INVITATION TO BID

UNDP-SYR-00711

Rehabilitation of TVET Centers in Homs- 2 lots

SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP hereby invites prospective bidders to submit a bid in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

To enable you to submit a bid, please read the following attached documents carefully.

Section 1: This Letter of Invitation
Section 2: Instructions to Bidders
Section 3: Data Sheet
Section 4: Evaluation Criteria
Section 5: Schedule of Requirements
Section 6: Conditions of Contract and Contract Forms
Section 7: Bidding Forms:

- Form A: Bid Confirmation
- Form B: Checklist
- Form C: Bid Submission
- Form D: Bidder Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Technical Bid

- Form H: Price Schedule
- Form I: Bid Security

If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and procedure as set out in this ITB and submit it by the deadline for submission of bids set out in this document and in the supplier portal. .

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: http://supplier.quantum.partneragencies.org using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: https://www.undp.org/procurement/business/resources-for-bidders. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

We look forward to receiving your bid.

Mandatory Site Visit

المجموعة	التوقيت والوقت		الموقع	احداثيات
	Date &Time			
Lot	Date	Time	Site	Site Coordinates
Lot1	1/Nov/2026	11:00 am	TVET Industrial Training Centers	34.6944122, 36.7199765
Lot2	1/Nov/2026	12:30 pm	TVET Public Works Center.	34.7719259, 36.6490928

The focal point for the arrangement is:

Governorate	Focal point	Email	Mobile

Homs	Moaiad Arbo	moaiad.arbo@undp.org	0960661194

Bidders who fail to attend the site visits, are disqualified.

To ensure the effectiveness of the site visit, please adhere to the following requirements:

1. Company Representative: It is required that the attending representative from the company be an engineer whose experience and specialization are relevant to the nature of the technical work required for the project.

2. Authorization Letter: The company representative must bring an official authorization letter issued by the company or contractor. The letter must be signed and stamped with the company's official seal, and must clearly state the name of the authorized engineer and their syndicate membership number. This letter is to be handed over to the visit supervisor appointed by the program upon arrival and before the visit begins.

Important Note:
We emphasize that full compliance with these two conditions is essential for participation. In the event that any of these requirements are not met, the company representative will not be permitted to join the site visit.

لضمان فعالية الزيارة الميدانية، يرجى الالتزام بالمتطلبات التالية:

1. ممثل الشركة:
يشترط أن يكون ممثل الشركة المشارك في الزيارة مهندسا يتمتع بخبرة وتخصص يتناسبان مع طبيعة الأعمال الفنية المطلوبة للمشروع.

2. كتاب التفويض:
يجب على ممثل الشركة إحضار كتاب تفويض رسمي صادر عن الشركة أو المقاول، موقعا ومختوما بالختم الرسمي للشركة، على أن يتضمن بوضوح اسم المهندس المفوض ورقم عضويته في النقابة.

يسلم كتاب التفويض إلى مشرف الزيارة المعين من قبل البرنامج فور الوصول وقبل بدء الزيارة.

ملاحظة هامة

نؤكد أن الالتزام الكامل بالمتطلبات المذكورة أعلاه شرط أساسي للمشاركة. وفي حال عدم استيفاء أي منها، فلن يسمح لممثل الشركة بالمشاركة في الزيارة الميدانية.

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1 Overview

1.1 General Information

Title	Rehabilitation of TVET Centers in Homs- 2 lots
E-Mail	syria.procurement@undp.org
Reference Number	PRC0197145/UNDP-SYR-00711
Beneficiary Country	SYR
Introduction	Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: http://supplier.quantum.partneragencies.org using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: https://www.undp.org/procurement/business/resources-for-bidders. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

1.2 Tender Timeline

Open Date	22/10/26 13:44 PM
Close Date	08/11/26 12:00 PM
Time Zone	Coordinated Universal Time

1.3 Terms

Negotiation Currency USD (US Dollar)

Eligible Response Currencies

Check the one currency in which you will enter your response.

	Response Currency	Description	Price Precision
☐	USD	US Dollar	2
☐	AED	UAE Dirham	2
☐	EUR	Pan-European Currency	2
☐	SYP	Syrian Pound	2

1.4 Attachments

File Name or URL	Type	Description
UNDP-SYR-00711.zip	File	

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly

2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**Response is required*

The requirement section of this document includes general instructions and information for suppliers as well as requirements and sections that suppliers need to respond. Please review this section carefully and provide responses in the manner and format required by uploading required forms and when required also keying in the information directly in the system.

2.1 Section 1. General Provisions

*1. **General Instructions to Bidders**
This solicitation process is governed by the General Instructions to Suppliers attached herewith and Bid Data Sheet and other information listed herewith. By submitting a bid response to this tender supplier confirms to have read, understood, and accepted such provisions.

*2.
General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section

Applicable GTC:

General Terms and Conditions / Special Conditions for Contract:

https://popp.undp.org/document/general-conditions-contract-civil-works

3. **Bid Data Sheet**

Bid Data sheet (Section 3) contains information and instructions specific to this Tender. By submitting a bid you confirm to have read, understood, and accepted the provisions herewith attached.

2.2 Section 2. Evaluation Criteria - Preliminary Examination

*1. **General Conditions of Contract**
Do you accept the General Conditions of Contract (GTCs) as specified herewith.
Target: Confirm acceptance of GTCs

*2. **Proposal Validity**
Do you accept that your bid is valid as required in General Instructions and Bid Data Sheet?
120 days
Target: Confirm Bid Validity as required

*3. **ENVIRONMENTAL, SOCIAL, HEALTH, SAFETY AND COMMUNITY REQUIREMENTS**

The Bidder shall review the attached **Contractor S&E Guidance for rehabilitation and construction Annex** – Environmental, Social, Health, Safety and Community Requirements (ESMP), **complete and sign** the "annex (Mandatory Requirement)" and submit it as part of the Technical Bid. Failure to submit the signed form may result in the bid being deemed non-responsive.

*4. **Form A: Bid Confirmation**
Please ackowledge interest to participate in this Tender by creating a draft bid response in the system. This will allow you to receive notifications from the system in case of amendments.

If you do not submit a bid, UNDP would appreciate your feedback on the reasons. You can provide your feeback by completed the form A herewith attached and sending it via email to contact details specified for this tender in Bid Data Sheet.

5. **Checklist**
Please complete the returnable bidding forms in accordance with instructions and attach them as part of your bid response in the system. No alteration to the format of the forms shall be permitted and no substitution shall be accepted.

*6. **Form : Bid Submission**
Have you attached Bid Submission form as per template provided and duly signed by a legal representative of your company?
Target: Bid Submission form provided

*7. **Form B: Bidder Information**
Have you attached form B with information on the bidder using template herewith attached?
Target: Bidder Information provided

*8. **Form C : Joint Venture/Consortium/Association Information**
Have you provided information on Joint Venture/Consortium/Association Information using the template and instructions attached?
Choose the applicable answer from options below.

NOTE:

The bidder / **Joint Venture/Consortium** shall collectively comply to the requirements of this ITB unless otherwise elaborated in this ITB other requirements.

*9. **Form E: Eligibility and Qualifications Form**
Have you provided the informtion required to establish eligibility and qualifications as per form F herewith attached?
Attach also supporting documentation as applicable.

*10. **Job Creation Requirement**

The Contractor shall create at least **125** job opportunities for **Lot1** and **75** job opportunities in **Lot2** throughout the project implementation period, including positions for workers, engineers, and supervisors.

*11. **Form I: Bid Security**
Have you provided Bid Security as per the template herewith attached and the instructions in the Tender document?

The required Bid Security is **USD 26,000.00** for bids covering **all lots**.
If bidding for specific lot(s) only, the Bid Security shall correspond to the amount specified for the relevant lot(s) in the table below.:

Lot1: 18,000 USD
Lot2: 8,000 USD

A scanned copy of the Bid Security shall be submitted as part of the bid through the system. The original Bid Security shall be submitted to the address indicated in the Bid Data Sheet.

The Bid Security must be issued in the currency specified under Article 16 (Bid Currencies).

The following forms of Bid Security are acceptable:

☒ Bid Security Form in accordance with the template provided in Section 7; or

☒ Bank-issued cheque, cashier's cheque, or certified cheque.

*12.

Financial Standing – Turnover

The Bidder shall have a minimum annual turnover of:

- **USD 1,600,000** if applying for all lots; or
- **USD 1,100,000** if applying for **Lot 1**
- **USD 500,000** if applying for **Lot 2**

The required turnover must be demonstrated in **any one of the last three fiscal years (2023, 2024, or 2025)** and supported by the latest audited financial statements (Income Statement and Balance Sheet), including the Auditor's Report.

For a **Joint Venture (JV), Consortium, or Association**, all parties collectively shall meet the above requirement.

Note: UNDP reserves the right to verify the financial capacity of the Bidder and may seek references from relevant entities and financial institutions.

The Bidder must demonstrate the current soundness of its financial position and its capacity to sustain operations and achieve long-term profitability.

Hint: You can upload files individually to this requirement

2.3 Section 3. AML Requirements

*1. **Annex3 CIF ENTITIES 1**

Kindly fill out the Annex3 CIF ENTITIES file, stamp and sign it, and attach it
Note: in the first table, please include the owners and percentage of ownership. In the second table, please include key managers' position and names. Passport copies for ALL names included in the CIF must be provided. In case a passport copy is not viable, please provide an ID (Sworn translated if not in English)

In the case of JV, please provide the CIF for the joint company as well.

*2. Form C - Bid Submission

Have you provided the Bid Submission Form signed, dated and stamped?

*3. **Passports Copies**

Provide copies of the passports for all names included in the CIF, or a translated copy of their identification.
Provide passport copies for all names indicated in the Joint Venture company CIF as well

2.4 Section 4. Evaluation Criteria - Minimum eligibility

*1.

Legal Registration
Bidder is a legally registered entity and all relevant information is provided.
Upload scanned copies of legal registration documents according to options listed below and any other relevant document.

Registration Certificate

Have you provided a copy of your company registration certificates?

The Company registration/commercial with a validity date attached

Provide Sworn translated **English** version of your commercial registration.

Provide valid Biodata Passport page or a local Identification document for the **owners/ partners/beneficial owners**

NOTE: Please ensure that commercial registration is renewed and valid attachment.

*2. **Sanctions List**

Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.

Target: Not suspended or ineligible

*3. **Bankruptcy**

Do you confirm that you have not declared bankruptcy or not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against the company that could impair operations in the foreseable future.

*4. **Certificates and Licences**

Have you provided the required certificates and licences?

Select any of the options below as applicable and supporting documents.

§ Certificate of Incorporation/ Business Registration.

§ Certificate of membership in the Engineers Syndicate

§ Engineering classification certificate

§ Certificate of membership in the Contractors Syndicate

§ Contractor classification certificate

*5. **Mandatory Site Visit**

The bidder must have attended the mandatory site visit for the Lot(s) in which they intend to participate.

المجموعة	التوقيت والوقت		الموقع	احداثيات
	Date &Time			
Lot	Date	Time	Site	Site Coordinates
Lot1	1/Nov/2026	11:00 am	TVET Industrial Training	34.6944122,

			Centers	36.7199765
Lot2	1/Nov/2026	12:30 am	TVET Public Works Center	34.7719259, 36.6490928

The focal point for the arrangement is:

Governorate	Focal point	Email	Mobile
Homs	Moaiad Arbo	moaiad.arbo@undp.org	0960661194

To ensure the effectiveness of the site visit, please adhere to the following requirements:

1. Company Representative: It is required that the attending representative from the company be an engineer whose experience and specialization are relevant to the nature of the technical work required for the project.

2. Authorization Letter: The company representative must bring an official authorization letter issued by the company or contractor. The letter must be signed and stamped with the company's official seal, and must clearly state the name of the authorized engineer and their syndicate membership number. This letter is to be handed over to the visit supervisor appointed by the program upon arrival and before the visit begins.

Important Note:
We emphasize that full compliance with these two conditions is essential for participation. In the event that any of these requirements are not met, the company representative will not be permitted to join the site visit.

2.5 Section 5. Evaluation Criteria - Qualifications

*1. History of non-performing contracts
Provide history of non-performing contracts that did not occur as a result of contractor default within the last 3 years.
Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where the Employer's decision was overruled by the dispute resolution mechanism.

*2. Litigations
No consisten history of court/arbitral award decisions against the bidder for the last 3 years.

*3. **Form E: Technical Bid**

Have you provided your technical offer using the template herewith attached.
Please provide also additional supporting documents such as technical specifications, brochures, etc.

Target: Technical Bid provided

*4. **Form F: Price Schedule**

Have you provided Price Schedule as instructed?
Prices must be submited directly in the system line items section, and detailed tables attached when requested.
Please make sure that the figures are consistent.

*5. **Relevant Experience**

Bidders must demonstrate a minimum of five (5) years of active, continuous experience in the execution of works and services of a nature, scale, and complexity similar to the subject of this solicitation.

Minimum Number of similar projects/contracts

The bidder shall demonstrate successful completion, within the last five (5) years, of contracts involving the construction and/or rehabilitation of TVET centres, schools, health centres, or other comparable buildings of similar nature, scale, and complexity

The bidder shall provide at least two (2) successfully completed similar contracts, each having a final contract value of not less than 50% of the bidder's financial offer for the respective Lot.

For multiple-lot awards, the bidder must separately meet the fixed similar-contract experience requirement applicable to each lot. The same two completed reference contracts may be relied upon for multiple lots if they independently satisfy the nature, complexity and combined-value requirements for each lot. No additional cumulative historical experience-value threshold shall apply.

In the case of a Joint Venture (JV), Consortium, or Association: This technical experience requirement may be met cumulatively by the JV partners. While the JV as a collective entity must satisfy the full 5-year experience requirement, the specific eligibility of individual partners—including the Lead Partner's prerequisite of having completed at least one (1) contract of a similar nature and complexity—shall be assessed in accordance with the criteria detailed in the corresponding evaluation sections of this solicitation. A formal, signed Joint Venture Agreement designating the Lead Partner and outlining joint and several liabilities must be submitted with the proposal.

Hint: Attach contracts to this requirements. you may attach all contracts to the same line

2.6 Section 6. Technical Evaluation Criteria

*1. **Technical offer and specifications**

Goods/works/services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section 5: Schedule of Requirements

*2. **Warranty period**

The bidder shall confirm acceptance of the warranty period (minimum one-year warranty for the executed works, as required). Where applicable, the bidder must upload the relevant warranty document as part of the submission.

A final performance guarantee of 10% of the total contract value must be provided to cover the warranty period will be requested from the winning bidder.

*3. **After-sales services Requirements**

The bidder shall confirm the availability of local service support, including:

☒ Technical Support with maintenance/ repair.
☒ Other reports and summary for the achieved work.

*4. **Delivery Location and Period**

The bid is substantially compliant with the minimum Delivery Requirements included in Section 5: Schedule of Requirements
and do not contain any material deviation(s).

Confirm that you meet the required delivery Location and time as **120 days** for Lot1 and **120 days** for Lot2 after the site handover. Suppliers awarded both lots, they must finish the works in **120 days** for both lots.

Provide a **delivery plan** indicating how many days per each of the key milestones.

DAP (Homs)

المحافظة	اسم البناء	الاحداثيات
Governorate	Facility Name	Site Coordinates
Lot 1 (120 Days)		
Homs	TVET Industrial Training Centers	34.6944122, 36.7199765
Lot 2 (120 Days)		

Homs	TVET Public Works Center	34.7719259, 36.6490928

*5. **Proposed key personnel**

CVs of key staff involved in the project implementation, the staff should at least contain the following:

The bidder shall provide the following key personnel and shall submit, with the bid, the completed Key Personnel Deployment Schedule, together with the CV, academic qualifications, and relevant experience certificates of each proposed person:

The Contractor shall provide, as a minimum, the key personnel required by the ITB and the specific Lot. Personnel shall be appropriately qualified, experienced, and available during the activities for which they are responsible.
Unless otherwise stated in the Lot-specific requirements, the minimum core team shall include:

- **1. Civil Engineer / Project Manager – One (1) for each facility**

  A dedicated Civil Engineer / Project Manager shall be proposed for each facility included in the bidder's offer.

  The Civil Engineer / Project Manager shall hold a Bachelor's degree in Civil Engineering and have at least five (5) years of relevant experience in construction and/or rehabilitation projects, including experience in at least two (2) similar projects.

  The Civil Engineer / Project Manager shall be assigned full-time to the respective facility and shall be responsible for overall site coordination, quality control, progress monitoring, coordination of different trades, and reporting.

  2. Electrical Engineer – One (1) for each facility

  A dedicated Electrical Engineer shall be proposed for each facility included in the bidder's offer.

The Electrical Engineer shall hold a Bachelor's degree in Electrical Engineering and have at least five (5) years of relevant experience in electrical works, including experience in at least two (2) construction and/or rehabilitation projects.

3. HSSE Officer – One (1) for each Lot

A dedicated HSSE Officer shall be proposed for each Lot included in the bidder's offer. The same HSSE Officer may cover all facilities included within the same Lot.

The HSSE Officer shall have an appropriate qualification and recognized occupational health and safety certification, with at least five (5) years of relevant experience in construction and/or rehabilitation projects.

Employment Opportunities

For Lot 1: The Contractor shall create at least **125 job** opportunities throughout the project implementation period, including positions for workers, engineers, and supervisors.
For Lot2: The Contractor shall create at least**75 job** opportunities throughout the project implementation period, including positions for workers, engineers, and supervisors.

Personnel shall be assessed separately for each facility and Lot.

*6.

Proposed Key Equipment/Machinery:

The contractor shall provide proof of ownership/rent or a written commitment to provide the below.

The bidder shall demonstrate confirmed availability of the required equipment for each Lot separately.

Number	Equipment/ vehicle	Serial No.
1	Generator	1
1	Compressor	2

1	Concrete Finishing Machine (Fan)	3
1	Truck	4
1	Bobcat	5
1	Crane	6

*7. **Payment Method**:

- Monthly progress payments shall be made based on completed works that have been inspected and accepted.

2.7 Section I-1.

3 PART: Schedule of Requirement and Price Schedule

Instructions **Note:***Bidders are requested to indicate only the total offer amount for each Lot they wish to participate in.*
No price should be provided for Lots in which the bidder does not intend to participate.

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Lot 1							
2-Lot 2							
1.1-TVET Industrial Training Centers	Rehabilitation services						
2.1-TVET Public Works Center	Rehabilitation services						

*For Additional Attributes of lines, please review the negotiation lines from supplier portal.