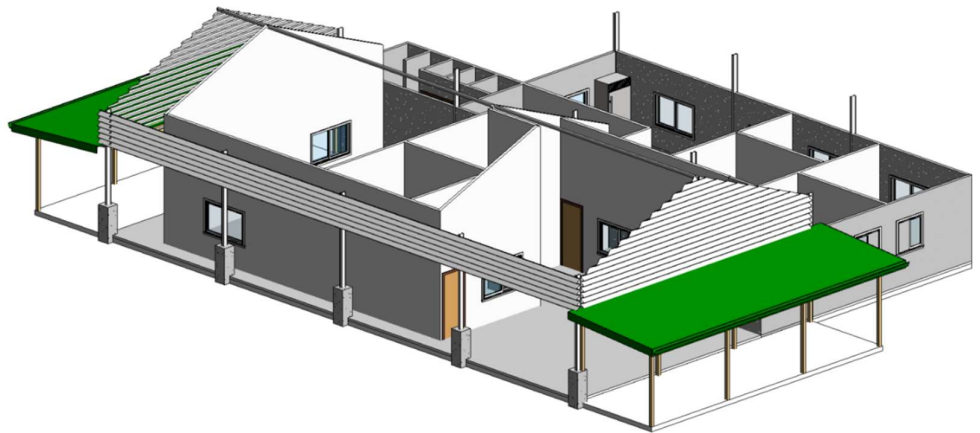


Part 1. Instructions To Bidders

MTEC SNESI KONDRE

Client/Owner: EMSAGS



Project # : EMSAGS-0824-C

Document # : ITB-EMSAGS-0824-C

Project Manager

Ashvin Pancham BSc.

PART 1

INSTRUCTIONS TO BIDDERS

COLOFON

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Project : MTEC SNESI KONDRE

Project number : EMSAGS-0824-C

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Contractor :



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1			
2			
3			

TABLE OF CONTENTS

TABLE OF CONTENTS	3
INTRODUCTION	4
1. BID DATA SHEET	5
2. GENERAL	7
2.1 SCOPE OF WORK	7
2.2 CLARIFICATION OF BIDDING DOCUMENTS	7
2.3 CONSTRUCTION TIME.....	7
2.4 MAINTENANCE PERIOD	7
2.5 CURRENCY OF REGISTRATION AND PAYMENT	8
3. BIDDING DOCUMENTS	9
3.1 SECTIONS OF BIDDING DOCUMENT	9
3.2 AMENDMENT OF BIDDING DOCUMENT.....	9
3.3 DOCUMENTS COMPRISING THE TECHNICAL PROPOSAL	10
4. BID PREPARATION	11
4.1 EXAMINATION OF CONDITIONS	11
4.2 SUBCONTRACTORS	11
4.3 BULLETINS AND ADDENDA.....	12
4.4 PRE-BID MEETING.....	12
4.5 BIDDING COST	12
4.6 BANK GUARANTEE.....	12
5 BID VALIDITY, DEADLINE AND AWARD CRITERIA	13
5.1 PERIOD OF VALIDITY OF BIDS	13
5.2 DEADLINE FOR SUBMISSION OF BIDS.....	13
5.3 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS.....	13
5.4 BID EVALUATION	13
5.5 AWARD CRITERIA, NOTIFICATIONS & SIGNING	14
5.6 START OF THE PROJECT	14

INTRODUCTION

The MTEC Snesi Kondre mining school is located at Snesikondre alongside the west bank of the Marowijne river in the district Sipaliwini. The area covering 2000 m² on which the School of Mining is located can be reached by the Langatabiki road and is located approximately 30 km southeast of Merian operations of Newmont Goldcorp. The intention is to use the "School of Mining" building in Snesi Kondre, under the management of the "Stichting School of Mining and Mineral Processing" (Stichting SMMP), for the MTEC. The project seeks to improve the environmental management of mining in Suriname, particularly small-scale gold mining. A result of the uptake of environmentally responsible artisanal and small-scale gold mining practices, is to establish Mining Training and Extension Centers (MTECs). Codeco N.V. has been awarded the contract to encapsulate this objective in a mining school design in specifications and drawings.

This document is the first part of the tender documents and includes instructions for the bidders for the structural part.

1. BID DATA SHEET

BID DATA SHEET

The Client	: EMSAGS
Project name	: MTEC SNESI KONDRE
Project #	: EMSAGS-0824-C

Contact information Client

Attention of	: XXX
Address	: XXX
City	: XXX
Telephone	: XXX
Email	: XXX

Information Pre-bid meeting & Site visit

Date	: XXX
Time	: XXX
Location	: XXX

Terms & Conditions

Construction time	: 3 Months
Maintenance period	: 6 months
Currency	: Prices in USD (The procurement rules and guidelines of the UNDP apply to the EMSAGS Project; therefore, all payments to the contractor will be made in SRD against the UN Operational rates of Exchange (UNORE))

Registration documents :

CV : **Construction Manager:** must be deployed full-time and his workplace will be mainly on the construction site. This professional is responsible for everything related to the quality control of the construction process. Also, it should anticipate and immediately alert the parties about any safety, environmental, quality, and timeliness issues affecting the performance of the work. This professional will make notes in the Work Log and will immediately respond to the Project Manager's questions.
At least 5 years of demonstrable experience in similar projects.

: **Quality Control Officer:** Is responsible for carrying out inspections, controls and audits during construction to ensure that construction projects comply with technical specifications, building codes and safety standards. Identify and correct quality issues, document inspection results, and ensure compliance with quality standards by collaborating with construction teams, subcontractors, and suppliers. Its essential task is to ensure the quality,

safety and sustainability of construction projects and ensure that they meet the expectations of all stakeholders.

At least 2 years of demonstrable experience in similar projects.

: **Project Engineer:** is responsible for coordinating, planning, and managing technical aspects of construction projects. Collaborates with architects, contractors, and other stakeholders to interpret designs, provide technical solutions, manage budgets, select and propose materials, and monitor project progress. Solving technical issues, ensuring compliance with building codes, and facilitating communication between different parties to achieve project goals on time and within budget.

At least 3 years of demonstrable experience in similar projects.

Include milestones in the schedule	: Demolition works complete Concrete works floors Masonry work completed Wooden construction Façade cladding Ceiling Floor finishes [finish] Finishes and paintwork Installation doors and windows Deep cleaning
Bank guarantee	: Total Advance Amount
Compliance	: 1 months
Submission date	: 26 November 2024
Method of submission of the bid	: Digital
Evaluation criteria	: 60% Technical and 40% Financial
Damage of the works (C.A.R. Insurance)	: 50% of the tender amount
SOR Insurance	: In accordance with legal regulations
Pricing for Working More and Less	: In accordance with BOQ or by presentation of a price construction
Additional Information	
Alternative bid	: No
Project language	: English

2. GENERAL

2.1 SCOPE OF WORK

1. The Client, as indicated in the Bid Data Sheet, is/are the company or person(s) who have contracted CODECO N.V. for the project as described in the Bid Data Sheet of this document.
2. Throughout this bidding document:
 - The term "in writing" communicated in written form, for example, a signed and scanned document or email.
 - Except where context requires otherwise, words denoting the singular include the plural and words denoting the plural include the singular.
 - "Day" means calendar day, working day means a workable working day.

2.2 CLARIFICATION OF BIDDING DOCUMENTS

1. A bidder requiring any clarifications of the bidding documents may contact the Engineer in writing.
2. The final date for submission of any questions for clarifications is stated in the invitation letter sent to the bidders.
3. The bidder is allowed to visit and examine the site even after the official site visit. To do so the bidder must obtain permission of the employer.

2.3 CONSTRUCTION TIME

1. The duration for construction is in accordance with the period indicated in the **Bid Data Sheet**. This period can be expressed in:
 - a. Working days, includes the regular working days applicable in Suriname
 - b. Workable working days, includes the regular working days applicable in Suriname on which work can be done without any delay or hindrance. Here, the days of absence are recorded so that they do not participate in the count for the workable working days.
 - c. Calendar day.
 - d. Weeks.
 - e. Months.

2.4 MAINTENANCE PERIOD

1. The maintenance period after completion of the works is indicated in accordance with the **Bid Data Sheet**. The contractor must repair any defects that have occurred within this period and their cause.

2.5 CURRENCY OF REGISTRATION AND PAYMENT

1. The currency for the tender is included in the **Bid Data Sheet**.
2. The disbursements for this project will be made according to the currency type indicated in the **Bid Data Sheet**.

3. BIDDING DOCUMENTS

3.1 SECTIONS OF BIDDING DOCUMENT

1. The Invitation for Bids issued by the Employer is not part of the Bidding Document.
2. The following bid documents, which shall also be stated in the Bid Data Sheet, should be submitted by the contractor:
 - a. Copy of a valid contractor's permit.
 - b. Recent excerpt from the KKF.
 - c. Organization chart.
 - d. Company portfolio from which the knowledge for similar projects is demonstrated.
 - e. CV of the Project Manager, Quality control officer and the Project Engineer as indicated in the **Bid Data Sheet**.
 - f. Price breakdown according to the appendices of this project.
 - g. Work method statement for the execution of work. This document must clearly show that the contractor:
 - Has understood the nature of the work.
 - Already has an idea how to approach this project.
 - Has looked at which activities can be carried out simultaneously.
 - Has identified possible stagnations.
 - h. Quality control plan.
 - i. Detailed project timeline with inclusion of milestones as indicated in the **Bid Data Sheet**.
4. The Employer is not responsible for the completeness of the Bidding Document and their Addenda, if they were not obtained directly from the source stated by the Employer in the Invitation for Bids.
5. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.
6. Bidders shall use a complete set of Bidding Documents in preparing Bids.
7. The Employer makes copies of the Bidding Documents available, on the above terms, for the sole purpose of obtaining Bids for the Work and does not confer a license or grant permission for any other use of the Bidding Documents.

3.2 AMENDMENT OF BIDDING DOCUMENT

1. At any time prior to the deadline for submission of bids, the Employer may amend the Bidding Document by issuing addenda.

2. Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document from the Employer.
3. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer may, at its discretion, extend the deadline for the submission of bids.

3.3 DOCUMENTS COMPRISING THE TECHNICAL PROPOSAL

1. The Bidder shall furnish a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information in sufficient detail to demonstrate the adequacy of the Bidders' proposal to meet the work requirements and the completion time.

4. BID PREPARATION

4.1 EXAMINATION OF CONDITIONS

1. It is understood and mutually agreed that by submitting a bid the bidder acknowledges that he has carefully examined the following:
 - All documents pertaining to the work,
 - The location, accessibility and general character of the site of the work and all existing buildings and structures within and adjacent to the site,
 - The condition of existing buildings and structures, the conformation of the ground, the character, quality and quantity of the material to be encountered,
 - The character of the equipment, machinery, plant and any other facilities needed preliminary to and during prosecution of the work,
 - The general and local conditions, the construction hazards, and all other matters, including, but not limited to, the labor situation which can in any way affect the work under the contract, and including all safety measures required by the Employer and all rules and regulations issued pursuant thereto.
 - It is further mutually agreed that by submitting a proposal the bidder acknowledges that he has satisfied himself as to the feasibility and meaning of the plans, drawings, specifications and other contract documents for the construction of the work and that he accepts all the terms, conditions and stipulations contained therein; and that he is prepared to work in cooperation with other contractors performing work on the site.
2. Reference is made to contract documents for the identification of those surveys and investigation reports of subsurface or latent physical conditions at the site or otherwise affecting performance of the work which have been relied upon by the designer in preparing the documents. The owner will make copies of all such surveys and reports available to the bidder upon request.
3. Each bidder may, at his own expense, make such additional surveys and investigations as he may deem necessary to determine his bid price for the performance of the work. Any on-site investigation shall be done at the convenience of the owner. Any reasonable request for access to the site will be honored by the owner.

4.2 SUBCONTRACTORS

1. The Bidder shall list in the Bid Form all first-tier Subcontractors that will perform work, labor or render services. The Bid Form contains spaces for the following information when listing Subcontractors: (1) portion of the Work; (2) name of Subcontractor; (3) Chamber of Commerce Certificate (4) Valid contractors' license. The failure to list, on the Bid Form, any one of the items set forth above will result in the Employer treating the Bid as if no Subcontractor was listed for that portion of the Work and Bidder will thereby represent to Employer that Bidder agrees that it is fully qualified to perform that portion of the Work and shall perform that portion of the Work.
2. Subcontractors listed in the Bid Form shall only be substituted after the Bid Deadline with the written consent of the Employer.

4.3 BULLETINS AND ADDENDA

1. Any addenda to specifications issued during the time of bidding are to be considered covered in the proposal and in closing a contract they will become a part thereof. It shall be the bidder's responsibility to ascertain prior to bid time the addenda issued and to see that his bid includes any changes thereby required.
2. Should the bidder find discrepancies in, or omission from, the drawings or documents or should he be in doubt as to their meaning, he shall at once notify the designer who will send written instructions in the form of addenda to all bidders. Notification should be no later than seven (7) days prior to the date set for receipt of bids. Neither the owner nor the designer will be responsible for any oral instructions.
3. All addenda should be acknowledged by the bidder(s) on the Form of Proposal. However, even if not acknowledged, by submitting a bid, the bidder has certified that he has reviewed all issued addenda and has included all costs associated within the bid.

4.4 PRE-BID MEETING

1. Prior to the date set for receiving bids, the Designer may arrange and conduct a Pre-Bid meeting for all prospective bidders. The purpose of this conference is to review project requirements and to respond to questions from prospective bidders and their subcontractors or material suppliers related to the intent of bid documents. Attendance by prospective bidders shall be mandatory.

4.5 BIDDING COST

1. The bidder will bear all cost necessary for the submission of a complete competitive and responsive bid.
2. Cost for travel to the site visits and PPE will be borne by the contractor.

4.6 BANK GUARANTEE

1. Deviating from paragraph 11 part 1 of the UWS 1996, the contractor's bank guarantee for this project will be as given in the **Bid Data Sheet**.
2. The bank guarantee is issued by an approved banking institution and is in the form of Model No. 6 from AWS 1996.

5 BID VALIDITY, DEADLINE AND AWARD CRITERIA

5.1 PERIOD OF VALIDITY OF BIDS

1. Bids shall remain valid for the period as specified in the Bid Data Sheet after the bid submission deadline date prescribed by CODECO N.V.
2. A bid valid for a shorter period shall be rejected by the Employer as nonresponsive.

5.2 DEADLINE FOR SUBMISSION OF BIDS

1. The offer must be received by the Client at the address indicated in the invitation letter and no later than the time and date specified in the **Bid Data Sheet**.
2. The method of submission of the Tender Documents is described in the **Bid Data Sheet**.

5.3 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

1. Bidder shall, before submitting its Bid, carefully study and compare the components of the Bidding Documents and compare them with any other work being bid concurrently or presently under construction which relates to the Work for which the Bid is submitted; shall examine the Project site, the conditions under which the Work is to be performed, and the local conditions; and shall at once report to Employer's Representative errors, inconsistencies, or ambiguities discovered. If Bidder is awarded the Contract, Bidder waives any claim arising from any errors, inconsistencies or ambiguities, that Bidder, its subcontractors or suppliers, or any person or entity under Bidder on the Contract became aware of, or reasonably should have become aware of, prior to Bidder's submission of its Bid.
2. Requests for clarification or interpretation of the Bidding Documents shall be addressed only to the person or firm designated in this Document.
3. Clarifications, interpretations, corrections, and changes to the Bidding Documents will be made by Addenda issued by the firm designated in this Document. Clarifications, interpretations, corrections, and changes to the Bidding Documents made in any other manner shall not be binding and Bidders shall not rely upon them.

5.4 BID EVALUATION

1. The Technical and Financial bid must meet or exceed the requirements as specified in the Bid documents.
2. Failure to provide appropriate information or a Non-compliant bid may result in the disqualification of the bidder.
3. The Employer reserves the right to reject any non-compliant bid.
4. The final ranking of the tender process is based on a technical score in accordance with the **Bid Data Sheet**.
5. The evaluation criteria are indicated in accordance with the **Bid Data Sheet**.

5.5 AWARD CRITERIA, NOTIFICATIONS & SIGNING

1. The Employer shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
2. Prior to the expiration of the period of bid validity, the Employer shall notify the successful Bidder, in writing, via a Letter of Acceptance, that its bid has been accepted.
3. Promptly upon notification, the Employer shall send the successful Bidder the Contract Agreement.
4. Within five (5) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Employer

5.6 START OF THE PROJECT

1. After the letter of award has been sent to the tenderer, **a kick-off meeting** will be held within five (5) days.
2. The start date for the project is **fifteen (15)** days after the kick-off meeting. This can vary according to the employer or engineer.