INVITATION TO BID FOR CIVIL WORKS

Ref: PNP/20/AF/ITB/01
(Please quote this UNESCO reference in all correspondence)

Date 18 May 2020

You are invited to submit a bid for RENOVATION OF UNESCO OFFICE BUILDING in accordance with the present solicitation document.

The Invitation to Bid (ITB) consists of this cover page and the following Annexes:

Part 1  Bidding Procedures
Annex I  Instructions to Bidders
Annex II  Bid Data Sheet
Annex III  Bid Submission Form
Annex IV  Intention To Bid Form
Annex V  Bidder Information Form

Part 2  Supply Requirements
Annex VI  Scope of Works
Annex VII  Bill of Quantities
Annex VIII  Technical Specification
Annex IX  Drawings

Your bid, submitted in a sealed envelope, should reach the following address no later than 18 June 2020 at 17:30 Phnom Penh Time

UNESCO Office Phnom Penh
#38, Sotheiros Blvd., Sangkat Chey Chumneas,
Khan Daun Penh, Phnom Penh

“ATTENTION: Finance & Admin Unit”

SEALED TENDER - DO NOT OPEN
RENOVATION OF UNESCO OFFICE BUILDING
ITB Ref: PNP/20/AF/ITB/01

This letter is not to be construed in any way as an offer of contract. Your bid could, however, form the basis for a contract between your company and UNESCO.

Bidders are kindly requested to acknowledge the receipt of the ITB using the Intention to Bid Form on Annex IV.

For offerors interested to submit ITB, a mandatory site visit to assess and clarify the requirements is required. ONLY bidders who have completed the site visit assessment's bids will be accepted. For this purpose, and for any requests for clarification, please contact [Mr Khuon Khun, email: k.khun@unesco.org : Mobile 012 801 444]].

For and on behalf of UNESCO:
UNESCO Office Cambodia, Phnom Penh
Mr. Sardar Umar Alam, Head of Office and UNESCO Representative to Cambodia
ANNEX I — Instructions to Bidders

The Instructions to Bidders contain general guidelines and instructions on the preparation, clarification, and submission of Bids.

A. INTRODUCTION

1. General

UNESCO as the Purchaser invites Sealed Bids for Civil Works to the UN system.

2. Eligible Bidders

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the specifications, and other documents to be used for the procurement of works to be purchased under this Invitation to Bid. Bidders shall be legally incorporated entities, or groups formed by such as joint ventures.

This bid is open to all national and international suppliers who are legally constituted, can provide the requested services.

Bidders are ineligible if at the time of submission of the offer:

(a) The bidder is on the exclusion list published on the global portal for suppliers of the United Nations Organization, (http://www.ungm.org) due to fraudulent activities.
(b) The name of the bidder appears on the Consolidated United Nations Security Council Sanctions List which includes all individuals and entities subject to sanctions measures imposed by the Security Council.
(c) The bidder is excluded by the World Bank Group.

3. Fraud and corruption

UNESCO requires that bidders, contractors and their subcontractors adhere to the highest standard of moral and ethical conduct during the procurement and execution of UNESCO contracts and do not engage in corrupt, fraudulent, collusive, coercive or obstructive practices.

For the purpose of this provision such practices are collectively referred to as “fraud and corruption” and defined as follows:

- “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, an undue advantage, in order that the person receiving the advantage, or a third person, act or refrain from acting in the exercise of their official duties, or abuse their real or supposed influence;
- “Fraudulent practice” is a knowing misrepresentation of the truth or concealment of a material fact aiming at misleading another party in view of obtaining a financial or other benefit or avoiding an obligation, or in view of having another party act to their detriment;
- “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- “Obstructive practice” means acts intended to materially impede the exercise of UNESCO’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNESCO investigation into allegations of fraud and corruption.
“Unethical practice” means conduct or behaviour that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, postemployment provisions, abuse of authority and harassment.

UNESCO expects that all suppliers who wish to do business with UNESCO will embrace the United Nations Supplier Code of Conduct.

UN Agencies have adopted a zero tolerance policy on gifts and therefore, it is of overriding importance that UNESCO staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favourable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favours. Vendors are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

UNESCO will:

- Reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in fraud and corruption in competing for the contract in question.
- Cancel or terminate a contract if it determines that a vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.
- Declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.

Any concern or evidence that corruption or fraud may have occurred or is occurring related to a UNESCO contract shall be forwarded to the Office of Internal Oversight. Please refer to how-to-report-fraud-corruption-or-abuse.

4. Cost of Bid

The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the procuring UNESCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

5. Mandatory Site Visit

UNESCO will organize site visits as specified in the Bid Data Sheet (BDS), Annex II.

B. SOLICITATION DOCUMENTS

6. Examination of Solicitation Documents

The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder’s risk and may affect the evaluation of the Bid. The Solicitation Documents are those stated below and should be read in conjunction with any Addenda issued in accordance with Clause 7 below.

(a) Instructions to Bidders;
(b) Bid Data Sheet (BDS);
(c) Scope of Works;
(d) Bills of Quantities;
(e) Technical specifications;
(f) Drawings;
(g) Sample forms;
(h) Any other document listed in the Bid Data Sheet as forming part of the Solicitation Documents.
7. Clarification of Solicitation Documents

A prospective Bidder requiring any clarification of the Solicitation Documents may notify UNESCO in writing. The response will be made in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the Deadline for the Submission of Bids. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the Solicitation Documents. All communication connected with this Bid must be directed exclusively to the UNESCO person identified as the contact person in the Bid Data Sheet.

8. Amendments of Solicitation Documents

Prior to the Deadline for Submission of Bids, the UNESCO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the UNESCO may, at its discretion, extend the Deadline for the Submission of Bids.

C. PREPARATION OF BIDS

9. Language of the Bid

The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and UNESCO shall be written in the language indicated on the Bid Data Sheet (Annex II).

10. Documents Comprising the Bid

The Bid must comprise the following documents:
(a) A Bid Submission form;
(b) Bidder Information Form
(c) Priced Bill of Quantities;
(d) Price Proposal and payment schedule;
(e) Technical Specification;
(f) Drawings;
(g) Qualification information in accordance with clause 11 of the Instructions to Bidders, if prequalification of bidders has not been carried out.
(h) Any additional information required to be completed and submitted by bidders as specified in the Bid Data Sheet.

11. Documents Establishing Bidder’s Eligibility and Qualifications

The Bidder shall furnish evidence of its qualification by submitting the following information and documents with their bids, unless otherwise stated in the Bid Data Sheet:
(a) Copies of original documents such as business registration certificate or patent defining the constitution or legal status, place of registration, and principal place of business of the Bidder;
(c) Experience in works of a similar nature and size for each of the period of years specified in the Bid Data Sheet, and details of work under way or contractually committed; and clients who may be contacted for further information on those contracts;
(e) Qualifications and experience of key site management and technical personnel proposed for the Contract;
(f) Reports on the financial standing of the Bidder, such as profit and loss statements and auditor’s reports (if available);
(h) Authority to seek references from the Bidder’s bankers;
(i) Information regarding any litigation, current or during the last five years, in which the Bidder was/is involved, the parties concerned, and the disputed amounts; and awards;
12. Documents Establishing Conformity of Equipment Incorporated into the Works – N/A

13. Bid Currencies/Bid Prices
All prices shall be quoted in the nominated currency in the Bid Data Sheet. The Bidder shall indicate on the appropriate Bill of Quantities the unit prices (where applicable) and total Bid Price of the goods and/or services it proposes to supply under the contract.

14. Period of Validity of Bids
Bids shall remain valid for 90 days after the date of Bid Submission as indicated in the Bid Data Sheet. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 21 of Instructions to Bidders. In exceptional circumstances, UNESCO may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

15. Bid Security – N/A

D. SUBMISSION OF BIDS

16. Format and Signing of Bids
The Bidder shall prepare two copies of the Bid, clearly marking each “Original Bid” and “Copy of Bid” as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the contract. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

17. Sealing and Marking of Bids
17.1 The Bidder shall seal the original and the copy of the Bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY”. The envelopes shall then be sealed in an outer envelope.
17.2 The inner and outer envelopes shall:
   (a) be addressed to UNESCO at the address given in Annex II of these Solicitation Documents; and
   (b) make reference to the “subject” indicated in Annex II of these Solicitation Documents and a statement: “SEALED TENDER - DO NOT OPEN”, to be completed with the time and the date specified in Annex II of these Solicitation Documents for Bid Opening pursuant to clause 17 of Instructions to Bidders.
17.3 The inner and outer envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “late”.
17.4 If the outer envelope is not sealed and marked as required by clause 17.2 of Instructions to Bidders, UNESCO will assume no responsibility for the Bid’s misplacement or premature opening.

18. Deadline for Submission of Bids/Late Bids
18.1 Bids must be delivered to the office on or before the date and time specified in section II of these Solicitation Documents.
18.2 UNESCO may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 7 of Instructions to Bidders, in which case all rights and obligations of UNESCO and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
18.3 Any Bid received by UNESCO after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.
19. Modification and Withdrawal of Bids

The Bidder may withdraw its Bid after submission, provided that written notice of the withdrawal is received by UNESCO prior to the deadline for submission. No Bid may be modified after passing of the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.

E. OPENING AND EVALUATION OF BIDS

20. Opening of Bids

UNESCO will open all Bids after the deadline for submissions and in accordance with the rules and regulations of the organization. The opening of bids may or may not be in public.

21. Clarification of Bids

To assist in the examination, evaluation and comparison of Bids UNESCO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.

22. Preliminary Examination

22.1 Prior to the detailed evaluation, UNESCO will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations.

22.2 UNESCO will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order as specified in the Bid Data Sheet.

22.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

22.4 A Bid determined as not substantially responsive will be rejected by UNESCO and may not subsequently be made responsive by the Bidder by correction of the non-conformity. UNESCO shall use the criteria as detailed in the Bid Data Sheet (Annex 2) to establish responsiveness.

23. Conversion to Single Currency

To facilitate evaluation and comparison, UNESCO will convert all Bid Prices expressed in the amounts in various currencies in which the Bid Prices are payable to US dollars at the official UN exchange rate on the last day for Submission of Bids.

24. Evaluation of Bids

Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

The evaluation will take into account the following criteria:

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<th>Evaluation Criteria</th>
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<tr>
<td>1 Proposed price schedule form (e.g Bills of Quantities, quotation, etc.)</td>
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<tr>
<td>2 Compliance with requirements relating to the Specifications, Scope of Works, Drawings</td>
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<tr>
<td>3 Compliance with start-up, time for Completion deadlines set by UNESCO.</td>
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<tr>
<td>4 Company’s general and specific experience</td>
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<tr>
<td>5 Proposed detailed work plan and linked payment schedule</td>
</tr>
<tr>
<td>6 Demonstrated technical capacity to perform the required works as per required Technical Proposal documents (key personnel, machinery capacity to implement the works)</td>
</tr>
<tr>
<td>7 Demonstrated ability to honor important responsibilities and liabilities allocated to the contractor in this TOR (e.g. quality, insurance coverage, defect liability period etc…)</td>
</tr>
</tbody>
</table>
F. AWARD OF CONTRACT

25. Award Criteria
UNESCO will issue the Purchase Order/Contract to the lowest priced technically qualified Bidder. UNESCO reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of Purchase Order/Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for UNESCO’s action.

26. Purchaser’s right to vary requirements at time of award and to negotiate
UNESCO reserves the right at the time of award of contract to vary the quantity of works and services specified in the ITB.

UNESCO reserves the right to undertake further negotiations on the proposed offer.

27. Notification of Award (NOA)
Prior to the expiration of the period of Bid Validity, UNESCO will send the successful Bidder the Contract. The Contract may only be accepted by the Supplier’s signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Contract, as herein specified. Acceptance of this Contract shall affect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this Contract.

28. Signing of the Purchase Order/Contract
The successful Bidder shall sign the Contract and return it to UNESCO at the earliest convenience but no later than within 7 days after the date of issuance of the Notice of Award (NOA).

29. Performance Security – N/A

G. OTHER REQUIREMENTS:

30. Time for Completion
The Time for Completion is specified in the BDS. The completion of the Works shall be in accordance with the terms of the resulting Contract as may be issued by UNESCO.

31. Material, Labour and Facilities
No material, labour or facilities will be furnished by UNESCO or its clients unless specified in the ITB.

H. PAYMENT

32. Time of Payment
Unless otherwise indicated, UNESCO will normally effect payment within 30 days after receipt of a commercial invoice, certification of site works (if applicable) and other supporting documents.

33. Letter of Credit
UNESCO does not accept Letter of Credit terms.

34. Advance Payment
It is not the normal policy of UNESCO to approve advance payments.

35. Currency of Payment
Payment will be made in the currency in which the Contract is issued.
## ANNEX II – Bid Data Sheet

The following specific data shall complement, supplement or amend the provisions in Annex I - Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail.

| 1. Works (clause 2) | All necessary works relating to
| | (A) Complete paint of the building;
| | (B) Repair of wooden windows and doors in the building;
| | (C) Maintenance and Upgrade of Electrical system;
| | (D) Construction of a meeting room;
| | (E) Maintenance & Repair of the building (ceiling, railing, etc.).
| 2. Requests for additional information (clause 7) | All communication must be directed to UNESCO Office Phnom Penh
| | Name: Mr Khuon Khun e-mail: k.khun@unesco.org Mobile 012 801 444
| 3. Language of the Bid: (clause 9) | English
| 4. Documents Comprising the Bid: (clause 10) | The original and copy of the bid shall include the following documentation:
| | a. Bid Submission Form;
| | b. Bidder Information Form;
| | b. Qualification information in accordance with clause 11 of the Instructions to Bidders
| | c. Technical Specification
| | d. Drawings
| | e. Priced Bills of Quantities for Scope of Work A, B, C, D and E
| | f. Work Plan
| | g. Price Proposal and payment schedule.
| 5. Eligibility Criteria (clause 11) | Bidders shall be legally incorporated entities, or groups formed by such joint ventures.
| | All information under this clause shall be submitted by the bidder for its eligibility:
| | - Valid registration as a registered company.
| | - Completed Bidder Information Form;
| | - information regarding any litigation, current or during the last five years, in which the Bidder was/is involved, the parties concerned, and the disputed amounts and awards
| 6. Qualification Criteria (clause 11) | To qualify for award of the contract, bidders shall meet the following minimum qualifying criteria:
| | - Experience as prime contractor in the construction/repair/maintenance of at least 10 projects of a nature and complexity equivalent to the Works over the 3 years (to comply with this requirement, works cited should be at least 70 percent complete);
| 7. Equipment (clause 11.2 (c)) | N/A
| 8. Bid and Contract Currency (clause 13) | US Dollars
<table>
<thead>
<tr>
<th><strong>9. Bid security (clause 15)</strong></th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10. Sealed Bids to be received at / Bids to be marked (clause 17):</strong></td>
<td><strong>UNESCO Office Phnom Penh</strong> &lt;br&gt; #38, Sothears Blvd., Sangkat Chey Chumneas, Khan Daun Penh, Phnom Penh</td>
</tr>
<tr>
<td><strong>11. Deadline for Submission of Bids/ late bids:</strong> (clause 18)</td>
<td><strong>18 June 2020 at 17:30 Phnom Penh Time</strong> &lt;br&gt; Bids submitted by fax or e-mail will <strong>not</strong> be accepted. &lt;br&gt; Any bid received by UNESCO after the deadline for submission of bids will be rejected and returned unopened to the Bidder.</td>
</tr>
<tr>
<td><strong>12. Time, date and Place of Bid Opening, (clause 20)</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>13. Completeness of bids:</strong></td>
<td>[ ] Partial bids permitted.  [X] Partial bids not permitted.</td>
</tr>
<tr>
<td><strong>14. Time for Completion (clause 30)</strong></td>
<td>02 calendar months from the date of notice to proceed which will be issued by the Engineer after contract signature</td>
</tr>
<tr>
<td><strong>15. Site Visit (clause 5)</strong></td>
<td>The site visit will take place in UNESCO Office Phnom Penh, from 19 May 2020 to 08 June 2020 (contact us to arrange a visit) and will be followed by a clarification meeting providing additional information on the bidding. &lt;br&gt; Each bidder shall bear the cost of his site visit and of attending such meeting &lt;br&gt; <strong>The site visit is MANDATORY for assessment and clarification of requirements.</strong></td>
</tr>
<tr>
<td><strong>16. Alternative Bids</strong></td>
<td>Alternative bids <strong>are not acceptable.</strong></td>
</tr>
<tr>
<td><strong>17. Optional Condition: Payable bidding documents</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>
ANNEX III – Bid Submission Form

To: UNESCO

(To form an integral part of the Bid Submission)

Dear Sir/Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to execute the works related to the project of …… in conformity with the said Solicitation Documents for the sum of [total bid amount in words and figures] as may be ascertained in accordance with the Price Schedule Sheet attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to execute the Works in accordance with Annex (Scope of Works), Annex (Bill of Quantities), annex (Technical Specifications), annex (Working drawings), Annex (General Terms and Conditions), Annex (Special Contract Conditions) and as further specified in the Solicitation Documents.

Provided that a Purchase Order/Contract is issued by UNESCO within Bid Validity Period, the undersigned hereby offers, subject to the terms of such Contract, and at the price offered, to substantially complete the works within the period of xxxx months after commencement.

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

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
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<tbody>
<tr>
<td>Address of Bidder:</td>
<td></td>
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<tr>
<td>Authorised Signature:</td>
<td></td>
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<tr>
<td>Name &amp; title of Authorised Signature:</td>
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<tr>
<td>Date:</td>
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</table>
ANNEX IV - Intention to Bid Form

To be completed and returned within ten (10) working days after date of issuance of the ITB.

By email to UNESCO Focal Point

Attn: Please refer to Section II – Bid Data Sheet

ITB Ref.: [ITB NO – Description]

[ ] Yes, we intend to submit a bid.

We are sorry to inform you that we are unable to submit a bid in response to the above-mentioned invitation to bid due to the reason(s) listed below:

[ ] The requested products are not within our range of supply
[ ] We are unable to submit a competitive offer for the requested products at the moment
[ ] The requested products are not available at the moment
[ ] We cannot meet the specifications required
[ ] Insufficient time is allowed to prepare a bid
[ ] We cannot meet the delivery requirements
[ ] We cannot adhere to your terms and conditions (please specify which: e.g. payment terms, request for performance bond etc)
[ ] The information provided for bid purposes is insufficient
[ ] We do not export
[ ] Our production capacity is currently full
[ ] We are closed during the holiday season
[ ] We had to give priority to other clients' requests
[ ] We do not sell directly but through distributors
[ ] We have no after-sales service available in the country of destination
[ ] Others (please specify) ..................................................................................

If UNESCO has any question about this NO BID, please contact

Mr./Ms. .......................................................... who will be able to assist you.

Name of the Bidder:

Authorised Signature ............................................ Date: ................................
ANNEX V – Bidder Information Form

General Information:

<table>
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<tr>
<th>Company Name:</th>
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<tr>
<td>City, Country</td>
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<td>Web Site URL:</td>
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<td>Contact Person:</td>
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<tr>
<td>Title:</td>
<td></td>
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<tr>
<td>Phone:</td>
<td></td>
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<td>Email Address:</td>
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Experience of the Bidder:

Bidders should list the works contract which have been awarded and also ongoing contracts as per below:

**EXECUTED CONTRACTS**

<table>
<thead>
<tr>
<th>No</th>
<th>Name and description of nature of works</th>
<th>Contact Details (name, tel. and e-mail)</th>
<th>Value of executed works use USD or local currency</th>
<th>Duration of works</th>
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**ON-GOING CONTRACTS**

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<tr>
<th>No</th>
<th>Name and description of nature of works</th>
<th>Contact Details</th>
<th>Value of contracted works use USD or local currency</th>
<th>Deadline for construction work</th>
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Proposed personnel:

The bidders should provide the names of suitably qualified personnel and the required details relating to the qualifications and experience of each key personnel (as specified in bid data) in charge of the administration and execution of the works in order to meet UNESCO’s requirements. [Information to be supported by a resume for each key personnel]
ANNEX VI – Scope of Works

1. Scope of Works

A. Complete paint of the building.

B. Office wooden windows & doors repair
   Repair of wooden windows and doors in the building.

C. Office electrical system.
   Maintenance and Upgrade of Electrical Systems.

D. Construction of a New Meeting Room
   The preferred area size is 19 feet wide and 35 feet long.

E. Maintenance and Repair of the building such as ceiling, railing, etc
ANNEX VII – Bill of Quantities

The format shown below may be used in preparing the detailed Bill of Quantities:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Reference</th>
<th>Brand</th>
<th>Unit</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
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Based on Bidder’s mandatory site visit assessment and clarification of requirements, specify in detail the specifications for all the specified works according to the scope of work:
ANNEX IX – Drawings (for the Construction of meeting room)

Based on Bidder’s mandatory site visit assessment and clarification of requirements, provide drawings and design...