

**Upgrading and Rehabilitating the Existing Health Facilities and Basic Health Services in
Selected return sites in the five States of Darfur**

United Nations Office for Project Services ("UNOPS")

Invitation to Bid Minor Works Contract

Date of Issuance: 20/09/2017

UNOPS/SDN/20512/001/WORKS/ITB/2017-001

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INVITATION LETTER

Dear Sir/Madam,

Subject: Invitation to Bid for the Rehabilitation of two Rural Health Centres of Abu Remail village in West Darfur State and Beiga village in Central Darfur State.
ITB Case No.: UNOPS/SDN/20512-001/WORKS/ITB/2017-001

The United Nations Office for Project Services (UNOPS) is pleased to invite prospective bidders to bid in accordance with the requirements and process as set out in this Invitation to Bid (ITB).

The ITB consists of the following:

- This Invitation Letter;
- Bid Particulars (Section I);
- Instructions to Bidders (Section II);
- Evaluation Method and Criteria (Section III);
- Returnable Bid Schedules (Section IV);
- UNOPS Minor Works Contract Template (the Contract) (Section V).

A complete set of the above bidding documents in English may be obtained from UNOPS by downloading them from our website at [www.unops.org]

If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and process as set out in this ITB and submit your bid to UNOPS by the Deadline for Bid Submission set out in the Bid Particulars in Section I of the ITB.

Cleared By:

Title Name:

Signature Date:

Approved By

Name: Title: Head of office

Signature: Date:

We look forward to receiving your bid.

SECTION I

BID PARTICULARS

Works (Article 1)	The works include the Rehabilitation of two Rural Health Centres of Abu Remail village in West Darfur State and Beiga village in Central Darfur State, as further described in Section V of this ITB."
Contact person for correspondence, notifications and requests for clarifications (Article 1)	<p>All correspondence, notifications and requests for clarifications in relation to this ITB shall be sent to:</p> <p>Nasreddin Abdella Procurement Officer United Nations Office for Project Services (UNOPS)</p> <p>Ethiopia Operational Hub, Khartoum Office, SUDAN Petronas Building, Nile Avenue, Ground Floor, South East Wing, Khartoum, Sudan</p> <p>Email: nasreddina@unops.org</p> <p>ATTENTION: BIDS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR BID SUBMISSION AS SET OUT BELOW (see Art. 21).</p>
Bidder Eligibility (Article 4)	No nationalities are excluded from submitting a bid.
Clarifications (Article 8)	<p>Requests for clarification from bidders will not be accepted any later than five (5) working days before the Deadline for Bid Submission.</p> <p>Responses to requests for clarification shall be communicated to bidders by posting responses on UNOPS' website at www.unops.org under ITB Case No. UNOPS/SDN/2051-2001/WORKS/ITB/2017-001</p>
Clarification Meetings (Article 9)	<p>A clarification meeting shall be held as follows:</p> <p>Date: 27/09/2017 Time: 2.00 pm (Sudan time) Location: United Nations Office for Project Services (UNOPS) Petronas Building, Nile Avenue, Ground Floor, South East Wing, Khartoum, Sudan.</p> <p>The clarification meeting is not mandatory.</p> <p>The bidder representatives attending the clarification meeting are requested to bring a copy this document.</p>
Site Inspection (Article 10)	Bidders may carry out their own site inspection in consultation of UNOPS. The site inspection is mandatory.
Bid validity period (Article 13)	Bids shall remain valid for acceptance by UNOPS for 90 Days from the Deadline for Bid Submission.
Bid Currenc(ies) (Article 16)	Prices shall be quoted in USD

Duties and Taxes (Article 17)	All bids shall be submitted net of any direct taxes. All other taxes, such as sales taxes, VAT, taxes on commodities such as fuel shall be included in unit rate for various items of works included in the Bill of Quantities. Please refer to Article 18 for more information
Language of bids (Article 19)	All bids, information, documents and correspondence exchanged between UNOPS and the bidders in relation to this bid process shall be in English.
Deadline for Bid Submission (Article 21)	All bids must be submitted by 2.00 pm (Sudan time) on 10th October 2017
Bid Submission (Article 22)	<p>Bids must be submitted as follows:</p> <p>By mail or personal delivery in sealed envelopes by the Closing Date. The sealed envelopes shall contain two hardcopies. The two hardcopies shall comprise one original hardcopy bid marked "Original". One hardcopy of the bid marked "Copy" shall also be submitted. In the event of any discrepancy between the soft and/or hardcopies of the bid, the bid marked as "Original" shall govern.</p> <p>The envelope shall be labelled as follows:</p> <p>***CONFIDENTIAL BID - DO NOT OPEN UNLESS AUTHORIZED*** United Nations Office for Project Services (UNOPS) Petronas Building, Nile Avenue, Ground Floor, South East Wing, Khartoum, Sudan</p> <p>Personal delivery shall be made between the hours of 8.30 am and 4.30 pm on UNOPS regular working days by the Closing Date.</p> <p>Att.: Chair Person, Bid Opening Committee. Case No. UNOPS/SDN/20512001/WORKS/ITB/2017-001</p> <p>Deadline for Bid Submission: 2.00 pm (Sudan time) on 10th Oct. 2017 From: [Insert bidder's name & details]]</p> <p>Alternatively by e-mail to secure bid e-mail address: ITB Eth_procurement@unops.org by the Closing Date, and shall not exceed 8 Megabytes. One hard copy of the bid shall be submitted to and received by UNOPS by mail or personal delivery within five (5) business days from the bid Closing Date. Personal delivery shall be made between the hours of 8.30 am and 4.30 pm on normal working days.</p>
Opening of Bids (Article 23)	Public bid opening will not be held

SECTION II

INSTRUCTIONS TO BIDDERS

1. INFORMATION FOR BIDDERS

Bidders are invited to submit a bid for the works described in the Bid Particulars in Section I, and further described in the Contract in Section V, in accordance with this ITB.

All correspondence, notification and bids in relation to this ITB shall be sent to the contact person and address set out in the Bid Particulars in Section I. Please note that the address for Bid Submission may be different.

2. INTERPRETATION OF THE ITB

This ITB is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

No binding contract, including a process contract or other understanding or arrangement, will exist between the bidder and UNOPS and nothing in or in connection with this ITB shall give rise to any liability on the part of UNOPS unless and until the Contract is signed by UNOPS and the successful bidder.

3. AMENDMENTS TO THE ITB

Prior to the Deadline for Bid Submission, UNOPS may at its discretion modify the bidding documents by way of a written addendum. All written addenda to the bidding documents shall form part of the ITB.

In the event UNOPS modifies the ITB, UNOPS will notify in writing all bidders that have received the ITB from UNOPS of such modification.

In order to give the bidders reasonable time to take such modification into account, UNOPS may extend the Deadline for Bid Submission as may be appropriate under the circumstances.

4. BIDDER ELIGIBILITY

A bidder may be a private, public or government-owned legal entity or any association, including a joint venture or consortium with legal capacity to enter into a binding contract with UNOPS.

A bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in the Bid Particulars in Section I.

A bidder shall not be eligible to submit a bid if and when at the time of bid submission, the bidder:

- (i) has been suspended or declared ineligible by UNOPS or any other entity of the United Nations system, including the World Bank;
- (ii) is on the UN 1267 terrorist list issued by the Security Council resolution 1267 which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban; or

- (iii) has not attended a mandatory site inspection or mandatory clarification meeting, if applicable, in accordance with Articles 9 and 10.
- (iv) does not comply with any additional requirements as may be set out in the Bill of Particulars.

If a bidder does not have all the expertise required for the provision of the works to be provided under the Contract, such bidder may submit a bid in association with other entities, particularly with an entity in the country where the works are to be provided. An entity may not submit more than one bid in response to this ITB, whether alone or in association with other entities.

In the case of a joint venture, consortium or association:

- (i) all parties of such joint venture, consortium or association shall be jointly and severally liable to UNOPS for any obligations arising from their bid and the Contract that may be awarded to them as a result of this ITB;
- (ii) the bid shall clearly identify the designated entity designated to act as the contact point to deal with UNOPS. Such entity shall have the authority to make decisions binding upon the joint venture, association or consortium during the bidding process and, in the event that a contract is awarded, during the duration of the contract; and
- (iii) The composition or the constitution of the joint venture, consortium or association shall not be altered without the prior consent of UNOPS.

5. ERRORS OR OMISSIONS

Bidders shall immediately notify UNOPS in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the ITB, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

Bidders shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

6. BIDDERS' RESPONSIBILITY TO INFORM THEMSELVES & ACKNOWLEDGEMENT

Bidders shall be responsible to inform themselves in preparing their bid. In this regard, bidders shall ensure that they:

- (i) examine and fully inform themselves in relation to all aspects of the ITB, including the Contract and all other documents included or referred to in this ITB;
- (ii) review the ITB to ensure that they have a complete copy of all documents;
- (iii) obtain and examine all other information relevant to the project and the scope of the works available on reasonable enquiry;
- (iv) verify all relevant representations, statements and information, including those contained or referred to in the ITB or made orally during any clarification meeting or site inspection or any discussion with UNOPS, its employees or agents;

- (v) attend any Clarification Meeting or Site Inspection that is mandatory under this ITB;
- (vi) fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the execution of the works; and
- (vii) form their own assessment of the nature and extent of work required to execute the works and properly account for all work in their bid.

Bidders acknowledge and agree that the ITB does not purport to contain all relevant information in relation to the works and is provided solely on the basis that bidders shall be responsible for making their own assessment of the matters referred to in the ITB, including the Contract (see Section V).

Bidders acknowledge that UNOPS, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this ITB or any other information provided to the bidders.

7. UNOPS MINOR WORKS CONTRACT

Bidders shall be willing to sign the Contract (see Section V), without departure, qualification, amendment, limitation or exclusion should they be selected as a result of this bid process.

8. CLARIFICATION OF THE ITB

Bidders may request clarification of the ITB or bid process by submitting a written request to the contact stated in the Bid Particulars in Section I up to the time stated in the Bid Particulars in Section I and thereafter requests for clarification will not be accepted.

UNOPS shall gather all requests for clarification and may respond in writing to all such requests at the same time. Responses to requests for clarification shall be communicated directly to all bidders that received the ITB directly from UNOPS if the ITB was not available online, and/or, if the ITB was available online or if stated in the Bid Particulars in Section I, responses will be posted online without disclosing the names of the bidders who submitted the requests for clarification.

9. CLARIFICATION MEETINGS

Unless otherwise instructed in writing by UNOPS, a clarification meeting will only be held if stated in the Bid Particulars in Section I, at the time and place and in accordance with any instructions set out in the Bid Particulars in Section I.

If the Bid Particulars in Section I state that a clarification meeting shall be mandatory, a bidder which does not attend the clarification meeting shall become ineligible to submit a bid under this ITB.

The names of representatives of bidders who will attend the clarification meeting shall be submitted in writing by bidders to the UNOPS contact person listed in the Bid Particulars in Section I, including the full name and position of each representative at least 24 hours before the clarification meeting is to be held.

UNOPS will not issue any formal answers to questions from bidders regarding the ITB or bid process during the clarification meeting. All questions shall be submitted in accordance with Article 8.

The clarification meeting shall be conducted for the purpose of providing background information only. Without limiting Article 6, bidders shall not rely upon any information, statement or representation made at the clarification meeting unless that information, statement or representation is confirmed by UNOPS in writing.

UNOPS shall prepare minutes of the clarification meeting and communicate them in writing directly to all bidders which received the bid documents directly from UNOPS if the ITB was not available online, and/or, if the ITB was available online or if stated in the Bid Particulars in Section I, the minutes will be posted online without disclosing the names of the bidders who attended the clarification meeting, shortly after the clarification meeting.

10. SITE INSPECTION

Unless otherwise instructed in writing by UNOPS, a site visit will only be held if stated in the Bid Particulars in Section I, at the time and place and in accordance with any instructions set out in the Bid Particulars in Section I.

If the Bid Particulars in Section I state that a site inspection shall be mandatory, a bidder which does not attend the site inspection shall become ineligible to submit a bid under this ITB.

Bidders participating in a site inspection shall be responsible for:

- (i) Arranging for and wearing personal protective equipment, including at a minimum safety helmets, boots and reflective vests; and
- (ii) Making and obtaining any visa arrangements that may be required for the bidders to participate in a site inspection.

Prior to attending a site inspection, bidders shall execute an indemnity and a waiver releasing UNOPS in respect of any liability that may arise from:

- (i) loss of or damage to any real or personal property;
- (ii) personal injury, disease or illness to, or death of, any person;
- (iii) financial loss or expense, arising out of the carrying out of that site inspection; and
- (iv) Transportation by UNOPS to the site (if provided) as a result of any accidents or malicious acts by third parties.

UNOPS will not issue any formal answers to questions from bidders regarding the ITB or bid process during a site visit. All questions shall be submitted in accordance with Article 8.

A site visit will be conducted for the purpose of providing background information only. Without limiting Article 6, bidders shall not rely upon any information, statement or representation made at a site visit unless that information, statement or representation is confirmed by UNOPS in writing.

11. CONTENT OF BID SUBMISSIONS

11.1

Returnable Bid Schedules

Bids shall include only a fully completed and dated set of the Returnable Bid Schedules, including only the information required by each Returnable Bid Schedule, either completed on the Returnable Bid Schedule document or annexed to the document, as the case may be, each signed in accordance with Article 18 by a person authorised by the bidder to bind it. The Returnable Bid Schedules are set out in Section IV.

11.2

Other Information

Bids submitted shall only include information required to be submitted in accordance with the ITB.

12. REMUNERATION FOR AND COSTS OF BIDS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their bid.

Bidders acknowledge that their participation in any stage of the bid process for this ITB is at the bidders' own risk and cost. UNOPS shall not be responsible for any costs or expenses incurred by bidders in the preparation and submission of bids or participation in the bid process, including as part of any clarification meeting or site or plant inspection.

UNOPS is not liable to bidders for any costs, expense or loss on any legal, contractual, quasi contractual or restitutionary basis incurred or suffered in connection with the ITB or bidders' participation in the bid process, including where:

- (i) Clarifications and addenda are provided or not provided to bidders;
- (ii) a bidder is not selected or not engaged to carry out the works;
- (iii) UNOPS varies, terminates, suspends or delays any aspect of the bid process or conducts another process in its place;
- (iv) UNOPS elects not to proceed with the ITB in whole or in part; or
- (v) UNOPS exercises any rights under the ITB.

13. BID VALIDITY PERIOD

Bids shall remain valid for acceptance by UNOPS for the entire period set out in the Bid Particulars in Section I. A bid valid for a shorter period of time shall be rejected.

Prior to expiration of the bid validity period, UNOPS may request in writing that the bidders extend the validity of their bids with the same conditions. The bid of Bidders who decline to extend the validity of their bid shall become disqualified as no longer valid.

14. PARTIAL BIDS

Bidders shall respond to all applicable Returnable Bid Schedules and shall bid for all sections of the works. UNOPS will NOT accept bids for one or several sections of the works only, nor will UNOPS accept bids for only part of the works or part of any section of the works.

15. ALTERNATIVE BIDS

Alternative bids will not be evaluated.

If a bidder submits more than one bid:

- (i) All bids marked as “Alternative Bid” will be disqualified and only the bid marked as “Initial Bid” will be evaluated; or,
- (ii) All bids will be rejected if no indication is provided as to which bid is the original bid and which is/are the alternative bid(s).

16. BID CURRENCY(ES)

Prices in the bid shall be quoted in the currenc(ies) stated in the Bid Particulars in Section I. If applicable, for comparison and evaluation purposes, UNOPS will convert the bid prices into USD at the official United Nations rate of exchange in force at the time of the Deadline for Bid Submission.

Bid Prices shall be fixed. Bids with adjustable Bid Prices shall be disqualified.

17. DUTIES AND TAXES

UNOPS is a tax exempt entity. All bids shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the Bid Particulars in Section I.

18. BID FORMAT

A bid shall contain no interlineations, erasures, or overwriting. If necessary to correct errors made by a Bidder, hand written corrections to the bid may be made before the submission and/or the Deadline for Bid Submission. In this case, such corrections shall be initialed by the person or persons who signed the bid.

Bids shall be signed by the person authorized to do so in Returnable Bid Schedule 1 – Form of Bid (see Section IV). That person shall be authorized by the bidder to bind the bidder. A copy of such authorization shall be submitted along with the bid.

19. LANGUAGE OF BIDS

All bids, information, documents and correspondence exchanged between UNOPS and the bidders in relation to this bid process shall be in the language set out in the Bid Particulars in Section I.

Supporting documents may be submitted in their original language. If such language is different from that set out in the Bid Particulars in Section I, the supporting documents shall be submitted together with a translation of the supporting documents’ relevant excerpts.

20. DEADLINE FOR BID SUBMISSION

All bids shall be received by UNOPS by no later than the time and date set out in the Bid Particulars in Section I. It shall be the sole responsibility of the bidders to ensure that their bid is received by the Closing Date. UNOPS may reject any bid received after the Deadline for Bid Submission.

Bids submitted after the Deadline for Bid Submission shall be rejected

21. WITHDRAWAL, SUBSTITUTION, AND MODIFICATION OF BIDS

Prior to the Deadline for Bid Submission, a bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice to UNOPS. After the deadline for submission of the bids, however, the bids shall remain valid and open for acceptance by UNOPS for the entire Bid Validity Period, as may be extended.

Bid for which withdrawal has been requested prior to the deadline for submission of the bids shall be made available for collection by the bidder that submitted it within 15 days of its withdrawal. Otherwise, UNOPS shall have the right to discard such bid unopened without further notice to the Bidder. UNOPS shall not be responsible to return the bid to the Bidder at UNOPS' costs.

22. BID SUBMISSION

All bids shall be submitted to UNOPS in accordance with the requirements set out in this ITB, including the Bid Particulars set out in Section I.

Bids that are not submitted in accordance with the provisions set out in this ITB shall be rejected.

23. OPENING OF BIDS

Bids will be opened at the time and location, and in accordance with the requirements, set out in the Bid Particulars in Section I.

Bidders may attend the opening of the bids. However, they shall not be allowed to attend the evaluation of the bids.

24. EVALUATION METHOD AND CRITERIA

UNOPS shall evaluate bids and select a preferred bidder pursuant to Section III of this ITB.

25. INTER-RELATED TENDER PROCESSES

25.1

Inter-related ITBs are the ones that:

- (a) are issued by the same project;
- (b) have bid submission deadlines that are within +/- 15 days from each other; and
- (c) are evaluated concurrently.

25.2

Bidders are allowed to bid for one or more inter-related ITBs. In case of inter-related ITBs UNOPS may award one or multiple contracts to more than one Bidder after determining the lowest evaluated-bid combinations, for which UNOPS shall:

- (a) take into account the lowest priced substantially compliant bid for each ITB; and
- (b) where a supplier does not meet all post-qualification criteria for all the ITBs for which it is lowest priced, substantially compliant, UNOPS will award contracts resulting from each of the affected ITBs in a manner which achieves the best overall value-for-money combination for UNOPS. Therefore, in situations whereby a Bidder has offered the lowest evaluated bid price (i.e. the L1 Bidder) for more than one ITB and at the post-qualification stage of the evaluation, it is determined that the Bidder does not meet some post-qualification requirements for all the ITBs, UNOPS shall proceed as follows:
- (c) A price comparison ITB wise shall be made for the L1 Bidder with the second lowest bid price (i.e. L2 Bidder).
- (d) The price difference between the L1 offer and the offer of the L2 Bidder for each ITB shall then be calculated.

In order to achieve the highest savings and select the most cost effective combination of multiple offers for the final recommendation of award, the ITBs where the price differences between the L1 offer and the offer of the L2 Bidder are higher shall be awarded to the L1 Bidder until the combinations of all lots awarded to the L1 Bidder reaches the value that could be awarded to the L1 Bidder taking into account the post-qualification requirements as stated in the ITBs (e.g. capacity, turnover, maximum contract value, etc.).

26 OTHER UNOPS RIGHTS

Subject to Section III of the ITB, UNOPS shall have no obligation to accept any bid, including the bid with the lowest price.

In addition to its rights to clarify and amend this ITB, UNOPS may, in its absolute discretion, do all or any of the following:

- (i) require additional information from bidders;
- (ii) change the structure and timing of the ITB;
- (iii) alter, terminate, suspend or defer the bid process or any part of or activity in it;
- (iv) consider or accept or reject any bid which is non-conforming;
- (v) request, attend or conduct any site inspections or clarification meetings;
- (vi) request, attend or observe any product, plant, equipment or other demonstration, trial or test, provided UNOPS acts reasonably in so doing;
- (vii) abandon, cancel or otherwise not proceed with the bid process at any time prior to the award of a contract, without any liability toward the bidders and without providing any reason or notice to bidders.

27 PERFORMANCE SECURITY

Within 15 days of receipt of the Contract from UNOPS, the successful Bidder shall furnish the Performance Security in accordance with the Contract, using for that purpose the Performance Security Form included in Section IV, Contract forms, or another Form acceptable to UNOPS.

Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event UNOPS may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by UNOPS to be qualified to perform the Contract satisfactorily

28. COLLECTION OF REJECTED OR UNSUCCESSFUL BID

UNOPS shall not return any rejected or unsuccessful bids to the bidders, except for late bids, which will be available for collection by the bidders within fifteen days of the rejection.

29. CONFIDENTIALITY

All information and documents provided to the bidders by UNOPS shall be treated as confidential by the bidders and shall:

- (i) remain the property of UNOPS;
- (ii) not be used for any purpose other than the purpose of preparing a bid; and
- (iii) be immediately returned to UNOPS in the event the bidder declines to respond to this ITB, or, in the event of a rejected or an unsuccessful bid, within fifteen days of being notified by UNOPS that its bid was rejected or unsuccessful.

All information and documents provided to the bidders by UNOPS shall not be disclosed to any third party, except:

- (i) with the prior written consent of UNOPS;
- (ii) where the third party is assisting a bidder in preparing the bid, provided the bidder has previously ensured that party's adherence to this duty of confidentiality;
- (iii) if the information or documents is/are at the time of this ITB lawfully in the possession of the bidder through a party other than UNOPS;
- (iv) if required by law, and provided that the bidder has previously informed UNOPS in writing of its obligation to disclose the information or documents; or
- (v) if the information is generally and publicly available other than as a result of breach of confidence by the person receiving the information.

30. ETHICS AND CORRUPT PRACTICES

UNOPS requires that all bidders observe the highest standard of ethics during the entire bid process, as well as the duration of any contract that may be awarded as a result of this bid process. Therefore, all bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the bid process and any contract that may be awarded as a result of this bid process;

- (ii) have no conflict of interest that would prevent them from entering into a contract with UNOPS, and shall have no interest in other bidders or parties involved in this bid process or in the project underlying this bid process;
- (iii) have not engaged, or attempted to engage, in any Corrupt Practices in connection with this bid process or the contract that may be awarded as a result of this bid process. For the purposes of this provision, Corrupt Practices shall mean any of the following:
 - bribery: the act of unduly offering, giving, receiving or soliciting anything of value to influence the process of procuring works, or executing contracts;
 - extortion or coercion: the act of attempting to influence the process of procuring works, or executing contracts by means of threat of injury to person, property or reputation;
 - fraud: the misrepresentation of information or facts for the purpose of influencing the process of procuring works, or executing the contracts, to the detriment of UNOPS or other participants; or
 - collusion: the agreement between bidders designed to result in bids at artificial prices that are not competitive.
- (iv) have not been involved in, either directly or indirectly, nor have they funded, either directly or indirectly, any terrorist activities, notably upon basis of the consolidated list of individuals belonging to or associated with terrorist entities as established and maintained by the United Nations 1267 Committee.

In the event that a bidder fails to comply with any of the above representations and warranties, UNOPS shall have the right to reject the bid submitted by such bidder, and to terminate any contract that may have been awarded as a result of this bid process immediately upon notice, without any liability for termination charges or any other liability of any kind of UNOPS. In addition, the bidder may be precluded from doing business with UNOPS and any other entity of the United Nations System in the future.

31. AUDIT

Any bidder participating in this bid process shall agree to cooperate with the Office of Internal Oversight Services of the United Nations, UNOPS Internal Audit and Investigations Group as well as with any other investigation units authorized by UNOPS Executive Director and UNOPS Ethics Officer to investigate any allegation of misconduct, and in particular any allegation of a breach of Article 28 above, in connection with this bid process or any contract that may be awarded as a result of this bid process.

In cooperating with UNOPS, the bidders shall give access to UNOPS, upon written request, to all employees, representatives, agents and assignees, as well as to all documents, records and other elements of the bidder that may be required to conduct such investigation.

The failure of a bidder to comply with any of the above representations and warranties shall give UNOPS the right to disqualify the bid submitted by such bidder, and to terminate any contract that may have been awarded as a result of this bid process immediately upon notice, without any liability for termination charges or any other liability of any kind of UNOPS. In addition, the bidder may be precluded from doing business with UNOPS and any other entity of the United Nations System in the future.

32. BID PROTEST

Any bidder that believes to have been unjustly treated in connection with this bid process or any contract that may be awarded as a result of such bid process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at www.unops.org.

SECTION III EVALUATION METHOD AND CRITERIA

33. EVALUATION METHOD

Bids shall be evaluated according to a two-step procedure.

Firstly, bids shall be evaluated for technical compliance based on:

- Technical expertise and experience;
- Safety, quality and insurance; and
- Capacity, resources and key personnel.

Secondly, bids that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks and benefits of each bid throughout the whole life cycle of the works and in the context of the project as a whole. The lowest priced bid will not necessarily be accepted.

34. PRELIMINARY EXAMINATION

Upon opening of the bids, UNOPS shall proceed to a preliminary examination of the bids. UNOPS may reject any bid during the preliminary examination which does not comply with the requirements set out in this ITB, without further consultation with the bidder.

Bids which are incomplete, frivolous, clearly not competitive or contain material deviations from or reservations to the terms of the Contract, may, in UNOPS absolute discretion, be rejected or excluded from further consideration at any time during the evaluation, including after preliminary examination. A bidder may not be permitted to correct or withdraw material deviations or reservations in a bid once the bids have been opened.

35. RESPONSIVENESS OF BIDS

36.1 UNOPS's determination of a bid's responsiveness is to be based on the contents of the bid itself.

36.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the ITB without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- (a) affects in any substantial way the scope, quality, or performance of the works specified in the Contract; or
- (b) limits in any substantial way, inconsistent with the ITB, UNOPS's rights or the Bidder's obligations under the Contract; or
- (c) if rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.

UNOPS considers material deviation to include but not to be limited to the following situations:

(d) During preliminary examination of bids (verification of formal criteria):

- Lack of proper bid securities in terms of change in the wording (not consistent with the prescribed format), amount, or validity period, if required.
- Absence of bid form, change in the wording (not consistent with the prescribed format) or lack of signature of key portions of the bid form.

- The Bidder does not accept important Contract conditions, i.e. related to Performance Security, Warranty, Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, Limitation of Liability, etc.
 - Non historical documents required in the ITB, i.e. documents specifically related to the tender and one that the Bidder could not be expected to possess before the ITB was issued, have not been provided.
- (e) During technical evaluation of bids:
- Scope and specifications of the works vary in one or more significant respect(s) from the scope of works defined in the ITB.
- (f) During financial evaluation of bids:
- The Bidder does not accept the required price correction as per ITB conditions.
 - The Bidder alters the Bill of Quantities without prior authorization by UNOPS.
- (g) During post-qualification of the bidders
- The Bidder does not meet the minimum post-qualification requirements.

If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by UNOPS and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

36. NONCONFORMITIES, ERRORS, AND OMISSIONS

36.1 Provided that a Bid is substantially responsive, UNOPS:

- (a) may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- (b) may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- (c) shall correct arithmetical errors on the following basis:
- If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNOPS there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

37.2 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected and its Bid Security may be forfeited.

37. COMPARISON OF BIDS

38.1 UNOPS shall compare all substantially responsive bids to determine the lowest priced compliant bid(s).

38. CLARIFICATION OF BIDS

UNOPS may request clarification or further information in writing from the bidders at any time during the bid process. The bidders' responses shall not contain any changes regarding the substance or price of the bid.

UNOPS may use such information in interpreting and evaluating the relevant bid but is under no obligation to take it into account.

39. EVALUATION CRITERIA

Technical Evaluation Criteria

The technical evaluation uses a "pass or fail" / "check and clarify" method based on objective thresholds for each evaluation criteria, combined with a qualitative assessment based on professional judgement where an objective threshold cannot be determined for a given technical criteria.

Note if a bid fails a pass/fail criteria they are ineligible and require no further evaluation.

When a "pass or fail" method is not appropriate for a given technical criterion (as specified below) "check and clarify" method, will be used instead. The noncompliance with such evaluation criteria may be rectified by the bidders prior to their (non) selection and do not call for a "pass or fail" method.

The completed Returnable Bid Schedule (1 to12), will be used as the criteria for technical evaluation, with the **evaluation method** listed below for each of them.

Returnable Bid Schedule 1 - Form of Bid

The bidder's form of bid is correctly filled out and signed.

(Evaluation method: "Pass/Fail")

Returnable Bid Schedule 2 - Bidder Details

The bidder's details are correctly filled out and signed.

(Evaluation method: "Check and clarify")

Returnable Bid Schedule 3 – Bill of Quantities

The bidder shall complete and return Schedule 3

(Evaluation method: "Pass / Fail")

Returnable Bid Schedule 4 - Preliminary Programme and Outline Statement of Proposed Methods

The bidder's preliminary program demonstrates the bidder's capacity to plan and programme the works within timelines that are consistent with industry practice and the project's specific requirements. The successful bidder will be expected to complete the Works within 60 calendar days from the commencement date. The bidder's preliminary program therefore must demonstrate the bidder's capacity to plan and programme the works within the above stipulated timeframe and ensure that timelines for the work components are consistent with industry practice.

(Evaluation method: "Pass / Fail")

Returnable Bid Schedule 5 – Proposed Project Team

The bidder's project team demonstrate the capacity of the bidder's core team to execute the works and should include all essential roles filled with people of the required experience. CV's should be used to verify the expertise and experience of the bidder's personnel if required.

(Evaluation method: "Pass / Fail")

Returnable Bid Schedule 6 – Insurances

The bidder's insurances comply with the ITB's requirements.
Check and clarify

Returnable Bid Schedule 7 – Capacity Experience, Work in Hand and Completed.

1. The bidder shall have engaged in at least two contracts in construction and rehabilitation works during last 24 months.

(Evaluation method: "Pass / Fail")

2. The Bidders shall have successfully completed (or on-going construction projects) with minimum contract value of USD 300,000 (or equivalent) in any one of the last 2 calendar years

(Evaluation method: "Pass / Fail")

3. The capacity to undertake this contract within current workload.
Documented capacity to mobilize the project personal, materials and construction equipment as per proposed program for the implementation of works is required. Such capacity may be the object of direct examination by UNOPS representatives

(Evaluation method: "Pass/Fail")

Returnable Bid Schedule 8 – Declaration

The bidder's declaration is correctly filled out.

(Evaluation method: "Check and clarify")

Returnable Bid Schedule 9 – Conflict of Interest

The bidder's filled out this schedule.

(Evaluation method: "Check and clarify")

Returnable Bid Schedule 10 – Dispute Details

The bidder's filled out this schedule.

(Evaluation method: "Check and clarify")

Returnable Bid Schedule 11 – Addenda to ITB

The bidder's filled out this schedule.

(Evaluation method: "Check and clarify")

Returnable Bid Schedule 12 – Joint Venture/Consortium/Association Information Form

The bidder's filled out this schedule.

(Evaluation method: "Check and clarify")

Financial Evaluation Criteria

Financial evaluation of the bids shall be conducted only on those bids found to be technically compliant. The priced Bill of Quantities (Returnable Bid Schedule 3) of the technical compliant

bids will be used in the financial evaluation to determine the bid that can complete the requested works scope at the lowest price.

The bidder's declaration of Unit Prices must be correctly filled out to obtain total amounts.

Additions/deductions to the bid BOQ is unacceptable. This document will also form bases for any variation values in the project. Where there is discrepancy between the unit rate and the total amount derived from the multiplication of the unit rate by the corresponding quantity, the unit rate shall prevail and the total amount shall be corrected. If there is a discrepancy between words and figures the amount in words will prevail.

All items in the Bill of Quantities shall be deemed to have a monetary value, whether priced or un-priced. In the absence of a rate against any item, the cost shall be deemed to have been included elsewhere within the contract price and the work described to that item shall be executed by the Contractor without any additional payment

SECTION IV RETURNABLE BID SCHEDULES

Note to Bidders:

*Instructions to complete each Returnable Bid Schedule are highlighted in blue in each schedule.
Please complete the Returnable Bid Schedules as instructed*

RETURNABLE BID SCHEDULE 1

FORM OF BID

United Nations Office for Project Services (UNOPS)
PETRONAS COMPLEX No. 13, Block 7, Nile Avenue, East Wing, Ground floor- South,
Khartoum, Sudan

Dear Sir/Madam,

Subject Case No. UNOPS/SDN/20512-001/WORKS/ITB/2017-001 dated .20/09/2017.

1. We, [**Name of Bidder**], hereby submit a bid for the construction of the above-referenced works in response to the above-referenced ITB.
2. We warrant that in preparing and submitting this bid, we have complied with, and are willing to be bound by, any and all of the requirements and provisions of the above-referenced ITB, including the terms and conditions of the Contract as set out in Section V of the ITB.
3. Based on the above, our proposed Contract Price is: [**Insert Proposed Contract Price in numbers and letters**].
4. Our bid shall remain valid for UNOPS' acceptance until **90 days** from the Deadline for Bid Submission.
5. We acknowledge and agree that:
 - subject to Section III of the ITB, UNOPS is not bound to accept the lowest bid or any other bid it may receive in response to the above-referenced ITB;
 - no liability of UNOPS and no binding contract exists until the Contract is executed by both parties;
 - each party constituting the bidder is bound jointly and severally by this bid; and

I, the undersigned, certify that I am duly authorized by [**insert name of bidder**] to sign this bid and bind [**insert name of bidder**] should UNOPS accept this bid:

Name : _____

Title : _____

Date : _____

Signature : _____

[**Stamp form of bid with official stamp of the bidder**]

RETURNABLE BID SCHEDULE 2

BIDDER'S DETAILS

ITB Case No.: UNOPS/SDN/20512-001/WORKS/ITB/2017-001

Name of bidder:

Trade Licence title and No.:

Address of registered
office:

Name of bidder representative:

Address for service of notices (if different than above):

Phone number:

Facsimile number:

Mobile phone number:

Email:

RETURNABLE BID SCHEDULE 3

BILL OF QUANTITIES

ITB Case No.: UNOPS/SDN/20512-001/WORKS/ITB/2017-001

Name of bidder: _____

Date: _____

Signature: _____

BOQ 1 - Abu Remail

Item	Description	Unit	QTY	Rate	Amount
Bill 1, General Provisions					
1	GENERAL REQUIREMENTS AND PROVISIONS				
1.1	Fabricate supply and erect Project Sign boards per the drawing	No	2		
1.2	Mobilization, Establishing contractor's camps, supply equipment ,personnel, Lab, accommodation and construction plant on the site,	L.S	1		
1.3	Demobilization, removal of site establishments of the contractor's organization, camps and reinstating the site to the previous condition	L.S	1		
	TOTAL FOR BILL 1 GENERAL REQUIREMENTS AND PROVISIONS				
2.0	RENOVATION				
2.1	Demolitions Works				
2.1.1	Demolish and dispose the debris as directed by the Engineer and prepare site to receive renovation works.	M ³	4		
2.1.2	Provide and cast wall protector (plinth) around the building made of plain concrete 1:2:4 mix, Grade 20 with smooth finish as per drawings.	M ³	5		
2.2	Repairs to internal walls				
2.2.1	Crack Repair, Walls				
2.2.2	Chipping through the plaster, expose cracks in the walls to 300mm to either side of the damaged area. Clean the cracks to minimum 10mm width, fix 50x50 mm galvanized steel mesh with hooks at every 150 mm space and fill back with cement sand 1:3 mix to flush with the existing surface	M ²	5		
2.2.3	Replace existing plaster with 20mm thick cement/ fine sand mortar,(1:6), finish smooth to receive painting	M ²	20		
2.2.4	Supply and apply three (3) coats of water based emulsion paint of approved brand, manufacture and color as directed by site Engineer. The price is inclusive of quick drying prime coat.	M ²	280		
2.3	Repairs to internal Floors				

2.3.1	Supply and place 1:1.5:3 Cement: Sand: aggregate mix, 50mm layer over existing concrete floor including repairing cracks and fill holes and patches prior to applying the new layer.	M ²	30		
2.3.2	Supply and place plain concrete 10 cm thick for the floor of the new verandah	M2	12		
2.3.3	Supply and place plain concrete 10 cm thick for the protection plinth around the building. The price is inclusive of excavations, selected material under the concrete.	M2	144		
2.3.4	Supply and fix 300X300mm Heavy Duty, water resistant, ceramic floor tiles, Samples shall be approved by site Engineer prior to supply on site.	M ²	30		
TOTAL BILL2 FOR INTERNAL RENOVATION					
3.0	REPAIRS TO EXTERNAL WALLS				
3.1	Crack Repair, Walls				
3.1.1	Chipping through the plaster, expose cracks in the walls to 300mm to either side of the damaged area. Clean the cracks to minimum 10mm width, fix 50x50 mm galvanized steel mesh with hooks at every 150 mm space and fill back with cement sand 1:3 mix to flush with the existing surface	M ²	5.00		
3.1.2	Replace existing plaster with 20mm thick cement/ fine sand mortar,(1:6), finish smooth to receive painting	M ²	20.00		
3.1.3	Supply and apply three (3) coats of water based, weather shield external emulsion paint of approved brand and manufacture, and color as directed by site engineer.	M ²	175.00		
TOTAL BILL NO 3 FOR REPAIRS TO EXTERNAL WALLS					
4.0	ROOF AND CEILING				
4.1	Supply and apply anti -corrosive prime coat to underside of sheets of the building and verandah	M ²	75		
4.2	Supply and fix Ø150 mm PVC rain gutter, to the back side of the roof including fixing of Ø100 mm pvc pipe from the gutter to the water tanks with all necessary fittings and steel straps to fix to the wall all as shown on the drawings and the directions of the Engineer	LM	20		
4.3	Supply and fix suspended ceiling from gypsum square tiles 60x 60 cm, and Aluminium frames T profile, and the suspended hanging system, including aluminum L profile in rooms 1 & 2 and corridor.	M ²	30		
TOTAL FOR BILL 4 ROOF REPAIR					
5.0	DOORS, WINDOWS AND BOUNDARY FENCE				
5.1	Provide and fix Fence as per drawings	LM	120		
5.2	Repair and apply 3 No. coats of oil-based paint to existing gate	No	1		
TOTAL BILL 5 FOR DOORS WINDOWAS AND BOUNDARY FENCE					
6.0	Electrical Renovation Works				

	Supply and install :-				
6.1	Power Intakes				
6.1.1	Manhole				
	Manhole in bricks or stone and with concrete base internally of 600x600x700mm including concrete cover with lifting hole for power intake.	No	1		
6.1.2	PVC pipes 50 mm diameter.	ml	15		
6.2	Low Voltage System Earth				
6.2.1	Manhole in bricks or local stone and with concrete base internally of 400x400x500mm including concrete cover with lifting hole for earthing.	No	1		
6.2.2	10x1200mm earth electrode Copper rod with connection details as shown on the drawing.	No	1		
6.2.3	1x6 sq. mm bare copper earth conductor from kWh meter board earth terminal to earth rods in PVC pipe 29mm diameter.	ml	12		
6.3	Main Distribution Board				
6.3.1	Flush mounted distribution Board, MDB with lockable door and including bus bars of 25A Amp 1 Phase, all necessary fixing and connecting accessories, complete and consisting:-				
	2 Pcs 10A, MCB, 1Phase				
	4 Pcs 16A, MCB, 1Phase				
	1 Pc 25A, MCB, 1 Phase (Main Switch)	No	1		
6.4	Feeder Power Cables				
	Multi-core power cable copper conductor, PVC/PVC, colour coded, in PVC conduits, connected and tested, all as specified and as shown on drawings (Source to MDB)				
6.4.1	CABLES, (3x4) Sq. mm	ml	15		
6.5	Light Points				
6.5.1	Flush mounted light points fed through PVC insulated conductors of 3x2.5mm ² inside PVC conduits of 16mm diameter, including junction boxes with covers and insulating screw cap connectors, complete	No	15		
6.6	Extra Over Light Points for Flush Mounted Switches Legrand Décor				
6.6.1	Flush mounting 6A - one way Single Switch	No	2		
6.6.2	Flush mounting 6A - one way double gang - multi circuit switch	No	3		
6.6.3	Flush mounting 6A - one way Triple gang - multi circuit switch	No	1		
6.7	Flush Mounted Socket and Ceiling Fan Outlet Points				
6.7.1	16A/1P socket outlet and ceiling fan points fed through PVC insulated conductors of 3x2.5mm ² inside PVC conduit of 16mm diameter including junction boxes with covers and insulating screw cap connectors.	No	11		

6.8	Flush Mounted Socket Outlets Fittings with Earth Contact				
6.8.1	Flush mounting socket outlet of 16A 1Phase.	No	11		
6.8.2	Ceiling mounted sweep fan Vortices NORDIK DESIGN 1S 160/60" (61460*) 14m3/h with Accessories like wall mounted 5-Position Speed Control, Infrared remote-control unit, non-corrosive type blades, regulator, fan hook, extension rod and all other accessories required. Minimum fan-to-floor distance shall be 230cm.	No	3		
6.9	Light Fittings and Lamps				
	Connected and tested including lamps and accessories complete, all as specified or described in lighting fittings schedule and as shown on the drawings.				
	<i>N.B.</i>				
	<i>Recommended types of fittings indicated on the attached lighting fitting Schedule.</i>				
6.9.1	GECEM GCP 418C T26M 4x18W	No	6		
6.9.2	GECEM GCP 218C T26M 2x18W	No	5		
6.9.3	Massive 71425/01/31 with E27 40W	No	4		
TOTAL BILL 6 FOR ELECTRICAL WORKS					
7	WATER SUPPLY AND SANITATION				
7.1	Supply and install 1000 liters polyethylene water tank (horizontal type) complete with all fittings, on a plinth made of red bricks in C/S mortar of mix (1:4) and 15 cm thick RC platform, complete with plaster and excavations, all according to the details in dwg No. (ABUR - 05) and the directions of the Engineer	No	2		
7.2	Supply and install white glazed vitreous china Ceramic high quality hand wash basin, 550mm X 400mm size flat back, C.I. enamel painted brackets, with single 20mm Dia C.P. pillar cock of approved quality, 32mm Dia C.P. waste with flange of standard pattern, as directed by the engineer	No	2		
7.3	Supply and fix ½" GI pipe for water from water tanks to the hand wash basin in room1 and the Toilets	LM	10		
7.4	Supply and fix ¾" GI pipe for water from water tanks to the hand wash basin in room1 and the Toilets	LM	34		
7.5	Supply and fix 2" pvc pipe for drainage from hand wash basin to the soak away pit	LM	12		
7.6	Supply and Install Brick Gully trap 30x30 cm with concrete base, plaster, waterproofing, cover,..... etc. and all necessary accessories to complete work as per drawings, specifications and the directions of the Engineer	No	2		
7.7	Supply excavate and build round soak away pit Dia. 2 m and depth 3 m including concrete cover and pipe connection	No	1		

TOTAL BILL NO 7 WATER SUPPLY AND DRAINAGE					
8	VERANDAHS WORK				
8.1	Provide and install 80x40x4 mm rectangular steel pipe rafters for the Verandah including forming openings in the wall and the concrete grout. The price is inclusive of anti-rust paint and all necessary fixtures.	ML	24		
8.2	Provide and install 80x40x4 mm rectangular steel pipe along the Verandah under the rafters. The pipe is fixed to the wall by bolts and nuts and the rafters are connected to it by welding. The price is inclusive of anti-rust paint and all necessary fixtures.	ML	14		
8.3	Provide & fix steel purlin from rectangular steel pipe 60x30x3 mm each 70cm c/c, painted with oil paint, for verandahs as per specifications and drawing. The price is inclusive of anti-rust paint and all necessary fixtures.	ML	64		
8.4	Provide & fix corrugated iron sheeting 0.35mm thickness, fixed to purlins by proper driven nails with proper washers, for verandahs as per specifications and drawing	M ²	45		
8.5	Provide & fix 4" round steel posts 3m height to be fixed in plain concrete 40x40x50cm, for verandahs as per drawings .	No	8		
TOTAL BILL NO 8 FOR VERANDAH WORKS					
TOTAL FOR REHABILITATION WORKS					

BOQ 2 – Beiga

Item	Description	Unit	QTY	Rate	Amount
Bill 1,General Provisions					
1	GENERAL REQUIREMENTS AND PROVISIONS				
1.1	Fabricate supply and erect Project Sign boards as per the drawing	No	2		
1.20	Mobilization, Establishing contractor's camps, supply equipment ,personnel, Lab, accommodation and construction plant on the site,	L.S	1		
1.30	Demobilization, removal of site establishments of the contractor's organization, camps and reinstating the site to the previous condition	L.S	1		
TOTAL FOR BILL 1 GENERAL REQUIREMENTS AND PROVISIONS					
2.0	RENOVATION				
2.1	Incinerator rehabilitation (for soft medical waste)				
2.1.1	Clean the incinerator and remove Medicine waste carefully in the incinerator and dump it in the approved location as per Engineer instruction.	L.S	1		

2.1.2	Fix existing iron chimney pipe (6m length, diameter 10 cm) to the existing cover of the incinerator by supplying and welding 4 nos iron angle (3cmX3cmX1.8m) fixed to external base plate of 100cmX50cmx5mm, supply and fix internal base iron plate 120cm x 120cm x 5mm thickness.	L.S	1		
2.1.3	Provide and cast wall protector plinth, 50 cm wide x 10 cm thick, around the building made of plain concrete 1:2:4 mix, Grade 20 with smooth finish as per drawings. The price is inclusive of all excavations and the 20 cm well compacted selected material layer under the concrete.	M2	40		
2.2	Repairs to internal walls				
2.2.1	Crack Repair, Walls				
2.2.2	Chipping through the plaster, expose cracks in the walls to 300mm to either side of the damaged area. Clean the cracks to minimum 10mm width, fix 50x50 mm galvanized steel mesh with hooks at every 150 mm space and fill back with cement sand 1:3 mix to flush with the existing surface	M ²	2		
2.2.3	Replace existing plaster with 20mm thick cement/ fine sand mortar,(1:6), finish smooth to receive painting	M ²	263		
2.2.4	Supply and apply three (3) coats of water based emulsion paint of approved brand, manufacture and color as directed by site Engineer. The price is inclusive of quick drying prime coat.	M ²	263		
2.3	Repairs to internal Floors				
2.3.1	Supply and place 1:1.5:3 Cement: Sand: aggregate mix, 50mm layer over existing concrete floor including repairing cracks and fill holes and patches prior to applying the new layer.	M ²	50		
2.3.2	Supply and fix 300X300mm Heavy Duty, water resistant, ceramic floor tiles, Samples shall be approved by site Engineer prior to supply on site.	M ²	114		
2.3.3	Supply materials and fix skirting ceramic tiles (porcelain) with C/S mortar 1:8 in main building (Rooms), samples shall be approved by Site Engineer prior to procurement.	LM	106		
2.3.4	Provide and fix in place first class white 20x30 cm ceramic tiles in front of the hand washing basin in room1 as per specifications and drawings	M ²	12		
	TOTAL BILL2 FOR INTERNAL RENOVATION				
3.0	REPAIRS TO EXTERNAL WALLS				
3.1	Crack Repair, Walls				
3.1.1	Remove the damaged area in external plastering of wall for main building and prepare the surface to receive new plastering	M ²	68		
3.1.2	Apply anew plaster in the removed area with 20mm thick cement/ fine sand mortar,(1:6), and finish smooth to receive painting	M ²	68		
3.1.3	Supply and apply three (3) coats of water based, weather shield external emulsion paint of approved brand and manufacture, and color as directed by site engineer.	M ²	299		
	TOTAL BILL NO 3 FOR REPAIRS TO EXTERNAL WALLS				
4.0	REPAIRS TO ROOFS				
4.1	Remove all the old ceiling in the main building (Rooms) and dump it in approve location	L.S	1.00		

4.2	Supply and fix suspended ceiling from gypsum board square tiles 60x 60 cm, and Aluminium frames T profile, and the suspended hanging system, including aluminum L profile	M ²	114		
4.3	Remove the existing zinc roof of the veranda and save it well in good storing to use it and to re fix it again, and remove the existing longitudinal angles (but not the transversal rectangular pipes) and handed it to facility in charge	M ²	95		
4.4	supply and install in the length of the veranda (L shape), rectangular steel pipes 6cm x 3cm in veranda and fix the old zinc roof on it by using nails (grill), to be 4 nos in the veranda roof and 1 nos in veranda fascia	LM	114		
4.5	Supply and fix 0.4 mm thickness corrugated iron sheets, 40 cm width to be fixed at veranda fascia by Fabricate zinc fascia by the length of veranda L shape	M ²	12		
4.6	Supply materials and seal the gaps in zinc roof in the main building (rooms) and Veranda, cover all zinc roof by local damur fabric and installing it by applying a layer of roof coat after cleaning the zinc roof from dust and organic objects and then applying 3 layers of a roof coat after that, the roof should be tested by water before receiving acceptance	M ²	246		
4.7	Supply and fix 150X100mm P V C rain gutters to back side of roof (rooms and veranda) and connect to water tank	LM	52		
4.8	Supply and install a PVC pipe 4 inch on the rain gutters in rooms end and veranda to collect it up to specified Taiga water tank	LM	11		
TOTAL FOR BILL 4 ROOF REPAIR					
5.0	DOORS, WINDOWS AND BOUNDARY FENCE				
5.1	Apply complete maintenance work to two panels steel window type W1 (1000 x 1200) mm, with Sky lights (20 X100 cm) for 3 windows opens with replacement of butt hinges, lockers, fix wire rabbit and mesh wire with weld externally. Fiber Glass of sky lights to be replaced with decorated Fiber glass. Materials to be of good quality and approved types. Rate to include for two coats of oil paint to approval/ old paint abrasive. Sample of materials should be submitted for approval prior to supplying to site.	No	21		
5.2	Apply complete maintenance work to two panels steel doors type D1 (1000 x 2200) mm with Sky lights (100 X 220) mm with replacement of butt hinges, new lockers. Fiber Glass of sky lights to be replaced with decorated Fiber glass. Materials to be of good quality and approved types. Rate to include for two coats of oil paint to approval/ old paint abrasive. Sample of materials should be submitted for approval prior to supplying to site.	No	7		

5.3	Provide materials and fabricate Fence as per drawings, each 4m shall have one angle 1.5 m length size (1.5 x 1.5) cm (Ukrainian angle) installed in 0.3 x 0.3 x 0.3 m concrete, and 4 barbed wire longitudinally plus two (x) shape, as in the drawing, measurement will cover installed angle on 4m strip of barbed wires as per design in the drawing, all material samples shall be approved by the Site Engineer prior to procurement	LM	195		
5.4	Provide and fix Steel framed main gate of 3000x1800mm made of rectangular steel size 6cm x 3cm x 1mm, supported on a 2 galvanized steel pipe 3 inch to be fix on 0.4x0.4x0.4 Concrete 1:2:4 plus 1 galvanized connected under between the two, exactly as per drawings, and to make painting after finish, all material samples shall be approved by Site Engineer prior to procurement.	No	1		
TOTAL BILL 5 FOR DOORS WINDOWAS AND BOUNDARY FENCE					
6.0	Electrical Renovation Works				
	Supply and install :-				
6.1	Power Intakes				
6.1.1	Manhole				
	Manhole in bricks or stone and with concrete base internally of 600x600x700mm including concrete cover with lifting hole for power intake.	No	1		
6.1.2	PVC pipes.				
	50 mm diameter.	ml	15		
6.2	Low Voltage System Earth				
6.2.1	Manhole in bricks or local stone and with concrete base internally of 400x400x500mm including concrete cover with lifting hole for earthling.	No	1		
6.2.2	10x1200mm earth electrode Copper rod with connection details as shown on the drawing.	No	1		
6.2.3	1x6 sq. mm bare copper earth conductor from kWh meter board earth terminal to earth rods in PVC pipe 29mm diameter.	ml	12		
6.3	Main Distribution Board				
6.3.1	Flush mounted distribution Board, MDB with lockable door and including bus bars of 63A Amp 1 Phase, all necessary fixing and connecting accessories, complete and consisting:-				
	4 Pcs 10A, MCB, 1Phase				
	7 Pcs 16A, MCB, 1Phase				
	1 Pc 32A, MCB, 1 Phase (Main Switch)	No	1		
6.4	Feeder Power Cables				
	Multi-core power cable copper conductor, PVC/PVC, colour coded, in PVC conduits, connected and tested, all as specified and as shown on drawings (Source to MDB)				
6.4.1	CABLES				
	(3x6) Sq. mm	ml	15		
6.5	Light Points				

6.5.1	Flush mounted light points fed through PVC insulated conductors of 2x2.5mm ² inside PVC conduits of 16mm diameter, including junction boxes with covers and insulating screw cap connectors, complete	No	21		
6.6	Extra Over Light Points for Flush Mounted Switches Legrand Décor				
6.6.1	Flush mounting 10A - one way double gang - multi circuit Switch	No	7		
6.6.2	Flush mounting 10A - two way Switch	No	4		
6.7	Flush Mounted Socket and Ceiling Fan Outlet Points				
6.7.1	16A/1P socket outlet and ceiling fan points fed through PVC insulated conductors of 3x2.5mm ² inside PVC conduit of 16mm diameter including junction boxes with covers and insulating screw cap connectors.	No	16		
6.8	Flush Mounted Socket Outlets Fittings with Earth Contact				
6.8.1	Flush mounting socket outlet of 16A 1Phase.	No	16		
6.8.2	Ceiling mounted sweep fan Vortices NORDIK DESIGN 1S 160/60" (61460*) 14m ³ /h with Accessories like wall mounted 5-Position Speed Control, Infrared remote-control unit, non-corrosive type blades, regulator, fan hook, extension rod and all other accessories required. Minimum fan-to-floor distance shall be 230cm.	No	7		
6.9	Light Fittings and Lamps				
	Connected and tested including lamps and accessories complete, all as specified or described in lighting fittings schedule and as shown on the drawings.				
	<i>N.B.</i>				
	<i>Recommended types of fittings indicated on the attached lighting fitting Schedule.</i>				
6.9.1	GECEM GCP 418C T26M 4x18W	No	14		
6.9.2	GECEM GCP 218C T26M 2x18W	No	7		
TOTAL BILL 6 FOR ELECTRICAL WORKS					
7	WATER SUPPLY				
7.1	Supply materials & install, dig, lay & extend 3/4 inch PPR for fresh water pipe line to serve all the hand wash basins in the main building and to serve the toilet in the latrine blocks. with all required fittings, taps & valves its accessories samples shall be approved by Site Engineer prior to procurement.	LM	100		
7.2	Supply and install in 6 Rooms properly good quality hand wash basin stand, 550mm X 400mm size flat back white glazed vitreous china center tap hole wash basin with C.I. enamel painted brackets, with single 20mm Dia C.P. pillar cock of approved quality, 32mm Dia C.P. waste with flange of standard pattern, as directed by the engineer.	No	6		

7.3	Provide & fix 0.5 HP water pump Italian (Perllo) with steel cage to pump water from the ground tank to the water pipeline, with piping 1 inch, valves & wiring, the electrical conduits laid underground in heavy duty pipes to protect them as directed by the engineer and to install an improved automatic startup device to the pump and one gang switch inside the building all the job should be to the satisfactory of the engineer. With all needs to complete job.	No	1		
7.4	Supply and install 2" U.P.V.C return/waste pipes, as appropriate, for all sanitary fittings up to the gully- traps, and from gully- traps to up to the soak away in the trees, with bobbins, nails etc., include all branches, elbows, bends, tees, plugs, union, clips, etc. including making holes in walls & floors & cutting trenches in any soil or through concrete or masonry & good amending the damages, as per drawings & specifications as directed and to the satisfaction of the Site Engineer, Rate to include all required materials.	LM	49		
7.5	Supply & Build 30 x 30 cm gully- traps from burnt bricks and cement mortar and concrete benches, smooth with 1:3 cement to sand paste, apply two layer of prime coat, cover from concrete and nominal steel, to the satisfaction of the Engineer. Rate to include all needed work and materials to complete the job perfectly as directed by the engineer.	No	5		
7.6	Supply and install 1000 liters water tank (horizontal type) (Taiga type) complete with all fittings, on a bench (1x1x0.1) made of plain concrete C/S 1:2:4 and as directed by site engineer	No	1		
TOTAL BILL NO 7 WATER SUPPLY AND DRAINAGE					
TOTAL FOR REHABILITATION WORKS					

Note to bidders: Bidders shall submit within Returnable Bid Schedule 3 (or annexed to Returnable Bid Schedule 3 if files size is prohibitively large) Bill of Quantities. Where an item is not priced and/or a rate is not provided in the Bill of Quantities such price and/or rate shall be deemed to be allocated within the total contract price.

*Please refer to the **Annex III to the Section V - UNOPS Minor Works Contract** for the BOQ*

RETURNABLE BID SCHEDULE 4
BIDDER PRELIMINARY PROGRAMME
AND
OUTLINE STATEMENT OF PROPOSED METHODS

ITB Case No.: UNOPS/SDN/20512-001/WORKS/ITB/2017-001

Name of bidder: _____

Date: _____

Signature: _____

Note to bidders: Bidders shall submit a preliminary programme and an outline statement of methods to ensure the good and timely implementation of the works. Bidders are required to make their own detailed assessment of the time, work methods and activities that shall be required for the successful and timely completion of the works, including obtaining all required authorizations from local authorities.

If a bidder is selected as the preferred bidder, it shall be required to further develop and complete this programme in accordance with the Minor Works Contract.

RETURNABLE BID SCHEDULE 5

PROPOSED PROJECT TEAM

ITB Case No.: UNOPS/SDN/20512-001/WORKS/ITB/2017-001

Name of bidder: _____

Date: _____

Signature: _____

Note to bidders: Bidders shall set out below:

1. the key personnel that the bidder proposes to assign to the execution of the works;
2. the qualifications and relevant experience of each of the key personnel that the bidder proposes to assign to the execution of the works, including a CV/resume for each of the key personnel;
3. the bidder's representatives who are authorized to sign the Contract. The bidder shall provide a copy of such authorization

Key Personnel

No.	Position Description	Name	Years Exp
1	[Insert Description]	[Insert Name]	[Insert No.]
2	[Insert Description]	[Insert Name]	[Insert No.]
3	[Insert Description]	[Insert Name]	[Insert No.]
4	[Insert Description]	[Insert Name]	[Insert No.]
5	[Insert Description]	[Insert Name]	[Insert No.]
6	[Insert Description]	[Insert Name]	[Insert No.]
7	[Insert Description]	[Insert Name]	[Insert No.]
8	[Insert Description]	[Insert Name]	[Insert No.]

Contractor's Representative as per the Contract:

No.	Position Description	Name	Years Exp
1	Contractors Representative		

RETURNABLE BID SCHEDULE 6

INSURANCES

The bidder's insurances comply with the ITB's requirements.

RETURNABLE BID SCHEDULE 7

CAPACITY, EXPERIENCE, WORK IN HAND AND WORK COMPLETED

ITB Case No.: UNOPS/SDN/20512-001/WORKS/ITB/2017-001

Name of bidder: _____

Date: _____

Signature: _____

The bidder shall have engaged in at least two contracts in building construction and rehabilitation during the last 2 calendar years. *(Provide details).*

Client	Contract Scope description / Location	Completed or on-going

The Bidders shall have successfully completed (or on-going construction projects) with minimum contract value of USD 100,000 (or equivalent) in any one of the last 2 calendar years. *(Provide details)*

Year of Contract	Contract Scope description / Location	Contract Value

The bidder shall have the capacity to undertake this works within current workload.

Provide list of **on-going contract** engagements

Contract Scope description / Location	Contract Value	Percentage of completion

Available Equipment List free of Commitments (proposed for this work, if successful in the bid)

Equipment Description	Confirm availability	Owned or Hired

RETURNABLE BID SCHEDULE 8

DECLARATION

United Nations Office for Project Service-ETOH-Sudan

Petronas Building, Nile Avenue, Ground Floor, South East Wing, Khartoum, Sudan.

Dear Sir/Madam,

Subject: Case No.

Dear Sir/Madam,

I, **[insert name and title]**, **[insert title]**, do solemnly and sincerely declare that:

1. I am duly authorised by **[Insert name of bidder]** (the Bidder) to make this declaration on its behalf.
2. I make this declaration on behalf of the Bidder.
3. Before the Bidder submitted its bid, neither the Bidder, nor any of its employees or agents, had knowledge of the bid price proposed by any other bidder who submitted, or of any person, company, other body corporate or firm that proposed to submit, a bid in response to this ITB.
4. Before the Deadline for Bid Submission of this bid process, neither the Bidder, nor any of its employees or agents, disclosed the Bidder's bid price to:
 - (i) any other bidder who submitted a bid in response to this ITB;
 - (ii) any person, company, other body corporate or firm proposing to submit a bid in response to this ITB.
5. Neither the Bidder, nor any of its employees or agents, has provided information to:
 - (i) any other bidder who has submitted a bid in response to this ITB;
 - (ii) any person, company, other body corporate or firm proposing to submit a bid in response to this ITB; or
 - (iii) any other person, company, body corporate or firm for the purpose of assisting in the preparation of a bid in response to this ITB.
6. The Bidder is genuinely competing for the Contract.
7. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding, other than as disclosed to UNOPS in the bid, that the successful bidder for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, an industry association in respect of the Contract.
8. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that the successful bidder for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, any other bidder who unsuccessfully tendered for the Contract.

9. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that bidders for the Contract would include an identical or similar condition or qualification in their bids.

I acknowledge that this declaration is true and correct, and I make it in the belief that a person making a false declaration is liable to penalties.

DECLARED at [**insert place**] on [**insert date**] before me:

Signature of authorised witness

Name of authorised witness
(capital letters)

Address of authorised witness

Witness' Occupation

Signature of declarant

RETURNABLE BID SCHEDULE 9

CONFLICTS OF INTEREST

ITB Case No.: UNOPS/SDN/20512-001/WORKS/ITB/2017-001

Name of bidder: _____

Date: _____

Signature: _____

Note to Bidder: Bidder shall declare any actual or potential conflicts of interest which may arise with respect to the project as between:

- (i) UNOPS and the bidder; and*
- (ii) UNOPS and any subcontractor (including consultants) proposed by the bidder*

RETURNABLE BID SCHEDULE10

DISPUTE DETAILS

ITB Case No.: UNOPS/SDN/20512-001/WORKS/ITB/2017-001

Name of bidder: _____

Date: _____

Signature: _____

Note to Bidders: Bidder shall submit a statement below providing details of any current contract dispute and/or arbitral or legal proceeding involving the bidder. The statement shall include details of any dispute which has been, or is reasonably likely to be, referred to formal dispute proceedings (e.g. mediation or arbitration) or is the subject of litigation in any court locally or overseas. This information shall be provided regardless of whether such action has been instigated by the bidder against a client or a client of the bidder against the bidder.

RETURNABLE BID SCHEDULE 11

ADDENDA TO ITB

ITB Case No.: UNOPS/SDN/20512-001/WORKS/ITB/2017-001

Name of bidder: _____

Date: _____

Signature: _____

We acknowledge receipt of the following Addenda, which have been taken into account in preparing the bid:

Addendum Number	Dated

RETURNABLE BID SCHEDULE 12

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM (to be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association)

ITB Case No.: UNOPS/SDN/20512-001/WORKS/ITB/2017-001

Name of bidder: _____

Date: _____

Signature: _____

JV / Consortium/ Association Information	
Name	
Names of each partner and contact information (address, telephone numbers, fax numbers, e-mail address)	
Name of leading partner (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	
Proposed proportion of responsibilities between partners (in %) with indication of the type of the Works to be performed by each	

Signatures of all partners of the JV:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNOPS for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____