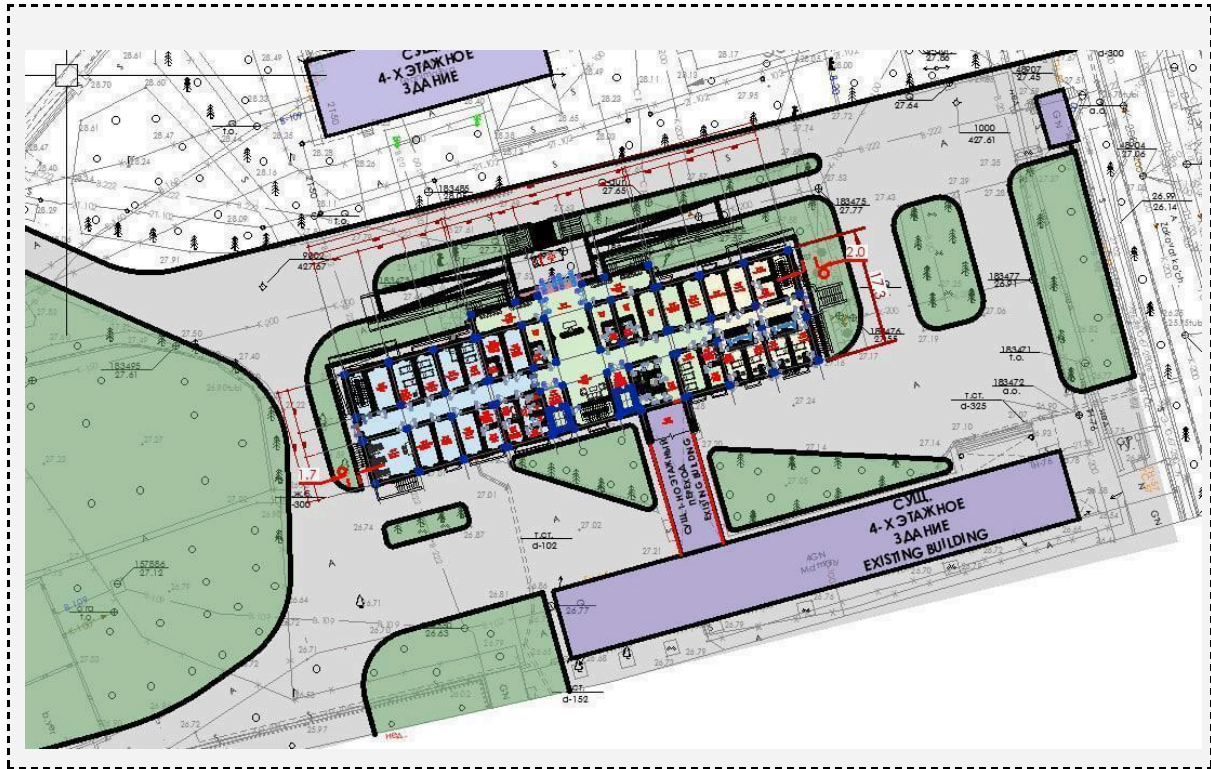
Location of the the main Republican Specialized Scientific and Practical Medical Center of Epidemiology, Microbiology, Infectious and Parasitic Diseases



### 2. 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 Contractor shall be granted access to the site for the duration stipulated in this contract, as outlined in the implementation plan, to carry out the specified works. The Contractor will be temporarily allocated a designated area measuring 73.8x28.6 meters, as depicted in the diagram below, and shall be solely responsible for its use and maintenance during this period, as well as for safety, 24hr site security and access control. As per as per General conditions of ITB\_2025\_57125\_Construction Contract for Small Works (TEMPLATE), Section 4.14 Security of the site.





### 3. Description of access routes, access timing and any access restrictions:

The Contractor shall be granted full access to the site as necessary to execute the construction works. However, access to the site must be coordinated with the facility management and approved by UNOPS. This includes specifying working hours, access timings, any restrictions, and providing a list of authorized personnel, as well as a roster of responsible individuals from the contractor's team.

### 4. Description of other surrounding sites and any related interface issues:

The surrounding facilities comprise existing building blocks belonging to the main building of the Republican Specialized Scientific and Practical Medical Center of Epidemiology, Microbiology, Infectious and Parasitic Diseases, Uzbekistan. Any interface issues related to these neighboring sites shall be duly addressed and managed throughout the construction process and as per as per General conditions of ITB\_2025\_57125\_Construction Contract for Small Works (TEMPLATE), Section: Rights of way and Facilities.

### 5. Description of approved location for the Contractor's<sup>1</sup> 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 is accountable for organizing the site facilities, including storage, accommodation, and work areas, in compliance with the specifications outlined in the 2.1 ITB\_2025\_57125\_Annex 1\_Detailed Design. Delivery and storage of Plant and Materials must adhere to the Section 2.1 ITB\_2025\_57125\_Annex 1\_Detailed Design. Disposal areas within the site or outside the Site in accordance with General conditions of ITB\_2025\_57125\_Construction Contract for Small Works (TEMPLATE), Section: Royalties

Any modifications to these requirements necessary to provide the works, must be pre-approved by UNOPS and the

<sup>1</sup> 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.

responsible personnel of the facility management.

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

Please refer to the document titled 2.1 ITB\_2025\_57125\_Annex 1\_Detailed Design plan for specific guidance and instructions regarding the organization of site facilities and conditions as as per General conditions of ITB\_2025\_57125\_Construction Contract for Small Works (TEMPLATE), Section: Site Conditions.

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

Please refer to the document titled 2.1 ITB\_2025\_57125\_Annex 1\_Detailed Design for specific guidance and instructions regarding the organization of site security.

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

Please refer to the document titled 2.1 ITB\_2025\_57125\_Annex 1\_Detailed Design for specific guidance and instructions regarding the organization of any other Site details.

**9. Any other Site details:**

Please refer to the document titled 2.1 ITB\_2025\_57125\_Annex 1\_Detailed Design for specific guidance and instructions regarding the organization of any other Site details.

## SCHEDULE 5: FORMS

### 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:

- (i) full payment of the amount certified in the Final Payment Certificate; and
- (ii) 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 Scope of Works

##### 1. Demolition:

The Contractor is tasked with demolishing all necessary parts of the works as per the BOQ and design which include in the construction drawings, structures and equipment within the five-storey(1 basement +4 floors) building. Following demolition, materials and equipment must be handled and sorted in accordance with the clauses outlined in this contract, waste management plans, Social and Environmental Management Plans, and other relevant procedures. The specific scope of the demolition work is detailed in the Bill of Quantities and Technical Specifications. Any waste utilization must be accountable and evidenced-based, requiring the provision of necessary confirmation documents to UNOPS site engineers or other authorized personnel.

##### 2. New construction:

The work activity considered reconstruction work, which included reconstruction of the five-storey building, including new small additional components, as detailed in the Bill of Quantities and Technical Specifications.

##### 3. Renovation:

There is no renovation work. The work activity considered reconstruction work, which included reconstruction of the five-storey building, including new small additional components, as detailed in the Bill of Quantities and Technical Specifications.

##### 4. Design:

The design documentation is prepared by a certified Design Practitioner. The Contractor holds no design responsibilities under the contract, except for necessary as-built and shop drawings identified in the course of actions and works, in collaboration with UNOPS' authorized representative.

##### 5. Supply of Plant and Materials:

The contractor is responsible to supply all plants and materials required to complete the construction works under this contract.

The Contractor is required to supply all new plants and materials specified in the drawings, BOQ, and Technical Specifications.

Details of all Contractors' Equipment to be used by the Contractor in the execution of the Works shall be submitted to the UNOPS Supervisor prior to its use. The Supervisor's consent to use the Contractor's Equipment will not be unreasonably withheld, but if in the Supervisor's opinion circumstances arise which make it desirable that the use of the Contractor's Equipment should be suspended either temporarily or permanently.

The Contractor shall erect, service and maintain all necessary buildings as offices, housing or plant yard/stores for UNOPS himself, his staff and their his employees. These buildings shall, from the time of their erection until the completion of the Contract is the property of the Contracting Authority and the Contractor shall not demolish or remove any buildings or part of any buildings without the written permission of the UNOPS Supervisor.

The following general Specifications shall apply:

- The Contractor shall provide adequate lighting where work is being executed in low light areas and shall provide and install any additional lighting which the Supervisor may require in order to watch and supervise the Works and carry any testing and examination of materials and for the security.

- Materials available on the Site or materials made available or supplied by the Contracting Authority shall be used solely for the execution of the Works.
- The Contractor shall minimize the pollution of and disturbance to roads and other places on and around the Site. No trees or other vegetation shall be removed except with the express permission of the Supervisor and obtain permits.
- The Contractor shall ensure that access is provided to all buildings and properties adjacent to the Site for the duration of the Contract.
- All temporary buildings erected by the Contractor upon the Sites and the layout of the buildings and the site, shall comply with Laws and all local laws in so far as they are applicable.

## 3.2 Specifications

### 3.2.A List of the technical specifications

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

The Uzbekistan governmental set of technical specifications, SHNK Economic Norms Catalog of resource-based estimate norms for construction works and renovation works, will serve as the basis for the scope of this project. Supplementary technical specifications have been developed to further specify the governmental specifications for the scope outlined in this contract.

**Any translation of historical documents, technical specifications or design documentation originally provided in English, Uzbek, or Russian languages shall not be expected from UNOPS. The contractor must include all translation costs in their final proposal, if needed.**

### 3.2.B Requirements for Contractor's<sup>2</sup> design

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

The design documentation is prepared by a certified Design Practitioner. The Contractor bears no design responsibilities under the contract, except for necessary as-built and shop drawings identified during the course of actions and works, in conjunction with UNOPS' authorized representative. The Contractor is obligated to utilize the developed design documentation. However, the contractor is permitted to make corrections to design aspects related to temporary works and site logistic plans in accordance with its method statement and project requirements. These alterations must receive prior approval from the UNOPS representative before implementation and must adhere to Uzbekistan national regulation codes and standards, as well as described in ITB\_2025\_57125\_Annex 2\_UNOPS Site Logistics Guidelines; ITB\_2025\_57125\_Annex 4\_UNOPS Health and Safety Plan; ITB\_2025\_57125\_Annex 5\_UNOPS Quality Management Plan and ITB\_2025\_57125\_Annex 6\_UNOPS Environmental Management Plan.

<sup>2</sup> 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.

### 3.2.C Quality Management System requirements

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

Quality Management is a pivotal aspect of this project, and the Contractor is mandated to establish and execute comprehensive Quality Assurance and Quality Control Plans. These plans are designed to ensure the precise and meticulous execution of services as outlined in the relevant schedules of this ITB, aligning seamlessly with the contractual requirements. The overarching objective is to uphold and guarantee the quality of work at every stage of the project.

The Contractor is responsible for conducting routine internal reviews of the Quality Management System Plans. The purpose of these reviews is to assess the effectiveness of the established plans and procedures. The Contractor is required to promptly submit the results of these internal reviews to the Employer's Representative. Alongside the review findings, the Contractor is expected to propose any necessary measures for improvement or rectification of the Quality Management Plans and their implementation.

Furthermore, in the event of updates or revisions to the Quality Management Plans, the Contractor is obligated to promptly submit a copy to the Employer's Representative. This ensures transparency and keeps all stakeholders informed about any modifications made to the QMP, fostering a collaborative and communicative approach to quality management.

This iterative process of review, proposal, and timely submission of updated plans serves to maintain a robust QMS throughout the project lifecycle, promoting continual improvement and adherence to the highest quality standards. The ultimate aim is to deliver a project that meets the quality expectations outlined in the contract and associated schedules.

A comprehensive Quality Management Plan, covering all aspects of the Contract and the Works must be implemented, documented and maintained by the Contractor during the period of the Contract. The QMP shall as a minimum consist of:

- A Quality Assurance Plan;
- A Quality Control Plan;

The Contractor shall make sure that the plans comply with UNOPS Quality Management requirements and specific Quality Management Plans.

The Quality Assurance Plan shall, as a minimum, cover the following issues:

The Technical Supervisor staff and management organization for the project, management plan and the quality assurance organization; The person responsible for the Contractor's Quality Management Plan shall be authorized and qualified to take decisions on quality assurance issues, and his/her reference and communication lines to the Company's overall quality assurance organization and its responsible management shall be clearly shown; Persons performing quality control and testing shall be independent of those executing or supervising the:

- Works;
- Management of documents;
- Management of procurement;
- Management of subcontractors and suppliers, and Specifications to their Quality Management Plans;
- Control of materials and workmanship, defects and material reconciliation, procedures for corrective actions, etc.
- Handling of the deviations, additions or variations to the Contract Documents.
- The Contractor's system of management of current documentation for the execution of the Works shall include his/her sub-Contractors and suppliers, and shall detail:
  - How it is ensured that only valid and approved documents are used for the execution of the Works.
  - The method of recording variations and amendments to the documentation.
  - The Contractor's initial proposed Control Plan describes important and critical control activities based on the Tender Document and the Contractor's own consideration in respect of execution.

The Contractor shall present for the Employer's Representative for approval of his detailed Quality Control Plan for all quality assurance efforts or measures for the works or sections thereof. Such Quality Control Plan shall be presented to the Employer's Representative not later than two weeks before the commencement of the works. The Quality Management Plan shall include controls as specified in the Contract as well as any other normal and special controls that the Contractor finds necessary in order to ensure the quality of his work. The Quality Management Plan shall for each control activity describe type, method, range, time / frequency, criteria for approval and documentation and state who is responsible for performing the activity.

### 3.2.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](#) and the [minimum social and environmental requirements](#) for Contractors.)*

In the context of Health, Safety, Social, and Environmental (HSSE) requirements, the Contractor assumes a critical role in fostering a culture of safety and responsibility. The Contractor's responsibility extends to overseeing the well-being of their own staff actively engaged on construction sites. This involves implementing robust safety measures, risk assessments, training programs, reporting and emergency response protocols to mitigate risks and promote a secure working environment.

Furthermore, the Contractor is entrusted with the supervision of strict adherence to national health and safety standards. This includes a thorough assessment and enforcement of the Contractor's health and safety plans and standards, ensuring they align with local regulations, standards and industry best practices.

In tandem with these responsibilities, the Contractor is obligated to meet the comprehensive health and safety requirements set by UNOPS. This involves not only complying with UNOPS standards for site workers but also extending the commitment to ensuring the safety of visitors to the construction sites.

The Contractor's HSSE requirements mandate a proactive approach to risk management, continuous monitoring of the work environment, and the implementation of corrective actions as needed. Regular audits and inspections are essential to verify compliance with established standards and to identify opportunities for improvement.

Additionally, the Contractor is expected to contribute to social and environmental sustainability by incorporating practices that minimize the project's impact on local communities and ecosystems. This ethical labor practices, and adherence to environmental regulations.

In summary, the Contractor's role in HSSE requirements involves a multifaceted approach to guaranteeing the safety and well-being of all personnel involved, while also ensuring compliance with national standards, the Contractor's plans, and UNOPS requirements, thus fostering a project environment that prioritizes health, safety, and sustainability.

#### Health and Safety Management Strategy

The Contractor shall provide a Health and Safety (H&S) Management Strategy, which it intends to apply and which shall define the H&S techniques and standards to be applied when implementing this project in a manner that ensures that reasonable measures are taken to prevent personal injuries, illnesses and damage to property.

The H&S techniques to be used in the project will include:

- Proactive monitoring - UNOPS and contractor's project personnel will be responsible to evaluate the level of compliance with a legal requirement, where the objective is to obtain performance feedback, enabling corrective action to be taken prior to any failure in the system.
- Regular Inspection – UNOPS together with contractor's personnel will conduct continuous H&S related inspections on project site locations. UNOPS and Contractor will be responsible for inspecting and ensuring that reasonable measures are taken to prevent personal injuries, illnesses to personnel and prevent damage to property.

The H&S tools to be used in the project will include:

General H&S Guidelines - UNOPS and Contractor's HS Guidelines shall be displayed in the office and sites as everyday reminder of H&S Office/ Site Rules to help prevent accidents, improve health, safety and welfare of employees, and the public in the workplace through standard procedures, awareness and education, and

actively seek reporting of accidents and near misses to improve future practice and behavior to improve health and safety practices;

- Checklists – Integrated UNOPS and Contractors forms and templates will be used for gathering and organizing data, derive further analysis, information gathering and organizing needs, and assist in backup or storing purposes.
- Health and Safety Management Plan.
- The Contractor shall provide a project H&S Management Plan for each project part as needed demonstrating the approach to be taken in relation to H&S matters during the execution of the works.
- Toolbox Talks – UNOPS together with Contractor's engineers will conduct regular Toolbox Talks to raise awareness for the requirements of the H&S and to ensure that personnel who have an impact on H&S and they are competent.

The H&S Plan should:

- Define scope of works based on detailed design drawings and BoQ;
- Nominate Health and Safety Roles and Responsibilities;
- Identify work activities and prepare Schedule of Key Activities;
- Prepare site emergency and evacuation plan;
- Identify and prioritize Risk Assessments;
- Plan regular H&S Toolbox Talks;
- Plan H&S Regular inspections.

H&S Equipment to be supplied for the project should :

- Two (2) class III Full Body Safety Harness with shock-absorbing lanyards.
- Two (2) 3mt Web Slings for lifting capacity 6 tonnes;
- Two (2) Air Horns (For emergency evacuation );
- Two (2) boxes of FFP3 Dust masks;
- Safety helmets, high visibility vest and various sizes of safety boots for UNOPS visitors.

The Contractor's Environmental Management System (EMS) shall define the environmental techniques and standards it applies during the implementation of supply and installation works which shall respect the principles of environmental responsibility and sustainability, including preventing or mitigating adverse impacts on the environment and identifying strategies for improved environmental performance.

The Contractor , as part of its EMS, shall provide the Environmental Strategy where it will identify techniques and tools to be used during the implementation of this project.

The Environmental technique to be used in the project will include:

- Proactive monitoring - UNOPS and Contractor's project personnel will be responsible to evaluate the level of compliance with a legal requirement, where the objective is to obtain performance feedback, enabling corrective action to be taken prior to any failure in the system;
- Regular Inspection – Regular site inspections will be undertaken to ensure that appropriate measures are implemented on-site to control and mitigate the potential environmental impacts of activities.

The Environmental tools to be used in the project will include:

- General Environmental Guidelines - UNOPS and if existing Contractor's Environmental Guidelines shall be displayed as an everyday reminder of Environmental Office/ Site rules to help prevent incidents, mitigate adverse impacts on the environment, raise awareness and education, and actively seek reporting of incidents and near misses to improve future practice and behaviour;
- Checklists – Integrated UNOPS and Contractor's forms and templates will be used for gathering and organizing data, derive further analysis, information gathering and organizing needs, and assist in backup or storing purposes;
- Where applicable the Incident Investigation will be conducted by UNOPS together with Contractor's Engineer to learn from unwanted events, occurrences and incidents so that future recurrence is avoided. The incident investigation will lead to the identification of preventative and corrective actions and opportunities for continuous improvement;

- Toolbox Talks – UNOPS together with Contractor's engineers will conduct regular Toolbox Talks to raise awareness for the requirements of the EMS and to ensure that personnel who have an impact on the environment are competent.

#### Environmental Management Strategy

The Contractors part of its EMS, shall provide the Environmental Strategy where it will identify techniques and tools to be used during the implementation of this project.

The Environmental technique to be used in the project will include:

- Proactive monitoring - UNOPS and Contractor's project personnel will be responsible to evaluate the level of compliance with a legal requirement, where the objective is to obtain performance feedback, enabling corrective action to be taken prior to any failure in the system;
- Regular Inspection – Regular site inspections will be undertaken to ensure that appropriate measures are implemented on-site to control and mitigate the potential environmental impacts of activities.

#### Environmental Management Plan

The contractor, as part of its EMS, shall provide an EM Plan demonstrating the approach to be taken to EM matters during the execution of the works.

The EM plan should:

- Define Scope of Works;
- Identify Environmental aspects/ impacts;
- Prepare Register for Environmental Impacts;
- Nominate Environmental Roles and Responsibilities;
- Prepare emergency control procedures and measures;
- Plan regular Environmental Toolbox Talks;
- Plan Environmental regular inspections.

### 3.2.E Sustainability requirements

The Contractor should take gender and diversity into account during all phases of the planning cycle and apply it to its staff and operations as part of the proposal. A gender lens should be applied to the project both internally and externally.

The Contractor should take into account sustainable and resource efficient management of operations that will be beneficial for the environment. This includes, but is not limited to, adhering to international standards, incorporating corporate sustainability policy, and applying an Environmental Management System to the operation.

### 3.2.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	Please refer to the document titled 2.1 ITB_2025_57125_Annex 1_Detailed Design for specific guidance and instructions regarding the organization of site facilities		
	2			
	3			

	4			
	5			
Equipment	1			
	2			
	3			
	4			
	5			
Materials	1			
	2			
	3			
	4			
	5			

### 3.2.G Training requirements

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

#### Training Topic 1

- **Description:** Building Operation and Maintenance Training
- **Details of Trainees:** A multi-disciplinary team will be assembled to address the primary operation and maintenance aspects, ensuring the safe and sustainable long-term use of the building.
- **Training Duration/Dates:** 1-3 days



### 3.2.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)*

#### *As-built drawings:*

Necessary design-built and shop drawings identified during the course of actions and works, in conjunction with UNOPS' authorized representative, are to be formally submitted for approval by the Employer's representative in a reasonable advance of time.

**For all the deliverables for each facility, as listed in this subsection, the Contractor shall submit four hard copies (two in English and two in Russian) and also pdf and editable electronic copies of the documents in English and in Russian.**

#### *Spare parts:*

Spare parts are normally not included in the scope of supply, unless this is a standard supply kit from a manufacturer. However, all consumable for the building operation and maintenance such as, but not limited to, air and water filters, gas filters, etc. must be provided by the contractor to the end-user at the substantial completion stage to cover a 12-month normal operational and maintenance period.

#### *Operation and Maintenance Manual:*

The Operation and Maintenance Manual, is a comprehensive document crafted for the facility in collaboration with the consultants, equipment suppliers, operations and maintenance staff, UNOPS, and other stakeholders. This manual serves as a crucial guide to ensure the effective and sustainable operation of the facilities over time.

Key components of the Operation and Maintenance Manual include:

- **Collaborative Development:** The manual is developed through the onsite work time and in close collaboration with key stakeholders, including contractors, equipment suppliers, operations, and maintenance staff. This ensures that the manual is reflective of the collective expertise and requirements of all parties involved.
- **Operation and Maintenance Procedures:** Clear and detailed procedures for the operation and maintenance of each facility. This includes step-by-step instructions on routine tasks, troubleshooting, and any other relevant procedures necessary for the smooth functioning of the facilities.
- **Schedules and Descriptions:** Comprehensive schedules outlining routine maintenance activities, along with detailed descriptions of the tasks involved. This provides a structured plan for ongoing maintenance efforts.
- **Qualification Criteria and Personnel Requirements:** Information regarding the qualification criteria for personnel tasked with operating and maintaining the facilities. This section outlines the required skills, experience, and number of personnel needed for effective facility management.
- **Warranties:** Details about warranties for equipment and components used in the facilities. This information is crucial for understanding the coverage and duration of warranties, aiding in timely and cost-effective maintenance.
- **Health and Safety:** A dedicated section outlining health and safety protocols and practices relevant to the operation and maintenance of the facilities. This includes guidelines for the safe execution of tasks, emergency procedures, protective equipment requirements, and any other pertinent health and safety considerations.
- **Spare Parts and Consumables Information:** A comprehensive list of required spare parts and consumables, along with information on sourcing, availability, disposal and storage. This ensures preparedness for any necessary replacements or repairs and must be focused on environmental considerations.
- **Testing and Inspection Procedures:** Detailed procedures for testing and inspection, along with specified timelines. This ensures that all components and systems undergo regular assessments to identify potential issues before they escalate.

The Operation and Maintenance Manual is a living document that supports the long-term sustainability of the facilities. It serves as a valuable resource for those responsible for facility management, providing the necessary guidance and information to ensure optimal operation, adherence to safety standards, and efficient maintenance practices.

### 3.3 Drawings

The set of detailed construction drawings is provided as 2.1 ITB\_2025\_57125\_Annex 1\_Detailed Design.

### 3.4 Valuation and Payment

Sub-Clause No.	Description	Details
9.3	Provisional Sums items	N/a
10.1	Method of valuation	<input type="checkbox"/> Lump sum only <input type="checkbox"/> Measure and pay only <input checked="" type="checkbox"/> Combination of measure and pay and lump sum
10.1	Installments or Schedule of Payments (in the case of lump sum payments)	N/A
10.3	Timing for submission of Statements	Two weeks after the contract award date
10.3	Requirements for the submission of Statements	Two weeks after the contract award date
10.3	Payment for Plant and/or Materials delivered to Site	As per Bill of Quantities
10.3	Plant and Materials listed for payment when delivered to Site	As per Bill of Quantities
10.3	Plant and Materials listed for payment when shipped to the Country	As per Bill of Quantities

## 3.5 Programme Requirements

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

The Contractor's Programme shall be prepared in sufficient detail to enable UNOPS to adequately evaluate the planned execution, staging and allocation of resources for the services. The Programme should include a summary that defines the overall approach to manage and operate all of the required specialist building assessment surveying services.

The Programme details how the different activities shall be organized, controlled and delivered based on the quality management system. This shall include:

- Detail the duration of each activity prepared in a Gantt chart format including a critical path for the execution of the services which shall clearly show the float times available within the programme and the earliest start/ earliest finish and latest start/ latest finish times for each and every activity.
- The summary objectives in the table below should be broken down into manageable work packages, where the target dates indicated are completion dates for the last sub-level work packages.

The presented program is subject to review and alignment with the Contractor's implementation programs to ensure seamless integration and synchronization.

## 3.6 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		
2		
3		
4		
5		

## 3.7 Reporting Requirements

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

The Contractor is responsible for Daily Site Update Reports, Weekly Site Update Reports and Monthly Site Update Reports also required to attend regular progress meetings (weekly) with UNOPS during the implementation stage.

### **Daily Site Update Reports (Due date not exceeding two hours beyond the conclusion of each workday.):**

The Daily Site Update Reporting is a systematic and vital component of project management that provides real-time information on the ongoing construction activities. These reports serve as a comprehensive overview of daily site operations and are designed to capture key data points essential for effective monitoring and decision-making.

The content of these reports includes, but not limited to:

- **Personnel Information:** Details on the number of personnel present on the construction sites, ensuring a clear understanding of workforce allocation.
- **Plant and equipment information :** details on the number and type of equipment being used on a daily basis.
- **Planned and Executed Works:** A breakdown of planned tasks versus the actual work executed on that particular day. This section provides insights into the progress of the project against the established timeline.
- **Planned Quality and Health & Safety (HS) Activities:** Outlining the scheduled quality assurance and health and safety activities planned for the day, ensuring adherence to the project's quality and safety standards.
- **Site Observations:** Any notable observations related to quality, health and safety, progress, whether, and other relevant aspects. This section captures on-the-ground insights that may impact project outcomes.

The reporting format and structure is not fixed but is subject to prior agreement with UNOPS before the commencement of work. This ensures that the report's structure aligns with UNOPS' specific requirements and facilitates a standardized approach to reporting across different project sites.

Importantly, the use of electronic means, such as the One UNOPS Collect software, is encouraged for the collection and submission of report information. This digitized approach enhances efficiency, accuracy, and transparency in reporting, allowing for real-time data access and facilitating more timely decision-making.

### **Weekly Site Update Reports (Reports are due on the last work day every week):**

The Weekly Site Update Reporting, is a reporting mechanism designed to provide a consolidated overview of project progress, challenges, and achievements on a weekly basis for each construction site. These reports serve as a crucial communication tool, offering insights into the highlights, issues, and milestones for all tasks completed during the reporting week, such as:

- A summary of notable achievements, quality procedures, successful milestones, or positive developments that occurred during the week. This section provides stakeholders with a quick overview and photo of project successes.
- Identification and documentation of any challenges, roadblocks, or issues encountered during the reporting week. This includes a description and photo of the quality, health and safety, environment, and progress related issues, its impact, and potential strategies for resolution.
- Reporting on significant project milestones achieved during the week. This helps track progress against established project timelines and goals.

The delivery method for these reports should be typically through weekly updates. The use of electronic

means, particularly the One UNOPS Collect software, is encouraged. Leveraging such digital platforms enhances the efficiency of reporting, allowing for real-time data entry, accurate documentation, and streamlined communication.

The Weekly Site Update Reports play a crucial role in keeping stakeholders, including UNOPS, informed about the project's trajectory, challenges, and achievements. The reporting format and structure is not fixed, and can be combined with existing UNOPS weekly reporting forms, and is subject to prior agreement with UNOPS before the commencement of work.

**Monthly Site Update Reports (Date due no later than the seventh day of each month):**

The technical deliverable, Monthly Site Update Reporting services as a comprehensive summary that consolidates information from weekly and daily reports, offering a broader perspective on project developments over a month. This reporting mechanism is designed to provide stakeholders, including UNOPS, with a more comprehensive understanding of the project's overall performance, challenges, and accomplishments.

Key features of the Monthly Site Update Reports include:

- **Summary of Weekly Highlights:** An aggregate overview of the weekly highlights, encapsulating key achievements and positive developments throughout the month. This section offers a concise summary of the project's successes.
- **Weekly Progress Report,** presented in a tabulated format, which shall clearly report on the percentage of the completed activities and should be aligned with the Contractor's approved (by UNOPS) Construction Stage Plan Schedule.
- **Monthly Progress Report** - a narrative report that shall provide an overview of completed activities/outputs against planned activities/outputs, issues, risks, changes in the approved plan, etc. Health and Safety management, Environmental and Social Management, and Quality Management.
- **Issues and Resolutions:** A comprehensive account of challenges and issues encountered during the month, along with the corresponding strategies employed for resolution. This provides stakeholders with insights into the project's adaptive strategies.
- **Milestones Achieved:** A summary of significant milestones accomplished during the reporting month. This allows stakeholders to gauge progress against long-term project goals.
- **Progress Overview:** A broader perspective on the overall progress of the project, combining data from weekly and daily reports to offer a more holistic view. This section provides stakeholders with a comprehensive understanding of the project's trajectory and risks associated.
- **Recommendations for Improvement:** If applicable, recommendations for improvement and mitigation measures based on insights gained from weekly and daily reports. This section contributes to a continuous improvement mindset and proactive management.
- The last month's report before the substantial completion stage is achieved should also serve as The Final Narrative Report, which shall include sections from all disciplines of works (Structure, and MEP); Health and Safety management, Environmental and Social Management, and Quality Management.

The reporting format and structure is not fixed, and can be combined with existing UNOPS weekly reporting forms, and is subject to prior agreement with UNOPS before the commencement of work. The delivery method for these reports should be typically through weekly updates. The use of electronic means, particularly the One UNOPS Collect software, is encouraged.

**For all the deliverables for each facility, as listed in this subsection, the Contractor shall submit four hard copies (two in English and two in Russian) and also pdf and editable electronic copies of the documents in English and in Russian.**

### 3.9 Key Personnel Requirements

No.	Position description/Title	Required qualification	Area of experience required	Years of relevant experience required
1	<b>Team Leader / Project Manager</b> Full Time – and will be accountable and responsible for the management and successful delivery of all the stages and final completion. The Team Leader will be the main contact person for UNOPS.	Degree in Architecture or Civil Engineering or other relevant field. Working oral and written communication skills in English and Uzbek and /or Russian.	<b>Project Management, Quality Management, Health and Safety Management</b>	Min 5 years' experience in managing projects of similar size and nature.
2	<b>Site Engineer (site based)</b> Full Time - and will be responsible to deliver the required services under this contract of all the stages and final completion.	Degree in Civil Engineering or other relevant field.	<b>Quality Management, Health and Safety Management</b>	Min 5 years' experience in implementation and supervision of projects of similar size and nature.
3	<b>Health and Safety Engineer</b> Part Time - and will be responsible for the site Health and Safety assurance.	Degree in Health and Safety, Civil Engineering or other relevant field.	<b>Health and Safety Management:</b> Experience in - HS at construction sites; Good knowledge in Local Legislation in regards to Health and safety	Min 5 years' experience in Health and Safety, implementation and supervision of projects of similar size and nature.
4	<b>Electrical Engineer</b> Part Time - and will be responsible to deliver the required work for electrical works under this contract.	Degree in Electrical Engineering	<b>Electrical Engineering</b>	Min 5 years' experience in implementation and supervision of projects of similar size and nature.
5	<b>Mechanical Engineer</b> Part Time - and will be responsible to deliver the required work for mechanical works under this contract.	Degree in Mechanical Engineering	<b>Mechanical Engineering</b>	Min 5 years' experience in implementation and supervision of projects of similar size and nature.

**All the key positions above must hold valid certification/licenses as required by the Uzbekistan legislation during all the project implementation period.**

### 3.10 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)

#	description of Item (Equipment or Machinery)	Units	Remarks
1	Concrete mixer trucks with a capacity of 9 m3	1	Must be in possession or appropriated for performing the required works upon the contract award
2	Watering and washing machine	1	Must be in possession or appropriated for performing the required works upon the contract award
3	Bulldozer	1	Must be in possession or appropriated for performing the required works upon the contract award
4	Auto Crane 30t	1	Must be in possession or appropriated for performing the required works upon the contract award
5	Excavator 0.5 m3/ frontloader	1	Must be in possession or appropriated for performing the required works upon the contract award
6	Mobile compressor 5 m3/min	1	Must be in possession or appropriated for performing the required works upon the contract award
7	Forklifts-5 t	1	Must be in possession or appropriated for performing the required works upon the contract award
8	Deep vibrator	2	Must be in possession or appropriated for performing the required works upon the contract award
9	Mobile Compressor C0-2 Production. 5 m³ /min	1	Must be in possession or appropriated for performing the required works upon the contract award
10	Welding machines	1	Must be in possession or appropriated for performing the required works upon the contract award
11	Asphalt concrete paver	1	Must be in possession or appropriated for performing the required works upon the contract award
12	Deep vibrator	1	Must be in possession or appropriated for performing the required works upon the contract award
13	Welding converters	1	Must be in possession or appropriated for performing the required works upon the contract award
14	Pneumatic rammers	1	Must be in possession or appropriated for performing the required works upon the contract award
15	ZIL-555 dump truck Carrying capacity 5.25 tonnes	1	Must be in possession or appropriated for performing the required works upon the contract award
16	Flatbed truck ZIL-130-76 Carrying capacity 6.0 tonnes	1	Must be in possession or appropriated for performing the required works upon the contract award

17	Asphalt concrete paver	1	Must be in possession or appropriated for performing the required works upon the contract award
18	Rebar cutting machine	1	Must be in possession or appropriated for performing the required works upon the contract award
19	Rebar bending machine	1	Must be in possession or appropriated for performing the required works upon the contract award
20	Mortar pumps- 3 m3/ h	1	Must be in possession or appropriated for performing the required works upon the contract award
21	Truck crane MKA-10M	1	Must be in possession or appropriated for performing the required works upon the contract award
22	Concrete mixer truck	1	Must be in possession or appropriated for performing the required works upon the contract award
23	Welding converters	1	Must be in possession or appropriated for performing the required works upon the contract award
24	Mobile Compressor C0-2 Production. 5 m³ /min	1	Must be in possession or appropriated for performing the required works upon the contract award



### 3.11 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
<b>Construction all risk insurance for Works, Plants and Materials</b>	This type of insurance typically provides coverage for loss or damage to the construction project itself, as well as the materials and equipment used in the construction process.	As per national legislation	As per national legislation
<b>Public liability insurance</b>	Public liability insurance for liability of both Parties for loss, damage, death or injury to third parties or their property arising out of the Contractor performance of the obligations under the Contract, including the Contractor liability for damage to the Employer & property other than the Works.	As per national legislation	As per national legislation
<b>Workers' compensation insurance</b>	Workers' compensation insurance against liability for claims, damages, expenses on no-fault basis or negligence arising out of the execution of the Works in respect of injury, sickness,disease, or death of any Contractor's Personnel. The Employer and the Engineer shall also be indemnified, except losses and claims to the extent that arise from any act or neglect of the Employer or of the Employer's Personnel.	As per national legislation	As per national legislation
<b>Insurances required by Laws and by local practice</b>			
<b>Any other insurances</b>			
<b>Professional indemnity insurance (if applicable)</b>			