

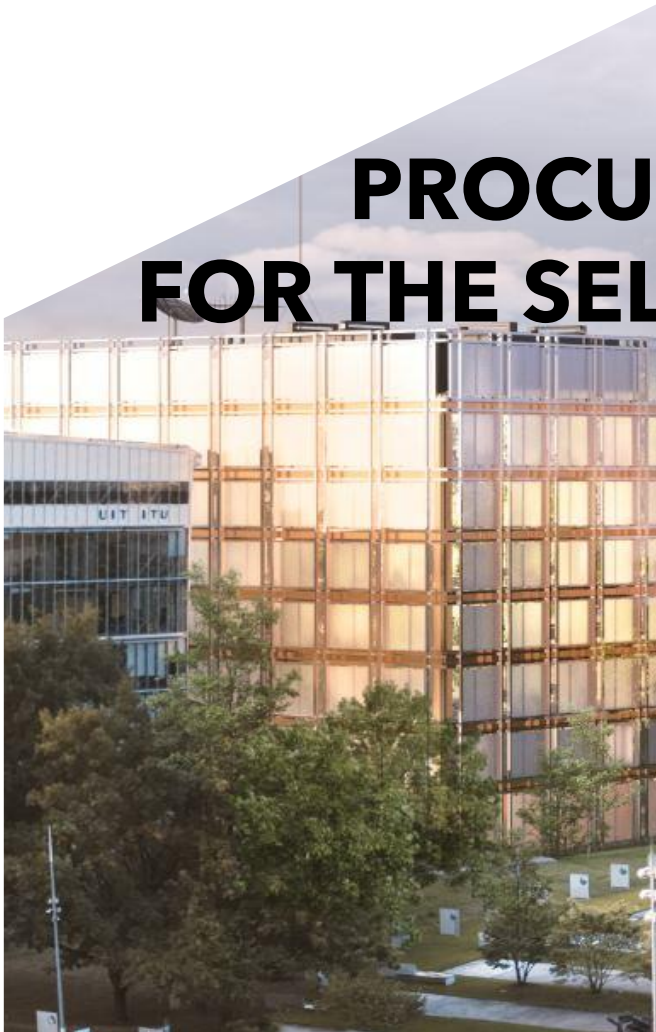
ITU NEW HQ BUILDING

PROCUREMENT PROCEDURE OVERVIEW FOR THE SELECTION OF A GENERAL CONTRACTOR

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INTRODUCTION (1/2)

Regulatory Framework

The ITU Financial Regulations and Financial Rules regulate the conduct of all procurement activities initiated and processed at the ITU. The Procurement Manual explains and elaborates on ITU's policies, rules and procedures related to procurement.

Procurement Principles

In its management of public funds, the ITU gives due consideration to the following main procurement principles:

- Fairness, integrity and transparency
- Effective competition, when appropriate international
- Best value for money
- Best interest of the ITU

INTRODUCTION (2/2)

Code of Conduct

Prospective Bidders shall be aware that ITU enforces a zero-tolerance policy concerning proscribed practices, including corruption, fraud, coercion, collusion, unethical behaviour and obstruction.

ITU adheres to the UN Supplier Code of Conduct which may be consulted at:
<http://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

Prospective Bidders hereby understand and accept that any submission sent to ITU constitutes agreement to abide by, observe and fully cooperate with the application of the mentioned Code of Conduct. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities will be suspended or forbidden from continuing business relations with ITU.

TENDER PROCEDURE

1. Language
2. United Nations Global Marketplace (UNGM)
3. Prequalification
4. Subsequent Tender
 - 4.1 General
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 - 4.3 Technical and Financial Component
 - 4.4 Evaluation Criteria
 - 4.5 Evaluation Process
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1. LANGUAGE

The prequalification documents are established and published in French and in English.

The tender documents (i.e., technical specifications, drawings, Bill of Quantities, draft contract, ITU General conditions, Special Conditions, etc.) are established in French.

The Bidders are requested to submit their responses to the prequalification and their proposals to the subsequent tender in French.

2. UNGM (1/4)

UNGM (www.ungm.org) is the official procurement portal of the United Nations System. The main functions are to:

- Provide suppliers with a central and unique registration process for 29 UN organizations
- Provide suppliers and the general public with access to UN procurement opportunities and contract awards
- Disseminate relevant UN procurement and UN market information

2. UNGM (2/4)

**To participate to the prequalification and to the tender,
suppliers must register as potential supplier to the ITU on the
UNGGM website**

If you are already registered in the system, please verify that your company details are accurate. For any difficulties in the registration process, please contact: ungm.registry@unops.org

2. UNGM (3/4) - Step-by-step Registration

New suppliers can select "Register" from the options provided

1. Select "Continue to registration"
2. Enter information regarding your company name and main contact
3. Enter information regarding an email and login password
4. An account is created, and click on the link in the activation email
5. Open your emails and click on the activation link
6. Activation is successful and then complete a basic registration

2. UNGM (4/4)

7. Enter information regarding your “General” details
8. Enter your address
9. Select the countries you can provide goods/services to
10. Enter details of any contacts
11. Confirm certain information before progressing in the registration
12. Complete a declaration
13. Select relevant UN Standard Products & Services Codes (UNSPSC). Example:
72121100 - Commercial and office building construction services
14. Confirm your application
15. You will then have access to UNGM

3. PREQUALIFICATION (1/3)

Objective:

Create a short-list of capable and qualified General Contractors, and only those prequalified contractors will be invited - by direct contact - to participate in the subsequent tender and receive the full set of tender documents (i.e., Instructions to Bidders, technical specifications, drawings, Bill of Quantities (BOQ), draft contract, ITU General conditions, Special Conditions, etc.).

3. PREQUALIFICATION (2/3)

Please read the Instructions to Bidders provided as Annex I to the Invitation to prequalification ref. ITP-2021-004.

Please ensure that you have completed, attached supporting documents, and submitted on time all requested annexes:

- a) Annex II: Prequalification questionnaire
- b) Annex III: Certificates to submit
- c) Annex IV: Company Information
- d) Annex V: References of similar projects

Otherwise, your submission may not be considered

3. PREQUALIFICATION (3/3)

Deadline for submission for the prequalification:

26 January 2022, 15h00 (Geneva Time)

All communication for the prequalification shall be made in writing through the In-Tend system at www.ungm.org, and no other contact shall be made to ITU employees outside of the system, subject to disqualification.

ITU will communicate the outcome of the prequalification to all participants during the month of April 2022.

4. SUBSEQUENT TENDER

4.1 General

Objective: Select a General Contractor for the construction of the ITU new HQ building in Geneva, Switzerland

Tender process period: Estimated from May 2022 until January 2023

Contract type: Cost-plus with a Guaranteed Maximum Price (GMP)

Contract duration: Estimated from spring 2023 until early 2027

4.2 Solicitation Method

The solicitation method is a Request for Proposal (RFP) for which a “**Double Envelope**” system applies.

Bidders must upload their **TECHNICAL** and **FINANCIAL** Proposals in two independent, separate and clearly marked files (one component shall contain the Technical Proposal only, and another component shall contain the Financial Proposal only).

Bidders must ensure that NO financial document is uploaded in the technical component of their offers as this may result in their disqualification from the tender process.

4.3 Technical and Financial Proposals

TECHNICAL Proposal will be composed of but not limited to:

- Project Methodology
- Organization and Work Distribution,
- Comments on the proposed Cost Plus GMP Contract

FINANCIAL Proposal will be composed of:

- Financial Offer
- Submission by Construction Cost Code (CFC)
- Alternates and Optimizations

Clear instructions will be further specified in the RFP document.

4.4 Evaluation Criteria

The evaluation criteria will be administrative, technical and financial, and will be specified in the RFP document.

The ratio between the technical and financial factors will be 60% for the technical proposal and 40% for the financial proposal.

The Contract will be awarded to the qualified Bidder, whose Proposal, all factors considered, is the most responsive to the requirements set forth in this RFP document and represents Best Value for Money for ITU.

4.5 Evaluation Process

The evaluation process will include the following steps:

- Establishment of an Evaluation Panel (ITU members assisted by CDTK and Hill International representatives)
- Preliminary Screening
- Technical Evaluation
- Presentation of Technical Proposal by Short-listed Bidders (a minimum passing threshold in terms of percentage of the total points of the technical proposal)
- Financial Evaluation
- Clarifications of the Proposals (if necessary)
- Evaluation Report
- Recommendation to the Contracts Committee

4.6 Contracts Committee and Award Decision

ITU Contracts Committee is an internal body and responsible for reviewing and advising the Secretary General on procedural issues arising from proposed contract in respect to a tender.

Award decision, based upon direct review and recommendation from the Contracts Committee, is made by the ITU Secretary General.

4.7 Notification and Debriefing

Following the signature of the contract with the successful Bidder, the ITU will record the contract award on UNGM.

The ITU will notify in writing all unsuccessful Bidders of the outcome of the solicitation process.

A debriefing may be conducted upon written request by unsuccessful Bidders who have participated in the tender. The RFP document will include more information in this regard.

5. PRACTICAL TIPS

- Register as potential supplier to the ITU on the UNGM website
- Communicate by using the ITU In-Tend in the UNGM platform
- Be prepared to norms and international/national standards
- Use the Q&A sessions during the RFP to ask for clarification questions
- Submit your Proposal in requested language (French)
- Prepare your Proposal in the requested format and use the submission forms.

6. Q&A

Please note that the Q&A session during this Webinar is informal.

Only clarification questions from the Bidders and responses from the ITU during the RFP process will be registered and distributed simultaneously in writing to all Bidders without identifying the originator of any of the questions.

Thank you for your participation

