

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Request for Expression of Interest

Prequalification of Contractors

For:

UNICEF's EOI ZIM/2021-001

Contractors to execute construction of EPI dry store warehouse and four health posts in Zimbabwe

Project Name: Construction of dry store warehouse at Parirenyatwa Hospital and four health posts in Gokwe North District, Zimbabwe for the Expansion of Immunization Program (EPI) Department in the Ministry of Health and Child Care (MOHCC)

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1. SECTION I :

EOI PARTICULARS

EOI PARTICULARS	
Works	<p>The main objectives under the Gavi Health System Strengthening Grant (HSS2) are to improve access to health services, reduce the number of unimmunized children to below 10% and to improve immunization coverage in the low performing districts.</p> <p>To achieve these objectives, UNICEF intends to construct four health posts in Gokwe North District with the main objective of improving access to health services, reducing the number of unimmunized children to below ten percent, and to improve immunization coverage in the low performing districts. The proposed health posts to be constructed in Gokwe North District, Midlands Province, Zimbabwe are:-</p> <ul style="list-style-type: none"> i) Murunguziva Health Post ii) Nyamatsito Health Post iii) Nyaurungwe Health Post and iv) Zvanaka Health Post <p>In addition, UNICEF intends to build a dry store warehouse at Harare Parirenyatwa Hospital Grounds in Harare next to Central Vaccine stores in efforts to eliminate storage rental fees under the current arrangement with NatPharm.</p> <p>The UNICEF Zimbabwe Country Office is seeking Expression of Interest (EOI) for pre-qualifying suitable contractors who will be invited to submit proposals for construction works of the dry store warehouse at Parirenyatwa Hospital in Harare and four health posts in Gokwe North District, Zimbabwe. Potential contractors who pre-qualify will be invited to participate in a competitive Request for Proposal procurement process. Specific works will be described in detail in the relevant RFP(s) in due course.</p>
Contact for correspondence, notifications and requests for clarifications	<p>All correspondence, notifications and requests for clarification in relation to this EOI shall be sent to:</p> <p style="text-align: center;">Contracts Section UNICEF Zimbabwe Country Office Email: omhungu@unicef.org with copy to abtadesse@unicef.org</p>
Contractor Eligibility	<p>No nationalities are excluded from submitting an EOI. Contractors and partners/JVs must, however, be legally registered and certified to work and operate in Zimbabwe as per existing national laws.</p>
Clarifications	<p>Requests for clarification from Contractors will not be accepted any later than the Closing Date for Clarifications stated in this EOI document, which is no later than 10:00hours (Harare time) on the 01st February 2021.</p> <p>A pre-bid meeting will be held on the 29th January 2021 at 09.00hrs (Harare time) on ZOOM platform.</p>
Language of EOIs	<p>All EOIs, information, documents and correspondence exchanged between UNICEF and the Contractors in relation to this prequalification process shall be in English Language.</p>
EOI Submissions	<p>EOI Application should be submitted by Email to: bidszim@unicef.org no later than the EOI Submission Deadline Date stated in this document. The EOI Application shall contain all of the Returnable EOI Forms, duly filled/completed and signed, accompanied by copies of appropriate/relevant Business Registration documents, including VAT Registration and/or Tax Registration in Zimbabwe or equivalent.</p>

EOI PARTICULARS	
	<p>The EOI Application documents should be in PDF Format and Submission should be clearly marked with EOI number and subject: EOI ZIM 2021/001 CONTRACTORS FOR THE CONSTRUCTION OF EPI DRY STORE WAREHOUSE AND FOUR HEALTH POSTS</p> <p>NO HARD COPY SUBMISSIONS SHALL BE ACCEPTED.</p>
Deadline for Submission of EOIs	05 February, 2021 at 12:00 hours Harare time
EOI Opening	There shall be no public opening of the EOI Application documents received. Emailed acknowledgements of receipt of EOI Application documents will be sent to Bidders who submitted their documents before the EOI Submission Deadline Date stated in this document.

2. SECTION II – INSTRUCTIONS TO CONTRACTORS

2.1. Background

The main objectives under the Gavi Health System Strengthening Grant (HSS2) are to improve access to health services, reduce the number of unimmunized children to below 10% and to improve immunization coverage in the low performing districts.

To achieve these objectives, UNICEF intends to construct four health posts in Gokwe North District with the main objective of improving access to health services, reducing the number of unimmunized children to below ten percent, and to improve immunization coverage in the low performing districts. The proposed health posts to be constructed in Gokwe North District, Midlands Province, Zimbabwe are:-

- i) Murunguziva Health Post
- ii) Nyamatsito Health Post
- iii) Nyaurungwe Health Post and
- iv) Zvanaka Health Post

In addition, UNICEF intends to build a dry store warehouse at Harare Parirenyatwa Hospital Grounds in Harare next to Central Vaccine stores in efforts to eliminate storage rental fees under the current arrangement with NatPharm.

This Project will be known as “Construction of dry store warehouse at Parirenyatwa Hospital and four health posts in Gokwe North District, Zimbabwe for the Expansion of Immunization Program (EPI) Department in the Ministry of Health and Child Care (MOHCC).”

The Geographic coverage, of the project includes Harare and Gokwe North District. The specific wards in Gokwe North District targeted for the construction works will be detailed in the RfP.

The process for selection of the construction contractors is a competitive tender process organized in two stages:

- Stage 1: Expression of Interest (EOI)
- Stage 2: Request for Proposal (RFP)

Stage 1: The EOI is a means of establishing qualifications only. In order to qualify, the Contractors will need to demonstrate that they have the appropriate level of experience and capacity to execute the works associated with the construction of structural steel public buildings. The Contractor is responsible for the accuracy of the information submitted but incurs no further obligation to enter into a contract as a result of the submittal.

Stage 2: All pre-qualified firms who obtained the minimum passing points (70) will be invited to participate in the RFP for contract award. The shortlisted firms will be invited to participate in the competitive bidding process under the RfP.

Based on the RfP, the final contractor(s) will be selected to execute the work **in relation to construction of dry store warehouse at Parirenyatwa Hospital and four health posts in Gokwe North District.**

2.2. Scope of the work

The main objective of this assignment is to identify and prequalify construction contractors able to execute the construction works **in relation to construction of dry store warehouse at Parirenyatwa Hospital and four health posts in Gokwe North District** with the following scope of works:

Construction of dry store warehouse at Parirenyatwa Hospital in Harare, Zimbabwe

The scope of works comprises of the following:-

- The dry store covers a total floor area of 450m² and have a two storeys
- Bulk earthworks amounting to 834m³ of compacted gravel
- Reinforced concrete works for bases, columns, beams, floor slab and deck
- Fabrication and erection of structural steel portal frames and chromadeck roof sheets covering floor area of 450m² and eaves height of 9 meters.
- Electrical works for lighting, power, fire detection and alarm systems
- Ventilation works – whirly birds installations
- Plumbing works for portable and waste water.

Construction of four health posts in Gokwe North District, Zimbabwe

The scope of works on each site comprises of the following:-

- Construction of a clinic composed of consultation (1 no.) and treatment (1 no.) rooms with a total floor area of 50m²
- Construction of 2 bedrooms staff house (2 no.) with a total floor area of 100m²
- Construction of gravelled pavement and associated drainage works for all four sites
- Drilling and equipping a borehole, installation of elevated 5,000 litre water storage tank for all four sites for portable water supply
- Construction of Blair toilet, septic tank and soak-away for waste water disposal on all four sites
- Installation of a 3KVA solar system for all sites.

Location of proposed construction sites

- The site for the construction of dry store warehouse is at Parirenyatwa Hospital Grounds, next to the Central Vaccines Stores Building in Harare.
- The sites for the construction of four health posts in Gokwe North District are as follows:-
 - ✓ Murunguziva Health Post Site, which is located 40km north-west of Gokwe North District Hospital, Nembudziya. (Next to Murunguziva Secondary School).
 - ✓ Nyamatsito Health Post Site, which is located 76km north of Gokwe North District Hospital, Nembudziya. (Close to Nyamatsito Primary School)
 - ✓ Nyaurungwe Health Post Site, which is located 48km north-east of Gokwe North District Hospital, Nembudziya. (Next to Nyaurungwe Primary School)
 - ✓ Zvakanaka Health Post Site, which is located 62km north-east of Gokwe North District Hospital, Nembudziya. (Close to Zvanaka Secondary School)

Firms with experience with similar projects, understanding the codes and providing a track record of successfully completed projects within Zimbabwe will be favourably considered. Contractors are also expected to have the capacity to implement Environmental and Social Standards (ESS) as captured in the ESMP, implement sound Labour Management Procedures (LMP), humanitarian principles including Prevention of Sexual Exploitation and Abuse, Child Abuse, and Gender Based Violence, implement appropriate Stakeholder Management and Grievance Redress Mechanisms.

2.3. Eligibility

1. A Contractor may be a private or public legal entity or any association, including a joint venture or consortium with legal capacity to enter into a binding contract with UNICEF.
2. A Contractor, and all parties constituting the Contractor, may have the nationality of any country as long as Contractors and partners/JVs are legally registered and certified to work and operate in Zimbabwe as per existing national laws.
3. International firms should include information about their local partner and/or status to legally operate in Zimbabwe.
4. The firm should have experience of a similar nature i.e. construction of structural steel public buildings completed in past five (5) years inside Zimbabwe and/or sub Saharan Africa;
5. Reports on the financial standing / financial statements of the Potential Bidder, such as profit and loss statements and auditor's reports for the past three years

A Contractor shall not be eligible to submit an EOI if:

- I. has been suspended or declared ineligible by UNICEF or any other entity of the United Nations system, including the World Bank;
- II. does not comply with any additional requirements as may be set out in the EOI Particulars.

2.4. Consortium and Joint Venture

If a Contractor does not have all the expertise required for the provision of the works to be provided under the Contract, such Contractor may wish to collaborate in association with other entities, particularly with an entity in the country where the works are to be provided.

Contractors should specify in full the identity of their proposed consortium, joint venture in the Prequalification Submission (see Section IV) and shall submit complete information pertaining to each Contractor Member in the consortium. Contractors should note that each Contractor Member may be required to contract on the basis of joint and several liabilities. In case the Contractor will be prequalified and has stated any kind of Consortia, Partnerships or service provided by a 3rd Party Contractor during the prequalification process, the Contractor must warrant to detail such consortia and to provide the necessary information if he participates in any future bidding process.

The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association.

In this regard, Contractors are informed that Consortia/Partnerships or JVs will remain in force and legally binding for the execution of the entire works. However, all Consortia/Partnerships or JVs must have a Lead Contractor who will undertake the legal and financial responsibility for the timely and qualitative execution of the contracted works and whose name will be entered in the official award Contract. The Lead Contractor will be the sole coordinator and link between UNICEF and/or its appointed representative.

2.5. Change In Contractors Or Contractor Members

Any change in the Contractor or, where applicable, the Contractor Members/Personnel, or in the control of the Contractor or any of Contractor Members/Personnel, or in the roles of the Contractor Members/Personnel after the Contractor has submitted its Prequalification submission may lead to disqualification of the Contractor unless notified to UNICEF in writing within 24 hours after the closing date of this EOI. UNICEF reserves the right to withhold approval for any such changes and to disqualify the Contractor concerned from any further participation in this competitive tender process or during any future procurement process.

2.6. Prequalification Process

The prequalification process will be as outlined below:

- I. Contractors will return their prequalification submissions with all requested information by the specified date and time.
- II. The Contractor will be assessed on the basis of the submitted documentation, and therefore the submissions and supporting documents must be complete and true. UNICEF reserves the right to request any additional information, which is considered relevant for the evaluation.
- III. Upon receipt and review of submissions, UNICEF officials shall visit the Contractors' premises and executed projects (as deemed necessary). At this stage, UNICEF officials shall also interview the Contractors.
- IV. The prequalification of Contractors will be based upon technical abilities, project experience, qualifications of staff, financial and economic capabilities and historical performance record.

2.7. Prequalification Information

In order to assist UNICEF to evaluate the extent to which a Contractor meets the requirements relating to technical capability and economic and financial standing set out above, Contractors are required to provide all of the information requested in Section IV. Contractors are encouraged to submit as much information as necessary that will help the Technical Assessment Panel to evaluate their submission smoothly. Contractors who fail to submit adequate information with support documentation will be disqualified.

During evaluation of the prequalification submission and upon written request from UNICEF, the Contractor may be required to furnish clarifications/additional information within a defined time.

Upon receipt and review of the submissions, UNICEF officials shall visit the premises of the Contractors who have provided complete documentation and meet the UNICEF criteria.

2.8. Reliance on resources

Where, in order to prove its financial, economic and technical standing, a Contractor or Contractor Members relies on the resources of entities or undertakings with which it is directly or indirectly linked, whatever the legal nature of those links may be, (including, for example, but not limited to, reliance on a Parent Company's resources) it must establish that it has access to the resources of those entities or undertakings which are necessary for the performance of any future contract. If sufficient evidence is not provided, the Contractor or Contractor Member will be evaluated based on its own financial, economic and technical standing. A contractual commitment may be required at any future contract execution stage from any such supporting entity. Contractors must demonstrate and provide a clear indication how they intend to access the necessary Cash Flow throughout the entire construction period.

2.9. EOI format

The order and format of the items requested as presented in the Section IV "Returnable EOI Schedules" must be preserved. The submission shall be indexed.

EOIs shall be signed by the person authorized to do so (see Section IV).

2.10. EOI language

The applications shall be prepared in the **English Language**. Information in any other language shall be accompanied by its translation in English. Employer reserves the rights for Pre-qualification in case of non-compliance of the above requirement.

2.11. Prequalification Submission

The Contractors must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Contractor.

The completed Prequalification Submission should be returned in accordance with the requirements, set out in this EOI.

It shall be the sole responsibility of the Contractors to ensure that their EOI is received by the Deadline for Submission of EOIs.

UNICEF reserves the right to reject any EOIs submitted without accompanying CDs and e-versions of the documents, as well as EOIs that are not submitted in three (3) complete copies. EOIs submitted after the Deadline for Submission shall be rejected.

All emailed response must be submitted to the ONLY Acceptable email addresses which is: ZIM-Harare Bids bidszim@unicef.org

Emailed proposals should be in PDF Version and proposal should be clearly marked with EOI number and subject "EOI ZIM 2021/001 CONTRACTORS FOR THE CONSTRUCTION OF EPI DRY STORE WAREHOUSE AND FOUR HEALTH POSTS"

2.12. Updating Prequalification Information

Contractors shall be required to update the financial, personnel and equipment information used for prequalification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Contractor's qualification thresholds are no longer met at the time of bidding.

2.13. Disqualification of Prequalification Submissions

If a Prequalification submission fails to comply in any respect with the requirements set out in the Document or is ambiguous, UNICEF shall be entitled at its absolute discretion, but shall not be obliged, to one of the following:

- I. To reject the Prequalification submission as non-compliant;
OR
- II. Without prejudice to UNICEF's right to reject the Prequalification submission, to meet with, raise issues and/or seek clarification from the Contractor in respect of the relevant Prequalification submission;
OR
- III. Without prejudice to UNICEF's right to reject the Prequalification submission, to request the Contractor to provide UNICEF with information or items which have not been provided or have been provided in an incorrect form; and/or to waive a requirement which, in the opinion of the UNICEF, is not material and/or is procedural.

2.14. Important Notices

- I. Costs
All costs incurred by Contractors in preparing submissions in response to this prequalification process shall be borne by the Contractor. UNICEF shall accept no liability to any party, whether participating in this prequalification or not, and shall not be liable for any costs or losses incurred howsoever arising in connection with the prequalification including, without limitation, any loss of profit or other economic loss incurred.
- II. Non-Binding Process
Submission and acceptance of any prequalification will not constitute a contract or part contract between UNICEF and the Contractor. UNICEF reserves the right not to proceed further with this invitation and/or to change the prequalification procedure and/or terminate discussions at any time. UNICEF shall not be obliged to enter into any contract with any Contractor based on this prequalification process.

III. Amendments

UNICEF reserves the right to amend this Prequalification Document, its requirements and any information contained herein at any time up until the closing date of the submission. The Contractor will be informed of any amendments in writing through addenda. To give prospective Contractors reasonable time to take an addendum into account in preparing for their applications, UNICEF may, at its discretion, extend the deadline for the submission of applications.

IV. Prequalification of Subsidiary Companies

The Prequalification of a Contractor does not extend to any associated, related and/or subsidiary companies owned or controlled by the Contractor unless included in the submission.

V. Conflicts of interest

Any conflict of interest or potential conflict of interest must be fully disclosed to UNICEF as soon as such conflict or potential conflict becomes apparent. In the event of any conflict or potential conflict of interest UNICEF shall, in its absolute discretion, decide on the appropriate course of action.

VI. Confidentiality

This Document and all information provided by UNICEF in relation to the prequalification process shall be treated as private and confidential. Contractors shall not release any information other than on a confidential basis to those who have a legitimate need to know or to whom they need to consult for the purpose of preparing their submissions. Contractors shall not at any time, release information concerning this Document to any unrelated 3rd party or for publication in the press or on radio, television, screen or any other medium.

VII. Local Rules & Regulations

As per the Applicable Laws, all Contractors must be registered locally before they can enter into an Agreement with UNICEF.

2.15. Enquiries

All enquiries in relation to the Prequalification submission or this Information Memorandum must be sent by email to UNICEF Harare, Zimbabwe, Attn: Service Contracts Unit

E-Mail: omhungu@unicef.org with copy to abtadesse@unicef.org

Subject: Enquiry to "EXPRESSION OF INTEREST ZIM/2021/001" from [Company Name]

no later than 10:00 hours on the **01st February 2021**. A written response will be sent to enquiries received by this deadline and such response may be shared to all qualifying Contractors by e-mail.

A Pre-Bid Meeting will be held on the **29th January 2021** at 09.00hrs (Harare time) on ZOOM platform where a discussion or question and answer session will be done to give more clarity on responding to the request of expression of interest.

Contractors will also be asked to enter into undertakings of confidentiality should it become appropriate to release confidential information to them.

Enquiries submitted by email should not be considered to have been received by UNICEF unless acknowledged by UNICEF within three working days. Verbal queries will not be entertained.

BID PROCESS SCHEDULE

• EOI Advertised	25 January 2021
• Notification of Intention to Respond to EOI	-
• Prequalification Registration Package released/distributed	-
• Pre-Bid Meeting	29 January 2021
• Last date for Queries for EOI Submission	01 February 2021
• EOI Submission Deadline	05 February 2021

3. SECTION III – EVALUATION METHOD AND CRITERIA

3.1. Evaluation method and criteria

Pre-qualification will be based on the criteria given below regarding the Contractor’s Financial Soundness, Experience Record, Personnel Capabilities and Equipment Capabilities, and Environmental and Social Standards Capacity as demonstrated by the Contractor’s responses in the forms attached to this letter.

Sr. No.	Category	Weightage/Marks
1.	Experience Record	30
2.	Personnel Capabilities	20
3.	Equipment Capabilities	10
4.	Financial Soundness	30
5.	Environmental and Social Standards Capacity	10
	Total:	100

The Contractors that obtain an aggregate of 70 points or more out of the maximum of 100 points will be considered compliant.

Upon opening of the EOIs, UNICEF shall proceed to a preliminary examination for acceptance by the Technical Assessment Panel. UNICEF reserves the right to waive minor deviations, if these do not materially affect the capability of a Contractor to perform the contract.

Sub-contractor’s experience and resources shall not be taken into account in determining the Contractor’s compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.

The further detailed criteria for each category may be developed as given under each heading as follows:

1. Experience Records

Credit Marks for experience shall be awarded based on the following qualifications:

Sr.No.	Description	Maximum Points
i)	Projects of similar nature in Zimbabwe and/or sub Saharan Africa and complexity completed in the last five (5) years. At-least 5 No. projects	10
ii)	Current Projects of similar nature and complexity in hand.	5
iii)	Experience (period of operation) implementing works related to project.	5
iv)	Status of registration with CIFOZ or ZBCA or Ministry of Public Works (provide relevant registration certificates).	5
v)	Reference letters from previous/current Clients in the last five (5) years. At-least 5 No. references	5
	Sub-total:	30

2. Personnel Capabilities

Credit Marks shall be awarded under this category using the criteria below. Section i) represents the minimum recommended composition of the technical personnel desirable in Contractors structure/team. Contractors with capacities in personnel beyond the desirable minimums indicated who will be available for executing works should list such personnel in ii) as this information will be carefully reviewed and considered. Experience of all personnel should be stated in number of years.

Sr.No.	Description	Maximum Points
i)	Contracts Manager Qualification	1
	Contracts Manager Experience	2
	Site Agent (Civil Engineer) Qualification	2
	Site Agent (Civil Engineer) Experience	2
	Quantity Surveyor Qualification	1
	Quantity Surveyor Experience	1
	General Foremen Qualification	2
	General Foremen Experience	2
	Artisans (Bricklayers, Plasterers, Carpenters, Electricians, Plumbers, Steel Fixers, Welders, Painters & Tilers) Qualification	2
	Artisans (Bricklayers, Plasterers, Carpenters, Electricians, Plumbers, Steel Fixers, Welders, Painters & Tilers) Experience	4
	Safety Health and Environment Officer	1
	Sub-total:	20

3. Equipment Capabilities

Credit Marks shall be granted based on the following criteria for various kinds of equipment relevant for the Project: Please list relevant equipment to be deployed/available on this contract and indicate status, as owned /hired, size/capacity and year of manufacture.

Sr.No.	Equipment Type and Characteristics	Maximum Marks
1.	Concrete mixers	1
2.	Tipper trucks	1
3.	Concrete dumper trucks	1
4.	Welding equipment and other fabrication equipment	1
5.	Survey Equipment	1
6.	Backhoe loader / Excavator	1
7.	Dewatering Pumps	1
8.	Other building equipment such as wheelbarrows, shovels, picks, concrete vibrator & poke, etc	1
9.	Compactor	1
	List other equipment to be used.	1
	Sub-total:	10

4. Financial Soundness

Credit Marks shall be awarded based on the following criteria:

Sr.No.	Description	Maximum Marks
i)	Available Bank Credit Line	10
ii)	Available Credit Facilities from suppliers of materials and/or equipment	10
iii)	Working Capital in last 3 years (attach audited or certified financial statements or balance sheets and profit and loss account for the last 3 years)	10
Sub-total:		30

3.2. Joint Venture (JV)

Para 3.1 must be completed by each partner of a Joint Venture. Joint Ventures must comply with the following requirements:

- I. Following are minimum qualification requirements:
 - a. The lead partner shall meet not less than 40% of all qualifying criteria given in para 3.1 Item 1 and 3.1 Item 4.
 - b. Each of the partners shall meet not less than 25% percent of all the qualifying criteria given in para 3.1 Item 1 and 3.1 Item 4.
 - c. The joint venture must collectively satisfy the criteria of paras 3.1 Item 1, 3.1 Item 2 and 3.1 Item 3, for which purpose the relevant figures for each of the partners shall be added together to arrive at the JV’s total capacity. Individual members must satisfy each of the requirements of paras 3.

- II. Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval may be denied if:
 - a. Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - b. The new partners to a JV are not qualified individually or as another JV; or
 - c. In the opinion of the Employer, a substantial reduction in competition would result.

4. SECTION IV – RETURNABLE EOI SCHEDULES

LETTER OF APPLICATION

[Letterhead paper of the Contractor, or partner responsible for a Joint Venture, including full postal address, telephone no., fax no., telex no., cable and e-mail address]

Date:.....

To:
[name and address of the Employer]

Sirs,

Being duly authorized to represent and act on behalf of (hereinafter “the Contractor”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the following project contract: **“Construction of dry store warehouse at Parirenyatwa Hospital and four health posts in Gokwe North District, Zimbabwe for the Expansion of Immunization Program (EPI) Department in the Ministry of Health and Child Care (MOHCC)”**

Attached to this letter are copies of original documents defining ⁽¹⁾:

- I. the Contractor's legal status;
- II. the principal place of business; and
- III. the place of incorporation (for Contractors who are corporations); or
- IV. the place of registration and the nationality of the owners (for Contractors who are partnerships or individually-owned firms).

UNICEF and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Contractor.

UNICEF and its authorized representatives may contact the following persons for further information ⁽²⁾, if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

⁽¹⁾: For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.

⁽²⁾: Application by joint ventures should provide information on separate sheet information for each party to the application.

Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

This application is made with the full understanding that:

- I. bids by prequalified Contractors will be subject to verification of all information submitted for prequalification at the time of bidding;
- II. Unicef reserves the right to:
 - amend the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification process, and reject applications; and
- III. Unicef shall not be liable for any such actions and shall be under no obligation to inform the Contractor of the grounds for actions at 5(b) here above.
- IV. Unicef shall not be liable for consequence of, and shall be under no obligation to inform the Contractor of the grounds for, actions taken under here above.

Only for Joint Ventures:

Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.

We confirm that in the event that we bid, that bid as well as any resulting contract will be:

- I. signed so as to legally bind all partners, jointly and severally; and
- II. submitted with a Joint Venture agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.

The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of : (name of Contractor or lead partner of a Joint Venture)

APPLICATION FORM 1:

GENERAL INFORMATION

All individual firms and each partner of a Joint Venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or Contractors who are forming part of the Joint Ventures.

Where the Contractor proposes to use named subcontractors for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractor(s).

a. General Information

1.	Name of Firm	
2.	Company Registration No. (Attach Certificate of Incorporation)	
3.	Date of Registration	
4.	Place of Incorporation/Registration	
5.	Postal Address	
6.	Physical Address	
7.	Contact Person: Name: Title:	
8.	Email Address	
9.	Telephone No.	
10.	Facsimile No.	
11.	ZIMRA Registration/Applicable Tax Registration for international firms (attach valid Tax Clearance Certificate)	

b. Company Organogram

Please indicate and attach the organization structure of the company including the names of directors and key personnel.

APPLICATION FORM 1 CONT'D:

c. Nationality of Owners

<i>NATIONALITY OF OWNERS</i>	
<i>NAME</i>	<i>NATIONALITY</i>
1.	
2.	
3.	
4.	
5.	

APPLICATION FORM 2:

GENERAL EXPERIENCE RECORD

All individual firms and all partners of a Joint Venture are requested to complete the information in this form. The information supplied should be the annual turnover of the Contractor (or each member of a Joint Venture), in terms of the amounts billed to clients for each year for work in progress or completed over the past five years.

Use a separate sheet for each partner of a Joint Venture.

Annual Turnover (Construction only)		
Year	Turnover (in actual currency)	Equivalent USD
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM 3:

JOINT-VENTURE SUMMARY

Names of all Partners of a Joint Venture
1. Lead Partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual construction turnover, in terms of work billed to clients,

Annual Turnover Data (Construction only; Equivalent in USD)						
Partner	Application Form 2 Page No.	Year 1	Year 2	Year 3	Year 4	Year 5
1. Lead Partner						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Partner						
Total:						

APPLICATION FORM 4:

PARTICULAR EXPERIENCE RECORD

To prequalify, the Contractor shall be required to pass the specified requirements applicable to this form.

On a separate page, using the format of Application Form 5, each Contractor or partner of a Joint Venture is required to list all contracts of a value equivalent to USD (User/Employer to provide the amount) of a similar nature and complexity to the contract, undertaken during the last five years ⁽¹⁾. The information is to be summarized, using Application Form 5, for each contract completed or under execution by the Contractor or by each partner of a Joint Venture.

Where the Contractor proposes to use named subcontractor(s) for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the information in the afore-mentioned forms should also be supplied for each specialist subcontractor.

(1): Where applications are being invited for a number of contracts, suitable wording should be introduced, to allow applicants to apply for individual contracts or groups of contracts (slice and package contracts).

APPLICATION FORM 5:

DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Use a separate sheet for each contract.

1.	Name of Contract: Country:
2.	Name of Employer:
3.	Employer Address:
4.	Name of Consultant:
5.	Consultant Address:
6.	Nature of works and special features relevant to the contract for which the Applicant wishes to pre-qualify
7.	Contract Role (tick one) (a) Sole Contractor (b) Sub Contractor (c) Joint Venture Partner
8.	Contract Price:
9.	Equivalent Value in US\$
10.	Contract Start Date:
11.	Contract Completion Date:
12.	Contract Duration: _____ years _____ months
13.	Was contract completed on time & satisfactorily?
14.	Specified requirements ³

³ Insert any specific criteria required for particular operations, such as annual volume of pipeline to be laid, number of pumps to be commissioned, length of sewer selection to be cleaned, etc.

APPLICATION FORM 6:
SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS/WORKS IN PROGRESS

Applicants, including each partner of a Joint Venture, should provide information on their current commitments on all contracts that they have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which Substantial Completion Certificate is yet to be issued.

Name of Contract & Reference of Contract	Name of Employer	Contract Value (USD)	Estimated Completion Date	Percentage Completion
1.				
2.				
3,				
4.				
5.				
6.				

APPLICATION FORM 7:

PERSONNEL CAPABILITIES

For specific positions essential to contract implementation, Contractors should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form 8).

1.	Title of Position :
	Name of Prime Candidate :
	Name of Alternate Candidate :
2.	Title of Position :
	Name of Prime Candidate :
	Name of Alternate Candidate :
3.	Title of Position :
	Name of Prime Candidate :
	Name of Alternate Candidate :
4.	Title of Position :
	Name of Prime Candidate :
	Name of Alternate Candidate :

APPLICATION FORM 8:

CANDIDATE SUMMARY

Position		Candidate (Tick appropriate one) <input type="checkbox"/> Prime <input type="checkbox"/> Alternate	
Candidate Information	1. Name of Candidate:		2. Date of Birth:
	3. Professional Qualifications:		
	4. Date of Qualification:		
	5. Institute:		
		6. Name of Employer:	
		7. Address of Employer:	
		8. Telephone:	9. Contact: (manager/personnel officer)
		10. Fax:	11. Email:
		12. Job Title	13. Years with present employer:

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

Month/ Dates/Years		Company / Project / Position / Relevant technical and management experience
From	To	

APPLICATION FORM 9:
EQUIPMENT CAPABILITIES

The Contractor, including each partner of a Joint Venture, shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in the Instructions to Contractors. A separate Form shall be prepared for each item of equipment listed in Section III, or for alternative equipment proposed by the Contractor.

Item of Equipment :	
Equipment information	1. Name of manufacturer :
	2. Model and power rating :
Current status	3. Capacity :
	4. Year of manufacture :
Source	5. Current location :
	6. Details of current commitments
7. Indicate source of the equipment	
<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	

Omit the following information if it is owned by the Contractor or partner.

Owner	8. Name of owner :	
	9. Address of owner :	
	Telephone :	Contact name and title :
	Fax :	Telex :
Agreement	Details of rental/lease specific to the Project:	

APPLICATION FORM 10:

FINANCIAL CAPABILITY

Contractors, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Contractors. Each Contractor or partner of a joint venture must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached.

Banker	Name of banker :	
	Address of banker :	
	Telephone :	Contact name and title :
	Fax :	Telex :

Summarize actual assets and liabilities in USD for the previous three years, based upon known commitments, projected assets and liabilities USD equivalent for the next two years.

Financial information in USD	Actual: previous five year					Projected: next two years	
	1	2	3	4	5	6	7
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
5. Profits before taxes							
6. Profits after taxes							

APPLICATION FORM 10 CONT'D:

Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments.

Source of financing	Amount (USD)
1.	
2.	
3.	
4.	

Attach audited financial statements for the last three years or balance sheet (for individual Contractor or each partner of joint venture).

Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin in case of foreign firms.

APPLICATION FORM 12:

ENVIRONMENTAL AND SOCIAL STANDARDS CAPACITY

Contractors, including each of the partners of a joint venture, should provide information to demonstrate that they have the capacity to satisfy the Environmental Social Standards (ESS) requirements. The bidder should exhibit this capacity through the following indicators:

- I. Organizational Policies that commit the organization to the pertinent ESS issues – Safety, Health & Environment, Gender Based Violence, Stakeholder Engagement, Grievance Redress Mechanism, Sexual Exploitation and Abuse and Child Abuse.*
- II. Adequate personnel within the organization to proportionately articulate the ESS requirements, including implementing the Grievance Redress Mechanism and Stakeholder Engagement.*
- III. Code of Conduct that will bind the employees to maintain good behaviour including and not limited to prevention of Gender Based Violence, Sexual Exploitation and Abuse and Child abuse.*
- IV. Manage Covid-19 risks on construction sites. Refer to guidance document attached as Annexure A.*
- V. Declaration by the bidder that they will comply with the UN Code of Conduct for Suppliers.*