# Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

**Technical Bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Bid Submission Form |  |
| * Form B: Bidder Information Form |  |
| * **Form C: Joint Venture/Consortium/ Association Information Form** | **N/A** |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Bid/Bill of Quantities |  |
| * From G: Form of Bid Security |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form F: Price Schedule Form |  |

## Form A: Bid Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] | | |

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and weembrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## Form B: Bidder Information Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Are you a UNGM registered vendor?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues** | [Complete] |
| **Is your company a member of the UN Global Compact** | [Complete] |
| **Contact person that UNDP may contact for requests for clarifications during Bid evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured * Certificate of Incorporation/ Business Registration * Trade name registration papers, if applicable * Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any * Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder’s practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures, if any * Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder * Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney. * Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country |

## Form C: Joint Venture/Consortium/Association Information Form

**This form is NOT APPLICABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] | | |

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed** |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture ***OR***  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Form D: Eligibility and Qualification Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] | | |

**History of Non- Performing Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| Non-performing contracts did not occur during the last 3 years (i.e. 07 July 2016 thru 07 July 2019) | | | |
| Contract(s) not performed in the last 3 years (i.e. 07 July 2016 thru 07 July 2019) | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years (i.e. 07 July 2016 thru 07 July 2019) | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 5 years (i.e. 07 July 2014 thru 07 July 2019)

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs.

**Bidders shall substantiate the claimed experiences by presenting copies of Work Completion Certificates, Contracts, Invoices, client reference letters, etc., UNDP reserves the right to request submission of originals of all proof documents as well as further information/documentation from both the bidder and its previous employers.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value (in USD equivalent\*)** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Bidders shall convert the currency quoted in the “Certificate of Completion” into USD, in accordance with the prevailing UN operational rate of exchange on the contract date stated in “Certificate of Completion”. UN operational exchange rates are available at the following website: <https://treasury.un.org/operationalrates/OperationalRates.php#E>

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years i.e. 2016, 2017, 2018 (in US$ equivalent[[1]](#footnote-1))** | Year 2016 USD  Year 2017 USD  Year 2018 USD |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (in US$ equivalent) | **Historic information for the last 3 years** | | |
|  | 2016 | 2017 | 2018 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio |  |  |  |

 Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Bid

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] | | |

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
  2. Relevance of specialized knowledge and experience on similar engagements done in the region/country.

**SECTION 2: Scope of Work, Technical Specifications, and Related Services**

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

* 1. A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
  2. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  3. Technical Compliance Table:

|  |  |  |
| --- | --- | --- |
| **Description/Specifications requested** | | **Confirm your compliance with the specifications/requirements** |
| **GENERAL** | | **GENERAL** |
| System | Sandwich Panel Demountable Containers. Containers shall be designed to be packed / unpacked and assembled / disassembled easily in a short period of time |  |
| Dimension | There are 3 types of containers:  **Type 1**: Two-story container: 700cmx600cmx250cm (LxWxH) for ground and first floor  **Type 2**: Single container: 700cmx600cmx250cm (LxWxH)  **Type 3**: Single container: 900cmx400cmx250cm (LxWxH)  Please refer to “iv. Drawings” in the following section for details |  |
| **BOTTOM FRAME (Chassis)** | | **BOTTOM FRAME (Chassis)** |
| System | Cold-form steel profiles |  |
| Carcass | * Steel structure is made of box profile and special formed profiles * Minimum thickness of bottom chassis profile shall be 2mm. * Inside the bottom chassis, 3 layers of cross members shall be welded to bottom chassis. * Top layer of cross members (minimum 1.5mm thickness) should be placed parallel to the width of the container. Distance between these profiles should be not more than 40cm. * Middle layer cross members (minimum 2.0mm thickness) should be placed parallel to the length of the container. Distance between these profiles should be not more than 100cm. * Bottom layer of cross members (minimum 1.5mm thickness) should be placed parallel to the width of the container. Distance between these profiles should be not more than 200cm. |  |
| Loading  Capacity | The bottom chassis shall be designed to  bear 200 kg/m2  Static Calculation Report shall be submitted by the contractor after contract award |  |
| Painting | Chemical Treatment shall be applied to the surface. Dying shall be applied with  RAL 7032 electrostatic powder |  |
| **TOP FRAME (Chassis)** | | **TOP FRAME (Chassis)** |
| System | Cold-form steel profiles |  |
| Carcass | * Minimum thickness of ceiling chassis profile shall be 2mm * Inside the ceiling chassis, 2 layers of cross members shall be welded to the chassis * Top layer of cross members (minimum 2.0mm thickness) should be placed parallel to the length of the container. Distance between these profiles shall not be more than 150cm. * Bottom layer of cross members (minimum 1.0mm thickness) shall be placed parallel to the width of the container. Distance between these profiles shall not be more than 60cm. |  |
| Loading  Capacity | The top chassis shall be designed to bear  80 kg/m2  Static Calculation Report shall be submitted by the contractor after contract award |  |
| Painting | Chemical Treatment shall be applied to the surface. Dying shall be applied with  RAL 7032 electrostatic powder |  |
| **COLUMN** | | **COLUMN** |
| System | 2 mm thickness cold-formed steel profiles |  |
| Number of Columns | There shall be 4 columns, one in each  corner and they shall be bolted to eyebolts of upper and lower frames with nut screws. |  |
| Painting | Chemical Treatment shall be applied to the surface. Dying shall be applied with  RAL 7032 electrostatic powder |  |
| **FLOOR** | |  |
| System | Shaped profile and bolted joint construction |  |
| Covering | 0.4mm thickness of galvanized sheet metals |  |
| Insulation | 50mm glass-wool (Fire Class: A (DIN 4102)) |  |
| Floor Coating | 2 mm thick PVC vinyl on 14mm Cement Bonded Particle Board (TSE 634-2) |  |
| **ROOF** | | **ROOF** |
| Covering | 0.8mm thickness of galvanized sheet metals |  |
| Insulation | 100mm glass-wool (Fire Class: A (DIN 4102)) |  |
| Ceiling | 8mm laminated chipboard |  |
| Rainwater | Special clamping system for draining rainwater |  |
| **WALL** | | **WALL** |
| System | 50 mm thickness of 40 kg/m3 polyurethane sandwich panels |  |
| Insulation | 50mm polyurethane  (Fire Class: B2- B3 (DIN 4102)) |  |
| Outer Surface | Covered with RAL 9002 polyester dyed galvanized sheet metals with 0.4 mm thickness |  |
| Inner Surface | Covered with RAL 9002 polyester dyed galvanized sheet metals with 0.4 mm thickness |  |
| **DOORS** | | **DOORS** |
| System | Made of PVC door frame and 50 mm thickness of 40 kg/m3 polyurethane sandwich panel that is additionally reinforced with metal and leakproof gasket and PVC joints. |  |
| Number of  doors | 1 external door on each container (i.e. 2 external doors on two-story containers)  See “Section iv. Drawings” for details |  |
| Dimension | 850 x 2100 mm single wing |  |
| Locking Mechanism | Mortise Lock with cylinder |  |
| **WINDOWS** | | **WINDOWS** |
| Dimension | 800 x 1200 mm single wing |  |
| Number of windows | 8 windows on each container (i.e. 16 windows on two-story containers)  7 windows for container Type 3 (900cm x 400cm x 250cm (LxWxH)  See “Section iv. Drawings” for details |  |
| Glass | Double-glazed windows with 4 mm thick glasses and 9 mm spacer bar |  |
| Accessories | Insect Screen |  |
| **STAIRCASE (Required only for two-story containers)** | | **STAIRCASE (Required only for two-story containers)** |
| System | Stairs c/w platforms and handrails (electrostatic powder dyed RAL 7032)  2-3mm checker steel plates shall be used  for walking platforms and treads |  |
| Dimension | Length of staircase: 100cm – 125cm  Height of staircase: must align with the height of container  Width of steps: 25cm -30cm  Height of Handrails: 100cm |  |
| **ELECTRICAL INSTALLATION & MATERIALS** | | **ELECTRICAL INSTALLATION & MATERIALS** |
| System | On the plaster |  |
| Cabling | All cabling shall be made through PVC cable trays |  |
| Power | 220 V 50Hz |  |
| Fixtures | Fluorescent lighting fixtures and outside door overhead lighting fixtures |  |
| Plugs | 4 Grounded Plugs |  |
| Switches | 2 Grounded switches |  |
| Cables | For Fixtures 3 x 1.5, for plugs 3 x 2.5, for switches 2 x 1.5 and for AC Units 3 x 4.0  TSE certified cables shall be used |  |
| Installation | Electrical Wiring from Main Distribution Panel to the containers shall be completed by the contractor. Please refer to  “Section b. Scope of work in each Public Education Center” for installation details |  |
| **CONCRETE WORKS** | | **CONCRETE WORKS** |
| Concrete slab | Reinforced Concrete slab shall be constructed under each container |  |
| Formwork | Necessary Formwork shall be prepared |  |
| Concrete Class | C25 |  |
| Reinforcement | Double Layer for Mesh Reinforcement (Q188/188) |  |
| Dimension | Please refer to “Section b. Scope of work in each Public Education Center” for concrete slab dimension |  |
| Groundwork | Please refer to “Section b. Scope of work in each Public Education Center” for groundwork requirements |  |

* 1. Compliance with other related requirements as per Section 5b.

|  |  |  |
| --- | --- | --- |
| **Other Related services and requirements**  *(based on the information provided in Section 5b)* | | **Confirm your compliance with the requirements** |
| Delivery Term [INCOTERMS 2010] | DAP |  |
| Date for substantial completion | 60 calendar days following contract signature by UNDP and Contractor |  |
| Installation Requirements | Delivery and installation of containers including:   * transportation * concrete works * assembly of containers * Repairing damages caused by the contractor during construction phase * electrical wiring, installation to include following works:   + necessary breaking/ditching/digging works for cable route underground, as necessary   + Installation of cable trays/ducts/sleeves over the walls or underground, as necessary |  |
| Guarantee | Containers shall be under 2-year Manufacturer Guarantee against Manufacturing defects |  |
| Payment Terms | 100% of contract amount shall be paid within 30 days after the issuance of the Certificate of Substantial Completion by UNDP Engineer and receipt of invoice. |  |
| Conditions for Release of Payment | Issuance of the Certificate of Substantial Completion by UNDP Engineer and receipt of invoice. |  |
| Insurance of work | For all risks stipulated by Clause 21 of UNDP General Conditions of Contract for Civil Works for the 110% of the total amount of the Contract. |  |
| Minimum amount of liability insurance (Clause 23 of UNDP General Conditions of Contract for Civil Works) | 15% of the total amount of the Contract |  |

## FORM F: Price Schedule Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] | | |

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

**\*Total financial bid shall include:**

* transportation
* concrete works
* assembly of containers
* Repairing any damage caused by the contractor during construction phase
* electrical wiring, installation to include following works:
  + necessary breaking/ditching/digging works for cable route underground, as necessary
  + Installation of cable trays/ducts/sleeves over the walls or underground, as necessary

**Important Note:**

Measurements stipulated in the Section 5a of the ITB, regarding electrical wiring and installation are estimated figures calculated by UNDP. Bidders are free to visit Public Education Centers to conduct their own calculation.

The Contractor shall not be entitled to receive any price difference and/or additional amount from UNDP for whatsoever reason, including but not limited to increase in the costs of the Contractor or any missing goods/services in its Price Schedule to be submitted in response to this ITB.

**Currency of the Bid: USD**

**Price Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item #** | **Description** | **UOM** | **Quantity** | **Unit Price (USD)** | **Total Price (USD)** |
| 1 | Type 1: Single container (700cm x 600cm x 250cm (LxWxH)) | EA | 4 |  |  |
| 2 | Type 2: Two-story container (700cm x 600cm x 250cm (LxWxH)) including staircase | EA | 7 |  |  |
| 3 | Type 3: Single container (900cm x 400cm x 250cm (LxWxH)) | EA | 2 |  |  |
| **TOTAL FINANCIAL BID (USD)\*** | | | | |  |

Value Added Tax (VAT) shall not be included in the Bid, as UNDP is exempt from VAT.

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Functional Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## FORM G: Form of Bid Security

Bid Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called “the Bidder”) has submitted a Bid to UNDP dated Click here to enter a date. to execute goods and/or services for Provision of Sandwich Panel Container Classrooms (hereinafter called “the Bid”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Bid after the date of the opening of the Bids;
3. Fails to comply with UNDP’s variation of requirement, as per ITB instructions; or
4. Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Stamp with official stamp of the Bank]*

1. Bidders shall convert the currency into USD by using the UN operational exchange rate which was effective for December of each corresponding year. UN operational exchange rates are available at the following website: <https://treasury.un.org/operationalrates/OperationalRates.php> [↑](#footnote-ref-1)