Annex B2 Technical Proposal Set

The following pages provide guidance and standard forms to present the Technical Proposal. The exact order as detailed below should be used, and where standard forms are provided should be reproduced precisely. Alternative formats will not be considered as part of the submission.

The order of the Technical Proposal should be as detailed below, with a separate section for each category. Follow this order to ensure the proposal is set aside and keep each front title page provided to separate each attachment. Attach all documents in the order below a Code (T1, T2, or T3 1,2..) to be written in the top right corner of the relevant document. (One doc can have multiple codes).

Only information contained within this section will be considered and scored. Attachments and other submissions will not be considered. Bidders should tailor their proposals rather than insert generic mass marketing or similar information.

T1 01: Registration certificate

T1 02: Tax registration

T1 03: Acceptance of UNHCR Conditions

T1 04: Acceptance of the UN Supplier Code of Conduct

T1 05: Balance sheet

T1 06: Proof of manufacturer and installer in Ukraine.

T1 07: Proof of production facilities in Ukraine.

T1 08: Proof of completed 50 prefabricated houses.

T1 09: Complete set of project documents

T1 10: Vendor Registration Form.

T2 11: Suitability for the Ukrainian climate

T2 12: Unit sizes and Sleeping spaces

T2 13: Interior quality

T2 14: Adaptability

T2 15: Functionality and space efficiency

T2 16: Sustainability

T2 17: Participatory process

T2 18: Production capacity

T2 19: Company Experience

T3 20: Staff Experience

T3 21: Staffing Schedule

T3 22: Plant / Mechanical Equipment

Any Additional Information

**T1 01: Registration certificate**

Attached copy of the registration certificate with the Government of Ukraine, with a foundation year min 3 years before the tender deadline as a mandatory requirement.

T1 02: Tax registration

Document(s) of the company registration status with the tax services in Ukraine (i.e. general tax conditions, unified taxpayer, VAT) as a mandatory requirement.

a) Attach a copy of tax registration and VAT (if VAT payer);

**T1 03: Acceptance of UNHCR Conditions**

Acceptance of UNHCR Conditions of Contract for Civil Works (signed/stamped Annex E) as a mandatory requirement.

(a) Attach your confirmation of acceptance of UNHCR Conditions of Contract for Civil Works (signed/stamped Annex E)

T1 04: Acceptance of the UN Supplier Code of Conduct

Acceptance of the UN Supplier Code of Conduct (Annex G) as a mandatory requirement.

(a) Attach your confirmation of acceptance of the UN Supplier Code of Conduct (Annex G)

**T1 05: Balance sheet**

Attach availability of balance sheets for at least two years within the last four (4) years, clearly indicating the company's turnover as a mandatory requirement.

(a) Attach a copy of your financial statement for a minimum 2 out of the last four years

**T1 06: Proof of manufacturer and installer in Ukraine.**

Must be a manufacturer and not only an installer in Ukraine as a mandatory requirement.

(a) Attach a copy of proof of production of prefabricated building units

**T1 07: Proof of production facilities in Ukraine.**

Attach a copy of proof of production facilities in Ukraine, including the size of the factory (m2), location (GPS), address, photos, renting (length of rental agreement) or owner (provide proof of ownership) and liabilities.

**T1 08: Proof of completed 50 prefabricated houses.**

Must have manufactured, delivered and installed a minimum of 50 prefabricated houses in the last three (3) years in Ukraine as a mandatory requirement.

(a) Attach documentation of delivery and installation in Ukraine, with addresses as a mandatory requirement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Type of building** | **Location (GPS)** | **Client (private/government/ humanitarian organisation, etc)** | **Budget (USD)** | **Completion date** |
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T1 09: Complete set of project documents

Must fulfil the project documents as a mandatory requirement; attach documents in the order below;

(a) Insurance plan valid for the project life cycle

(b) Health and safety plan as per DBN standards

(c) The GANTT chart for 2023. A timeline for completion is broken down into key activities. This GANTT chart should be accompanied by a narrative describing its essential elements.

(d) Material Proposal Form with guaranties of products

(E) Project milestone payment plan corresponding to GANTT chart for 2023

T1 10: Vendor Registration Form.

(a) Attach the duly completed Annex D - Vendor Registration Form;

T2 11: Suitability for the Ukrainian climate

Attach drawings, descriptions and specifications of materials

T2 12: Unit sizes and Sleeping spaces

Attach drawings and descriptions

T2 13: Interior quality

Furniture, appliances and fittings are needed for habitable life. Attach drawings, a listing of fittings, appliances and furniture with descriptions as per Annex A: Table 2

T2 14: Adaptability

Adaptability for change and expansion attach drawings and descriptions.

T2 15: Functionality and space efficiency

Attach drawings and descriptions for functionality and space efficiency

T2 16: Sustainability

Attach a description of locally produced or harvested sustainably material sources for sustainability

T2 17: Participatory process

Attach a description of how the families can be included in the preparations and completion of the core-house.

T2 18: Production capacity

A number of houses can be prefabricated in factories/ factories per month (in this geographical area/lot). Describe the production process, including number of teams, team composition and skills.

**T2 19: Company Experience**

Number and description of similar construction projects that have been satisfactorily completed (manufactured and installed in Ukraine) within the last 3 years. Please include up to 10 projects starting with the highest contract value. Include projects with the highest budget.

Description of previous work experience is relevant to this tender.

*[In addition to the statement, complete a standard form for each contract that demonstrates continuous construction work over the past 5 years pursuant to Annex XXXX. List contracts chronologically, according to their commencement (starting) dates.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Starting**  **Year** | **Ending**  **Year** | **Contract Identification** | **Role of**  **Bidder** |
| *[indicate year]* | *[indicate year]* | Contract name: *[insert full name]*  Brief Description of the Works performed by the  Bidder: *[describe works performed briefly]*  Amount of contract: *[insert amount in currency, mention currency used, exchange rate and US$ equivalent\*]*  Name of Employer: *[indicate full name]*  Address: *[indicate street/number/town or city/country]* | *[insert "Prime Contractor” or "Sub-contractor” or "Management Contractor”]* |
|  |  | Contract name: *[insert full name]*  Brief Description of the Works performed by the  Bidder: *[describe works performed briefly]*  Amount of contract: *[insert amount in currency, mention currency used, exchange rate and US$ equivalent\*]*  Name of Employer: *[indicate full name]*  Address: *[indicate street/number/town or city/country]* | *[insert "Prime Contractor” or "Sub-contractor” or "Management Contractor”]* |
|  |  | Contract name: *[insert full name]*  Brief Description of the Works performed by the  Bidder: *[describe works performed briefly]*  Amount of contract: *[insert amount in currency, mention currency used, exchange rate and US$ equivalent\*]*  Name of Employer: *[indicate full name]*  Address: *[indicate street/number/town or city/country]* | *[insert "Prime Contractor” or "Sub-contractor” or "Management Contractor”]* |

Bidders should provide information on their current commitments on all contracts that have been awarded, for which a letter of intent or acceptance has been received, or for contracts approaching completion but for which an unqualified, full completion certificate has yet to be issued.

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| No. | Name of Contract | Employer’s **Contact Address, Tel, Fax** | **Value of Outstanding Work**  **[Current US$ Equivalent]** | **Estimated Completion Date** | **Average Monthly Invoicing Over Last Six Months [US$/month)]** |
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### T3 20: Staff Experience

CV and list of managerial and engineering staff who will be involved in the project. Employment of internally displaced persons (IDP) due to conflict in Ukraine and the gender-equal ratio of staff is highly valued.

Bidders should provide the names of suitably qualified personnel to meet the project requirements. The data on their experience should be supplied using the form below for each candidate (add more lines if needed).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** | **Construction Manager** | **Years of experience** | **Gender** | **IDP status** |
|  | **Name** |  |  |  |
| **2.** | **Site Manager 1** |  |  |  |
|  | **Name** |  |  |  |
| **3.** | **Site Manager 2** |  |  |  |
|  | **Name** |  |  |  |

Resume of Proposed Personnel

|  |  |  |
| --- | --- | --- |
| **Position** | | |
| **Personnel information** | **Name** | **Date of birth** |
|  | **Professional qualifications** | |
| **Present employment** | **Name of employer** | |
|  | **Address of employer** | |
|  | **Telephone** | **Contact (manager / personnel officer)** |
|  | **Fax** | **E-mail** |
|  | **Job title** | **Years with present employer** |
|  | **Gender** | **IDP status** |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| From | To | Company / Project / Position / Relevant technical and management experience |
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Organisation Chart

*[insert Organisational Chart here]*

**T3 21: Staffing Schedule**

Bidder's guarantee on the availability of the number of construction staff, each with the adequately skilled team leader to assume responsibilities at the work site and perform the full range of repair works and management of materials. The staffing schedule should be separate and ensure it is coherent with the GANNT chart presented in Section T1 09

**T3 22: Plant / Mechanical Equipment**

List of contractor’s equipment, which is owned/leased for the needs of project implementation. Insert details of Mechanical Equipment to be used here]

The Bidder shall provide adequate information to demonstrate clearly that it can meet the requirements for the implementation as per the GANNT chart. A separate Form shall be prepared for each item of equipment listed or alternative equipment proposed by the Bidder.

|  |  |  |
| --- | --- | --- |
| **Item of Equipment** | | |
| **Equipment Information** | **Name of manufacturer** | **Model and power rating** |
|  | **Capacity** | **Year of manufacture** |
| **Current Status** | **Current location** | |
|  | **Details of current commitments** | |
|  |  | |
| **Source** | **Indicate source of the equipment**  **o Owned o Rented o Leased o Specially manufactured** | |

Omit the following information for equipment owned by the Bidder.

|  |  |  |
| --- | --- | --- |
| **Owner** | **Name of owner** | |
|  | **Address of owner** | |
|  |  | |
|  | **Telephone** | **Contact name and title** |
|  | **Fax** | **Telex** |
| **Agreements** | **Details of rental / lease / manufacture agreements specific to the project** | |
|  |  | |
|  |  | |

**Any Additional Information**

*[insert here any other information that the Bidder considers to be relevant that is not covered in the previous sections]*