



**INVITATION FOR PRE-QUALIFICATION OF BIDDERS FOR THE CONSTRUCTION
OF A NEW UNDP AFGHANISTAN HEADQUARTERS OFFICE**

Issue Date: 8th January 2012

Closing Date for Receipt of Application/EOI: Sunday, 29th January 2012 @ 1:00pm Kabul time

EOI Number: UNDP/AFG/2012/0001

E-mail Address: Eoi.af@undp.org

Address EOI response for the attention of: UNDP Country Office – Procurement Unit UNDP Afghanistan

Notes on Form of pre-Qualification Information

The information to be filled in by firms in the following pages will be used for purposes of pre-qualification for this project and any similar project. Attach additional pages as necessary. Pertinent sections of attached documents should be translated to English

Be aware that lack of information may lead to disqualification.

Background

UNDP wish to seek expression of interest for the design and construction of a new HQ Office to serve the needs of staff employed at the compound. The facility designs will need to address the requirement to provide for day-to-day operational needs. Architectural and Engineering services will comprise full service: Identification of land, Design, Construction and Construction Administration. The objective of the assignment is to build the new HQ office and the contractor shall be able to rent (lease) it to UNDP for a minimum period of 10 years after construction.

The Engineering/Construction firm is to offer services as briefly described below:

- Design and Construction of buildings for UNDP Office Accommodation for 200 staff
- Total building floors shall not be more than three floors including bunkers.
- Parking area for at least 50 vehicles and have enough standoff area from the exterior wall.



- The overall approximate buildup (office, conference rooms, eating facilities, training rooms and etc) area shall be 5800 sqm
- Length of lease: 10 years negotiable
- Location of land: Within the green zone limits. Preferably district 3, 4, 9 and 10
- The space shall offer enough parking space and safe and secure bunkers

Note for the applicants/firms: Please indicate if you would you like to undertake facilities management including maintenance on behalf of UNDP as a separate service provision:?
a **Yes** **b** **NO**

If yes, please confirm and express your interest by selecting box a.

All Expressions of Interest and application of pre-qualification will be reviewed carefully and qualifying firms will be invited to participate in the bidding process according to the scope and detailed Terms of Reference. The deadline for submitting the bid documents by the invited firms will be specified in the invitation letter.

Please note that this EOI does not entail any commitment to award a contract on the part of UNDP or bear the cost of the documents. UNDP reserves the right to accept or reject any or all EOIs without assigning any reason.

The EOI and accompanying documents must be received by UNDP Afghanistan Supply Chain Management Office no later than 29th January, 2012, 1:00 pm Kabul local time. These should be sent by email or courier service to:

Address: Procurement Unit, Supply Chain Management Office, UNDP Afghanistan, Shah Mahmood Ghazi Watt, Kabul

Email address: eo.af@undp.org

Email responses must be sent in PDF format and must not exceed 3MB per email. Otherwise the email will not be delivered. Please state in your first email the number of emails sent in total.

Procurement Unit, Supply Chain Management Office, United Nations Development Programme (UNDP), Shah Mahmood Ghazi Watt, Kabul, Afghanistan, +93 20 2101682-91 / +873 763 468 863,
Eoi.af@undp.org



Pre-Qualification Criteria*		
Criteria	Requirements	Weight out of 100 Maximum Points Obtainable
1.1 Number of Prime Contracts for Similar Projects (Major Building Rehabilitations) with a value in excess of USD 1 million in the last five years. (attach completion certificates/ references/recommendations)	Minimum 2 Contracts	10
1.2 Details of Projects Completed over the previous 24 months. (attach additional sheets if necessary)	Minimum 1 Contracts	5
1.3 Owner of the land or at least 10 years lease	Companies must produce land ownership documents and/or lease documents for with at least 10 years' validity.	10
1.4 Able to complete the construction and handover to UNDP within 8 months after the contract award	Companies must confirm completion of construction activities within 8 months after award of contract	10
1.5 Details of Current Work in Progress (attach additional sheets if necessary)	Contractor must provide all contracts or work in progress that are above USD 500,000	5
1.6 Total Value of Projects completed each year, for the previous five years.	USD 2 Million	10
1.7 Qualifications and experience of key personnel proposed for administration and execution of the Contract. (attach resumes of key personnel)	Must provide at least 4 CVs of key personnel	16
1.8 Proposed Sub – Contractors & Major Suppliers	Companies proposing sub-contract will not qualify. Maximum points will be given to firms using their own sources without subletting	14
1.10 Financial Referees / References (attach bank conformation that the company's bank account is in good standing)	Minimum 2 good references	10
1.11 Current Financial Details (attach financial statements & profit/loss statements for the last 5 years)	Must provide financial statements for five years minimum	10
Total Points		100
Minimum Score for Pre-Qualification is 70 points.		



1. COMPANY DETAILS, HISTORY, & COMMITMENTS

1.1 Company / Organization Ownership Status (*attach Registration certificates etc*)

Company Name	Registered With, & Registration No.	Date of incorporation	Director's Names	Share Holding percentage

Company address, Phone & fax numbers: _____



1.2 Details of Work Performed as Prime Contractor for Similar Projects (Major Building Rehabilitations) with a value in excess of US\$1,000,000 in the last five years. (attach completion certificates / references/recommendations)

Name of Client	Project Description	Contract Value US\$	Completion Date	Name & Contact Details of Client's representative

1.3 Details of Projects Completed over the previous 24 months. (attach additional sheets if necessary)

Name of Client	Project Description	Contract Value US\$	Completion Date	Name & Contact Details of Client's representative



1.4 Details of Current Work in Progress *(attach additional sheets if necessary)*

Name of Client	Project Description	Contract Value US\$	Completion Due Date	Name & Contact Details of Client's representative

1.5 Total Value of Projects completed each year, for the previous five years.

Year	Countries of Operation	Total Value of Works US\$
2006		
2005		
2004		
2003		
2002		



2. PLANT & EQUIPMENT, PERSONNEL, & SUB-CONTRACTORS

2.1 Major items of Contractor's Equipment proposed for carrying out the Works. List all information requested below. *(attach additional sheets if necessary)*

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)

2.2 Qualifications and experience of **key** personnel proposed for administration and execution of the Contract. *(attach resumes of key personnel)*

Position	Name	Qualifications	Years of experience in proposed position



2.3 Proposed Sub – Contractors & Major Suppliers

Discipline / Portion of Works	Approx. Value of subcontract US\$	Subcontractor / Supplier Name & Address	Details of Similar experience

3. FINANCIAL DETAILS & LEGAL STATUS

3.1 Financial Referees / References (*attach bank conformation that the company's bank account in a good standing*)

Bank / Financial Institution	Name of Referee	Position	Contact Details



3.2 Current Financial Details (*attach financial statements & profit/loss statements for the last 5 years*)

Assets		Liabilities	
Description	US\$ Value	Description	US\$ Value
Cash		Loans / Overdrafts	
Bank Accounts		Creditors	
Debtors			
Property			
Vehicles / Equipment			
TOTAL		TOTAL	

3.3 Details of Current Litigation Involvement

Other party(ies)	Brief Outline of Dispute	Amount Involved

 Name & title

 Signature and stamp

