

## SECTION II: EVALUATION METHOD AND CRITERIA

Quotations submitted in response to this RFQ shall be evaluated on the basis of the “lowest priced, most technically acceptable” methodology, which consists of the following steps:

- 1. Preliminary screening of quotations using formal and eligibility criteria:** This includes an assessment of whether quotations comply with the formal and eligibility criteria stated in the “Formal and Eligibility Criteria” table below. All quotations substantially compliant at this stage will go through subsequent evaluation as follows.
- 2. Technical evaluation using qualification criteria:** This determines which quotations are substantially compliant to the qualification criteria stated in the “Qualification Criteria” table below, and rejects non-compliant quotations. Only quotations meeting or exceeding the qualification criteria shall be considered substantially compliant.
- 3. Technical evaluation using technical criteria:** This determines each quotation’s technical compliance with the pre-defined technical criteria as identified in the “Technical Criteria” table below. Only quotations meeting or exceeding the technical criteria shall be considered substantially compliant. The technical evaluation shall be completed prior to initiating the financial evaluation.
- 4. Financial evaluation:** Financial evaluation of the quotations shall only be conducted for the quotations that have been determined to be substantially compliant in the technical evaluation. Quotations qualifying for a financial evaluation shall be checked for any arithmetic errors following Article 28 [*Minor Informalities, Errors or Omissions*]. Schedule 4.1.A [*Bill of Quantities*] shall be used for the financial evaluation. Schedule 4.1.B [*Daywork Schedule*] will not be used for the financial evaluation but will inform the assessment of reasonableness of cost. The lowest priced quotation among the substantially compliant quotations will be selected for award. The technical advantages offered by a higher priced quotation may in certain cases justify selection of a quotation other than the lowest priced. Further, where none of the quotations fully meet the requirement specification, the most technically acceptable quotation can be selected for award.
- 5. Background check/due diligence:** After completion of the evaluation but prior to the award, UNOPS shall conduct background checks/due diligence on the bidder recommended for award, to confirm that the bidder meets the criteria set forth in this RFQ or as appropriate to the nature of the procurement process. UNOPS may reject a bidder’s quotation on the basis of the findings. Bidders shall permit UNOPS representatives to access their facilities at any reasonable time to inspect the bidder’s premises, equipment, Plant or Materials.

At any time during the evaluation process, UNOPS may request clarification or further information in writing from bidders. The bidder’s responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information to interpret and evaluate the relevant quotation.

UNOPS evaluation of a quotation shall take into account the evaluation criteria described in the following tables.

## 1. FORMAL AND ELIGIBILITY CRITERIA

Criteria evaluated on a pass/fail basis during the preliminary screening	Documents to establish compliance with the criteria
<p>1. The bidder, including each member of the Joint Venture, consortium, or association and/or Subcontractor (as applicable), is eligible as defined in <b>Section I: Instructions to Bidders</b>, Article 4 [<i>Bidder Eligibility</i>].</p>	<ul style="list-style-type: none"> <li>● Schedule 0.1 [<i>Quotation Submission Declaration</i>]</li> <li>● Schedule 0.2 [<i>Bidder's Information</i>]</li> <li>● Schedule 0.3 [<i>Joint Venture Partner Information</i>], all documents as required in the Schedule, in the event that the quotation is submitted by a Joint Venture.</li> <li>● Schedule 0.12 [<i>Self-disclosure</i>]</li> <li>● UNGM supplier ineligibility lists.</li> </ul>
<p>2. The quotation is complete, i.e., all documents and technical documentation requested in <b>Section I: Instructions to Bidders</b>, Article 11 [<i>Content of Quotation Submissions</i>] have been provided and are complete.</p>	<ul style="list-style-type: none"> <li>● All documentation as requested under <b>Section I: Instructions to Bidders</b>, Article 11 [<i>Content of Quotation Submissions</i>]</li> <li>● RS 0.9, 0.10, 1.2, 4.1</li> </ul>
<p>3. The bidder accepts conditions of the Contract as specified in <b>Section III: Conditions of Contract</b>.</p>	<ul style="list-style-type: none"> <li>● Schedule 0.1 [<i>Quotation Submission Declaration</i>]</li> </ul>
<p>4. A bid security declaration is provided, duly filled, signed/stamped</p>	<ul style="list-style-type: none"> <li>● Schedule 0.8 [<i>Bid Security Declaration</i>]</li> </ul>

## 2. QUALIFICATION CRITERIA

Criteria evaluated on a pass/fail basis during the technical evaluation	Documents to establish compliance with the criteria
<p><b>1. Financial capability (Liquid Asset):</b> The bidder has sufficient liquidity, demonstrated by (1) the bidder has access to a line of credit or bank statement to meet a working capital/cash flow requirement of <b>[40,000 USD]</b></p>	<ul style="list-style-type: none"> <li>• A letter from a financial institution/bank confirming access to a line of credit issued relevant to the RFQ or bidder bank statement</li> </ul>
<p><b>2. Financial capability (Annual Turnover):</b> The bidder has an annual turnover of minimum <b>[500,000 USD]</b> in any one of the last <b>[five (5)]</b> years.</p>	<ul style="list-style-type: none"> <li>• Bidder to submit audited financial statements</li> </ul>
<p><b>3.</b> The bidder has experience successfully delivering similar two (2) shelter construction works contracts during the last <b>[seven (7)]</b> years prior to quotation opening.</p>	<ul style="list-style-type: none"> <li>• Schedule 0.4 [<i>Capacity and Experience</i>]</li> <li>• Schedule 0.7 [<i>Performance Statement</i>]</li> </ul>
<p><b>4.</b> The bidder has the registration that governs and regulates the construction industry in the Country or possesses a valid license to operate in Afghanistan.</p>	<ul style="list-style-type: none"> <li>• Certification of registration</li> </ul>

### 3. TECHNICAL CRITERIA

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

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

#### Documents to establish compliance with the criteria

In **Section VI: Returnable Schedules:**

- All schedules under Schedule 4 [*Contract Schedules from the Bidder*]
- Schedule 0.5 [*Format for Resume of Proposed Key Personnel*]

#### Parts of the Technical Quotation Evaluation: Number and description

#### Obtainable rating

1.	Proposed methodology, approach and implementation plan	Pass/Fail
2.	Key personnel proposed	Pass/Fail

#### Part 1: Proposed methodology, approach and implementation plan

No.	Criteria evaluated on a pass/fail basis during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)
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1.1	The bidder shall submit a work plan (gantt chart) to indicate the sequence of activities and complete the subproject in <b>(180) days.</b>	<ul style="list-style-type: none"> <li>• Schedule 4.2 [<i>Programme</i>]</li> </ul>
1.2	Appendix B to H is stamped and submitted along with the submission.	<ul style="list-style-type: none"> <li>• Schedule 4.3 [<i>Method Statement</i>]</li> </ul>
1.3	The quotation satisfactorily demonstrates that the requirements for insurance will be met, by selecting any of the options in returnable 4.9	<ul style="list-style-type: none"> <li>• Schedule 4.7 [<i>Insurance Details and Insurances</i>]</li> <li>• Bidder to select any of the options stipulated in Schedule 4.9</li> </ul>

**Part 2: Key personnel proposed**

No.	Criteria evaluated on a pass/fail basis during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)
2.1	<p>The composition and structure of the team proposed is appropriate and the proposed roles of the management and the team of Key Personnel is suitable for the provision of the necessary Works.</p>	<ul style="list-style-type: none"> <li>• Schedule 4.4 [<i>Key Personnel</i>]</li> <li>• Schedule 4.5 [<i>Organizational Structure</i>]</li> </ul>
2.2	<p>The qualifications and experience of Key Personnel proposed meet the established requirements.</p> <p><b>Project manager:</b> Minimum Bachelor Degree in Civil Engineering, with minimum 6 years general experience and 3 years of similar working experience in project management and construction field.</p> <p><b>Site Engineer:</b> Minimum Bachelor Degree in Civil or architectural engineering, minimum 5 years of general experience, and 3 years of similar working experience in the construction field.</p> <p><b>Community Liaison officer:</b> Two (2) positions (1 male and 1 female): At least 12th Grade School degree holder with a minimum of 3 years of general working experience and 2 years of similar working experience in the field of community liaison.</p> <p>The CVs of the above key personnel should be submitted along with the submission.</p>	<ul style="list-style-type: none"> <li>• Schedule 0.5 [<i>Format for Resume of Proposed Key Personnel</i>]</li> <li>• Schedule 0.6 [<i>Statement of exclusivity and availability</i>]</li> <li>• Schedule 4.4 [<i>Key Personnel</i>]</li> </ul>

# SECTION III: CONDITIONS OF CONTRACT

## INSTRUMENT OF AGREEMENT

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

## GENERAL CONDITIONS OF CONTRACT

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

## PARTICULAR CONDITIONS OF CONTRACT

### Part 1: Amended Clauses

The General Conditions are amended in the following manner (if nothing is stated, then no amended conditions apply):

No.	Clause/Sub-Clause No. and Title	Amended General Condition
1	N/A	N/A
2	N/A	N/A
3	N/A	N/A
4	N/A	N/A
5	N/A	N/A

### Part 2: Additional Clauses

The General Conditions are supplemented by the inclusion of the following additional conditions (if nothing is stated, then no additional conditions apply):

No.	Clause/Sub-Clause No. and Title	Additional General Condition
1	Duties and taxes	UNOPS as a UN subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All offers shall be submitted net of any direct taxes and customs duties for the imported items. Indirect taxes, such as BRT, Income Tax payable by the Contractor's staff, personnel, consultants and subcontractors, if any, shall be incorporated in their all-inclusive rates and prices.
2	N/A	N/A
3	N/A	N/A
4	N/A	N/A

## SECTION IV: SCHEDULE OF DETAILS

### SCHEDULE 1: CONTRACT DETAILS

#### 1.1 Details Provided by the Employer

[To select an option, put an X over the relevant blank box]

Sub-Clause No.	Description	Details
1.1	Description of parts of the Works that shall be designated a Section for the purposes of the Contract	<p><b>Section 1:</b> Construction of Livestock Shelters in Herat province, Afghanistan.</p> <p><b>Section 2:</b> Location: Kushk, Injil, Ghoriyen, Gulran and Zindajan, Herat, Afghanistan.</p> <p><b>Section 3:</b> Total number: 80 units of livestock shelters</p>
1.3	Employer's address for communication	<p><b>Name:</b></p> <p><b>Position title:</b></p> <p><b>Address:</b></p> <p><b>Email address:</b></p> <p><b>Telephone/Mobile number:</b></p>
1.3	Agreed system of electronic transmission	UNOPS eSourcing
3.1	Employer's Representative	<p><b>Name:</b></p> <p><b>Position title:</b></p> <p><b>Address:</b></p> <p><b>Email address:</b></p> <p><b>Telephone/Mobile number:</b></p>
4.2	Performance Security amount (bank guaranty)	5 % of the Contract Price
4.2	Currency of the Performance Security	USD
4.2	Permitted guarantors for Performance Security	<input checked="" type="checkbox"/> Bank approved by the Employer
6.1	Commencement Date	As soon as the NTP (Notice to Proceed) is issued
6.2	Time for Completion	<b>For whole of the Works:</b> 180 days calendar days
6.5	Delay Damages	<p><b>For Whole of the Works:</b></p> <p><input checked="" type="checkbox"/> 0.1% of the Contract Price per day</p>

6.5	Aggregate maximum amount of Delay Damages	10 % of the Contract Price
8.1	Defects Notification Period (DNP)	3 months
8.4	Latent Defect Period	N/A
10.2	Advance payment amount	N/A
10.2	Permitted guarantors for advance payment	N/A
10.2	Period of repayment of advance payment	N/A
10.3	Retention Money to be deducted from the Interim Payment Certificate (IPC)	5% of the accepted contract price
10.3	Limit of Retention Money	5 % of Contract Price
10.3	Rate of advance payment deductions	N/A
10.5	Retention Money to be released at taking over of Works or Sections	N/A
10.10	Currencies of payment	USD
10.10	Proportions of currencies for payment	100%
10.10	Rate of exchange	N/A
10.11	Annual rate of financing charges for delayed payment	N/A

## SCHEDULE 2: PROJECT SPECIFIC INFORMATION

### 2.1 Project Details

*(Brief description of the project including title, location and background and any other relevant details)*

for which the Works are being executed)

**The Project Site**

The proposed construction of livestock shelters will be in western Afghanistan “Herat province different villages. Different villages will be selected in close coordination with the Shelter Cluster and UNOCHA during implementation. However the provision of assistance will be focused on the earthquake affected areas such as 5 districts namely Zindajan, Kusk, Enjil, Ghoriyan and Gulran.

**General outcomes**

This is an opportunity that leverages other pre-existing projects of UNOPS in the area (Zindajan, Injil, Ghoryan, Golran, and Kosk that are most affected by the earthquake) in terms of connection with the community and pre-selection through the community representatives of the priority infrastructures, therefore allowing this project to skip forward compared to normal processes. If successful it can be expanded to other earthquake-affected districts, within Herat Province.

Those interventions represent also a strategic step toward building trustworthy relationships with local communities, essential to collect genuine and reliable information important for the more complex earthquake-related reconstruction.

**Specific outcomes**

Construction of 80 livestock shelters in geographically scattered locations in Herat.

**Needs assessment and beneficiary identification**

The contractor will be responsible for **conducting and the development** of beneficiary selection or identification tools (such as the Rapid Household Surveying tools developed by Shelter Cluster and) in close coordination with UNOPS. The contractor is encouraged to seek assistance from the UN FAO in obtaining a beneficiary selection tool and in the development of eligibility criteria.

The criteria for selection of beneficiaries has to be agreed with UNOPS before conducting the beneficiary selection or the development of the beneficiary identification tools.

The needs assessment should allow identifying possible land tenure issues. IDPs are generally considered not eligible livestock shelters as they do not own the land they settled on. Having the legal documents for land ownership is a must to be considered for livestock shelter assistance.

The Livestock shelter response focuses on households whose livestock shelters have been completely destroyed, or significantly damaged and not repairable, and who own a plot of land. Beneficiaries fall in two possible levels of vulnerability and three associated levels of assistance:

**“Regular” vulnerability:** These households have the capacity to contribute to the shelter construction, primarily through workforce and the provision of basic materials (soil, water...).

**“Extreme vulnerability”:** These households are mostly headed by female, disabled, chronically ill or children and include no male able-bodied adult. They are considered unable to contribute to the shelter construction in any manner. The whole construction cost is covered by the project. Detailed and context specific vulnerability criteria have to be established by the contractor and verification or permission must be sought from UNOPS in such cases.

For more detailed information about the quantities and statements of works, please refer to the **BoQ, Annex 1 SoW and instructions provided in appendices attached as supporting documents.**

## 2.2 Site Plan

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

Livestock shelters are constructed in the earthquake affected areas in geographically scattered locations across five districts of **Injil, Zindajan, Ghorriyan, Kushk and Gulran**. The locations are selected according to the **need for livestock shelter, the availability of agricultural land, irrigation water and animal husbandry** at a village level. Please refer to the map below and the light green circle highlighting the area of concern. The bidder or contractor should take into consideration the costs of logistical arrangements such as staff & construction material transportation, warehousing and construction material distribution centers at district level. **All construction sites selected should be within 50 miles radius of the earthquake epicenter.**

**Please refer to "Construction Sites" section of the Annex1:SOW document**

**2. General description of the parts of the Site that will be provided access to and the times of access (in accordance with Sub-Clause 2.1 of the General Conditions):**

The livestock shelters are constructed within the compounds of the families. Most of the units will be built on the footprint of the previous livestock shelter that was damaged or destroyed by the earthquake. The normal working time within the community is 8:00 AM – 4:00 PM from Saturday to Thursday.

For details please review **instructions provided in Appedecis**.

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

The livestock shelters are in various villages across five districts in Herat. The shelters are built inside the compounds in most cases. Therefore the contractor must strictly adhere to the guidance provided by UNOPS in **Appendices**.

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

The livestock shelters are built in areas where agriculture and/or animal husbandry are the main source of incomes of the villagers.

**5. Description of approved location for the Contractor's<sup>1</sup> Site facilities including storage, accommodation, work areas and likewise and where Plant and Materials should be delivered and stored (in accordance with Sub-Clause 1.1 of the General Conditions):**

Storage facilities, warehousing and logistics are all responsibilities of the contractor.

<sup>1</sup> For the purposes of this RFQ, when the term "Contractor" is used, it refers to the bidder. The Schedules, submitted by the bidder whose bid is accepted after evaluation and who is awarded the Contract, will be included in the Contract.

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

The livestock shelters are constructed in geographically scattered locations.

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

N/A

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

N/A

**9. Any other Site details:**

N/A

## SCHEDULE 5: FORMS

### 5.1 Form for Performance Security

#### PERFORMANCE SECURITY

[On the letterhead of the institution issuing the security]

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

Performance Security Number: [#####]

To: UNOPS  
[insert address of the Employer]

We have been informed that you have entered into a Contract dated [insert date] with [insert company name] (hereinafter called the “**Contractor**”) titled [insert contract title] with Contract No. [insert number] for the [insert name of the project] for certain works and services (hereinafter called the “**Works**”) to be undertaken by the Contractor (hereinafter called the “**Contract**”).

We, irrevocably and unconditionally, undertake with you that whenever you give written notice to us stating that in your sole and absolute judgment the Contractor has failed to observe or perform any of the terms, conditions or provisions of the Contract on its part to be observed or performed, we will, notwithstanding any objection which may be made by the Contractor and without any right of set-off or counterclaim, immediately pay to you or as you may direct such an amount as you may in such notice require not exceeding the sum of [insert amount equivalent to 5 to 10 per cent of the Contract Price in words (and figures) with the relevant currency] (hereinafter called the “**Guaranteed Sum**”).

This Performance Security (hereinafter called the “**Guarantee**”) is valid and will continue to be valid and enforceable from the date of this letter for the Guaranteed Sum until the issue of the Final Completion Certificate. The Guaranteed Sum may reduce to [insert amount equivalent to 2.5 to 5] per cent of the Contract Price upon the issue of the Taking-Over Certificate for the whole of the Works. This Guarantee will automatically expire on the issue of the Final Completion Certificate or, if a dispute arises under the Contract, after the final determination of that dispute, whichever occurs later. Promptly after expiration of the Guarantee, UNOPS shall return the Guarantee to the Contractor.

Any payment by us in accordance with this Guarantee must be in immediately available and freely transferable [insert currency] free and clear of and without any deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, set off, counterclaims, deductions or withholdings of any nature whatsoever and by whomever imposed.

Our obligations under this Guarantee constitute direct primary, irrevocable and unconditional obligations, do not require any previous notice to or claim against the Contractor and will not be discharged or otherwise prejudiced or adversely affected by any:

- time, lenience or tolerance which you may grant to the Contractor;
- amendment, modification or extension which may be made to the Contract or the Works executed under the Contract;
- intermediate payment or other fulfilment made by us;
- change in the constitution or organization of the Contractor; or
- other matter or thing which in the absence of this provision would or might have that effect, except a discharge or amendment expressly made or agreed to by you in writing.

This Guarantee may not be assigned by you to any third party, without our prior written consent, which must not be unreasonably withheld. You must notify us in writing of any assignment, after which we must make any payment claimed under this Guarantee to the person, firm or company specified in the notice which will constitute a full and valid release by us in relation to that payment.

Any notice required by this Guarantee is deemed to be given when delivered (in the case of personal delivery) or forty-eight (48) hours after being dispatched by prepaid registered post or recorded delivery (in the case of letter) or as otherwise advised by and between the parties.

We agree that part of the Contract may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between you and the Contractor, and this Guarantee may be exchanged or surrendered without in any way impairing or affecting our liabilities under this Guarantee without notice to us and

without the necessity of any additional endorsement, consent or guarantee by us, provided, however, that the Guaranteed Sum does not increase or decrease.

No action, event or condition which by any applicable law may operate to free us from liability under this Guarantee will have any effect. We waive any right we may have to apply such law so that in all respects our liability under this Guarantee will be irrevocable and, except as stated in this Guarantee, unconditional in all respects.

Capitalized words and phrases used within this Guarantee have the same meanings as are given to them in the Contract.

This Guarantee is governed by the Uniform Rules for Demand Guarantees (2010 Revision), International Chamber of Commerce Publication No. 758, provided that the supporting statement under Article 15 (a), and Articles 34 and 35 are excluded. Any disputes arising out of or in connection with this Guarantee, or the breach, termination, or invalidity thereof will be referred to and finally resolved by arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules then in effect, the language of the proceedings being English.

Nothing in or relating to this Guarantee shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs, of which UNOPS is an integral part, which are hereby expressly reserved.

IN WITNESS of which then [insert name of the institution issuing the Guarantee] has duly executed this Guarantee on the date stated above.

**SIGNED by**

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**Name:**

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**Title:**

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**Institution:**

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**Date:**

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**Signature:**

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**Name of witness (block letters):**

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**Occupation of witness:**

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**Address of witness:**

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**Signature of witness:**

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**ADDRESS FOR NOTICES** [insert address]

## SECTION V: REQUIREMENTS

### SCHEDULE 3: REQUIREMENTS OF THE EMPLOYER

#### 3.1 Scope of Works

**1. Demolition:**

Minor demolition of the existing livestock shelters (that were damaged by the earthquake) might be needed. The rubble should be reused for construction of new livestock shelters

**2. New construction:**

Construction of 80 livestock shelters as per the drawings and BoQ (provided in annex a).

**3. Renovation:**

N/A

**4. Design:**

Please see Annex A. Designs are already provided by UNOPS.

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

The bidder will be responsible for procurement of construction materials and for the construction works.

#### 3.2 Specifications

##### 3.2.A List of the technical specifications

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

Please refer to Annex 1 (SOW).

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

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

Please refer to Annex 1 (SOW). Designs and specifications are already provided

**2. Comprehensive and explicit scope of the Contractor's design:**

N/A

**3. Any pertinent details and technical information:**

N/A

**4. The standards, codes and regulatory requirements the Contractor shall use and comply with in the performance of its obligations under the Contract, for the design:**

N/A

**5. Key responsibility and liability matrix for the Contractor's design:**

N/A

**6. Health, safety, social and environmental (HSSE) requirements related to the Contractor's design (if any):**

N/A

**7. Quality Management System related to the Contractor's design:**

N/A

**8. The list of all deliverables and/or the Contractor's Documents related to the design:**

N/A

<sup>2</sup> For the purposes of this RFQ, when the term "Contractor" is used, it refers to the bidder. The Schedules, submitted by the bidder whose bid is selected after evaluation and who is awarded the Contract, will be included in the Contract.

**9. Specific tools required such as software to be used to develop the design and the format of presentation of the Contractor's Documents:**

N/A

**10. Information on the design approval process (UNOPS and any other as required):**

N/A

**3.2.C Quality Management System requirements**

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

**3.2.D Health, safety, social and environment requirements**

*(Description of health, safety, social and environment requirements in accordance with Sub-Clause 4.9 of the General Conditions. At a minimum, these requirements must include the UNOPS [minimum health and safety requirements](#) and the [minimum social and environmental requirements](#) for Contractors.)*

### 3.2.E Sustainability requirements

*(Description of sustainability requirements if any)*

N/A

### 3.2.F Employer-Supplied Materials, Employer's Equipment and Employer's Facilities

*(Details of facilities, equipment, materials and other resources provided by the Employer in accordance with Sub-Clause 2.3 of the General Conditions)*

	No.	Description of the Item	Unit
<b>Facilities</b>	1	N/A	
	2		
	3		
	4		
	5		
<b>Equipment</b>	1	N/A	
	2		
	3		
	4		
	5		
<b>Materials</b>	1	N/A	
	2		
	3		
	4		
	5		

### 3.2.G Training requirements

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

N/A

N/A

N/A

### 3.2.H As-built drawings, spare parts and operation and maintenance manuals

*(Description of requirements and details such as formats and presentation, timelines, review and approval process of as-built drawings, spare parts and operation and maintenance manuals to be provided by the Contractor in accordance with Sub-Clause 4.1 of the General Conditions)*

N/A

## 3.3 Drawings

*(List of Drawings and the link to the Drawings)*

N/A

### 3.4 Valuation and Payment

[To select an option, put an X over the relevant blank box]

Sub-Clause No.	Description	Details
9.3	Provisional Sums items	N/A
10.1	Method of valuation	<input checked="" type="checkbox"/> Measure and pay only
10.1	Installments or Schedule of Payments (in the case of lump sum payments)	<b>The payment terms are as follows:</b> On a monthly basis against certified invoice actual progress and statements
10.3	Timing for submission of Statements	As per UNOPS contract requirements
10.3	Requirements for the submission of Statements	As per UNOPS contract requirements
10.3	Payment for Plant and/or Materials delivered to Site	N/A
10.3	Plant and Materials listed for payment when delivered to Site	N/A
10.3	Plant and Materials listed for payment when shipped to the Country	N/A

### 3.5 Programme Requirements

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

The Programme shall be presented in "MS Project" or a similar software (MS excel) format and shall provide a comprehensive Work Breakdown Structure (WBS) encompassing all activities under the project. This WBS should detail the highest level of tasks and subtasks, ensuring a clear outline of the project's scope. Additionally, the Programme must include a thorough breakdown of deliverables and highlight all major milestones, facilitating effective tracking and management of project progress. This structured approach will ensure that all elements of the project are meticulously planned, monitored, and executed in alignment with the project objectives and timelines.

### 3.6 Nominated Subcontractors

*(Details of Nominated Subcontractors in accordance with Sub-Clause 4.4 of the General Conditions)*

No.	Description of Works or Services to be Subcontracted	Name of Nominated Subcontractor
1	n/a	
2	n/a	
3	n/a	
4	n/a	
5	n/a	

### 3.7 Reporting Requirements

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

The Contractor shall provide the Employer’s Representative with comprehensive progress reports on a monthly basis, or more frequently if requested by the Employer’s Representative. These reports must cover all aspects of the Works, including health, safety, social, and environmental considerations, and should be presented in a format acceptable to the Employer’s Representative.

Additionally, a brief weekly progress report must be submitted by the end of each week. This report should highlight the works completed during the week and outline the planned works for the upcoming week. This regular reporting will ensure continuous monitoring and communication regarding the project’s status and any associated issues.

### 3.8 Employer's Delegations (To be notified by the Employer upon the Contract Signature)

No.	Clause/ Sub-Clause No. and title	Delegated duties and authorities	Designation	Remark
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

### 3.9 Key Personnel Requirements

*(Details of Key Personnel requirements in accordance with Sub-Clause 4.5 of the General Conditions)*

No.	Position description/Title	Required qualification	Area of experience required	Years of relevant experience required
1	Project Manager	Bachelor Degree in civil engineering	Minimum 6 years general experience	3 years of similar working experience in project management and construction field.
2	Site Engineer/shelter engineer	Minimum Bachelor Degree in Civil or architectural engineering	Minimum 5 years general experience	3 years of similar working experience in construction field
3	Community Liaison officer, two (2) positions (1 male and 1 female)	At least 12th Grade School degree holder	minimum of 3 years of general working experience	2 years of similar working experience in the field of community liaison

### 3.10 Equipment and Machinery Requirements

*(Details of equipment and machinery to be provided by the Contractor in accordance with Sub-Clause 4.7 of the General Conditions)*

No.	Description of item (Equipment or Machinery)	Units	Remarks
1	N/A		
2	N/A		
3	N/A		
4	N/A		
5	N/A		

### 3.11 Insurance Requirements

*(Details in accordance with Sub-Clause 15.1 of the General Conditions)*

Please select one of the following three options;

**Option 1:** We hereby confirm that we possess the required insurances as set out in Schedule 3.5 and clause 16 of General Conditions of the Contract and the details are provided below (Bidders are advised that UNOPS may request copies of the insurance policies and any endorsements during the review of offers, including amounts of any deductibles and all exclusions):

**Option 2:** We hereby inform you that we do not possess the required insurance policies at the time of submission of this bid. We hereby confirm that in case a contract is awarded to us for the execution of the subject works, the required insurances as set out in Schedule 3.5 of the Contract and Clause 16 of the General Conditions of the Contract shall be procured and maintained by us, as necessary.

**Option 3:** We hereby inform you that we do not possess the required insurance policies at the time of submission of this bid. We hereby inform you that in case a contract is awarded to us for the execution of the subject works, we shall declare ourselves as self-insured and shall abide by the minimum requirements, as stated in Schedule 3.5 of the Contract and Clause 16 of the General Conditions of the Contract.

Insurances	Additional details on scope of cover	Validity period	Limit of liability
Construction all risk insurance for Works, Plants and Materials			
Public liability insurance			
Workers' compensation insurance			
Insurances required by Laws and by local practice			
Any other insurances			

<b>Professional indemnity insurance (if applicable)</b>			
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### Benefit Schedule

*(for reference purposes - Cash for Work / Labor Intensive Public Work Projects)*

Provision of Occupational Health and Safety Insurance cover for Cash for Work (Labor Intensive Public Work) / Community Projects

Benefits payable in the event of accidents or injury incurred exclusively during the performance of labor intensive public works as part of the [name of the project] and **within the start and end date of the project.**

#### Schedule of Benefits

1	Death	Death occurring within twelve (12) calendar months of the date of the accident, within the project period	1,000 USD
2	Permanent Total Disablement	Total permanent disablement resulting within twenty-four (24) calendar months of the date of the accident, within the project period	1,500 USD
3	Permanent Disablement	Permanent disablement resulting within twenty-four (24) calendar months of the date of the accident, within the project period	A percentage of item 2 as stated in the Permanent Disablement Scale
4	Medical Expenses	Medical expenses incurred directly as a result of an accident	Up to a maximum of 800 USD

#### Definitions

Accident	A sudden, unexpected, unusual, specific event which occurs during the Operative Time at an identifiable time and place and is confirmed by an Incident Report
Incident Report	A report from an authorized representative of the [name of the project] and HSSE) confirming details of the injured person and the facts related to the accident or injury occurred during the performance of duties in the context of [name of the project]
Injury	Injury which is caused by accidental means solely and independently of any other cause
Hospital	Any establishment which is registered or licensed as a medical or surgical hospital in the country in which it is located
[name of the project]	Labor intensive public works performed in the context of [name of the project]
Medical Expenses	All reasonable costs necessarily incurred for Hospital, nursing home, ambulance, surgical or other diagnostic or remedial treatment given or prescribed by a Qualified Medical Practitioner.

Operative Time	Duration of [name of the project] defined by a start and end date of the project - date / month / year - date / month / year
Permanent Disablement	Disablement which has lasted for at least twelve (12) calendar months and which in the opinion of a Qualified Medical Practitioner is beyond hope of recovery and shall in all probability continue for the remainder of the Insured Person's life.
Permanent Total Disablement	Disablement which has lasted for at least twelve (12) calendar months and which in the opinion of a Qualified Medical Practitioner is beyond hope of recovery and shall in all probability continue for the remainder of the Insured Person's life and result in their inability to perform or give attention to any business or occupation for which they are reasonably suited by training, education or experience.
Qualified Medical Practitioner	A doctor or specialist who is registered or licensed to practice medicine under the laws of the country in which they practice.
[Initials of the project]	Full name of the project

### PERMANENT DISABLEMENT SCALE

The benefits payable hereunder in the event of permanent disablement following an accident are payable in the following proportions of the amount shown under item 2 of the Schedule of Benefits:

1. Loss by severance of two limbs	100%
2. Loss by severance of both hands or all fingers and thumbs of both hands	100%
3. Loss of sight of both eyes	100%
4. Paralysis of all limbs	100%
5. Incurable insanity totally preventing any occupation	100%
Loss by severance of:-	
6. One arm at shoulder	60%
7. One arm between shoulder and elbow	50%
8. One arm at elbow	47.50%
9. One arm between elbow and wrist	45%
10. One hand at wrist	42.50%
11. Four fingers and one thumb of one hand	42.50%
12. Four fingers of one hand	35%
13. Phalanges of one thumb	20%
14. One phalanx of one thumb	10%

15. Three phalanges of one index finger	10%
16. Two phalanges of one index finger	8%
17. One phalanx of one index finger	4%
18. Three phalanges of one middle finger	6%
19. Two phalanges of one middle finger	4%
20. One phalanx of one middle finger	2%
21. Three phalanges of one ring finger	5%
22. Two phalanges of one ring finger	4%
23. One phalanx of one ring finger	2%
24. Three phalanges of one little finger	4%
25. Two phalanges of one little finger	3%
26. One phalanx of one little finger	2%
27. First or second metacarpal	3% each
28. Third, fourth or fifth metacarpal	2% each
29. One leg at hip	50%
30. One leg between hip and knee	50%
31. One leg below the knee	40%
32. All toes of one foot	15%
33. Both phalanges of one great toe	5%
34. One phalanx of one great toe	2%
35. Toe other than great - if more than one toe lost	1% each
Loss of:-	
36. One eye by removal	30%
37. All sight in one eye	25%
38. All sight in one eye other than perception of light	25%
39. All the lens of one eye	20%
40. All hearing in both ears	40%

41. All hearing in one ear

7%

Permanent disabilities not mentioned above shall be compensated in accordance with their seriousness as compared with that of those mentioned.

Total and permanent loss of use of all or any member below any particular point shall be deemed to be loss by physical severance of such member at such point for all the purposes of this insurance.

Compensation for

1. any or all of the phalanges of the fingers and thumb of one hand in the aggregate shall not exceed the compensation for the loss of four fingers and thumb of one hand.
2. any or all of the phalanges of the fingers of one hand in the aggregate shall not exceed the Compensation for the loss of four fingers of one hand.