



## TENDER SPECIFICATIONS

Public work contract for the “**Refurbishment  
of Enabel’s Representative Office in  
Maputo**”

Reference №: **2508MOZ-10216**

Country: **Mozambique**

Negotiated Procedure without Prior  
Publication

*Deadline for  
requesting  
clarifications:*

Until the **third day** before  
the deadline for submission  
of tenders

*Deadline for  
submission of  
tenders:*

**22 July 2026 at 12 PM  
(noon) (UTC+2)**

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# 1 GENERAL REMARKS

## 1. THE CONTRACTING AUTHORITY

- 1.1. The contracting authority of this public contract is Enabel, public-law company with social purposes, with its registered office at Rue Haute 147, 1000 Brussels in Belgium (enterprise number 0264.814.354, RPM/RPR Brussels), called ' Enabel ' pursuant to the entry into force of Law of 23 November 2017 changing the name of the Belgian Technical Cooperation and defining the missions and functioning of Enabel, the Belgian agency for development cooperation.
- 1.2. Enabel has the exclusive competence for the execution, in Belgium and abroad, of public service tasks of direct bilateral cooperation with partner countries. Moreover, it may also perform other development cooperation tasks at the request of public interest organisations, and it can develop its own activities to contribute towards realisation of its objectives.
- 1.3. For this public contract Enabel, in Mozambique, is represented by :

| Name        | Position         |
|-------------|------------------|
| Adriaan Tas | Country Director |

## 2. RULES GOVERNING THE PUBLIC CONTRACT

- 2.1. The following, among others, apply to this public contract:
  - (a) The Law of 17 June 2016 on public procurement;
  - (b) The Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors;
  - (c) The Royal Decree of 14 January 2013 establishing the general rules for the execution of public contracts;
  - (d) The Law of 17 June 2013 on motivation, information, and remedies in public procurement, certain works, supply, and service contracts, and concessions;
  - (e) Circulars of the Prime Minister with regards to public procurement;
  - (f) Enabel's policy regarding sexual exploitation and abuse – June 2019;
  - (g) Enabel's policy regarding fraud and corruption risk management – June 2019.
- 2.2. All Belgian regulations on public contracts can be consulted on <https://bosa.belgium.be/en/themes/public-procurement>;  
Enabel's Code of Conduct and the policies mentioned above can be consulted on Enabel's website via <https://www.enabel.be/who-we-are/integrity/>.

## 3. APPLICABLE LAW AND COMPETENT COURTS

- 3.1. Belgian legislation applies for this public contract and no other. In the event of a conflict regarding the interpretation, application or performance of these tender specifications, the parties will first try all conciliation possibilities. Except for an emergency, the parties avoid litigation in court without preliminary notification.
- 3.2. In case of court action, correspondence must (also) be sent to the following address:

Enabel S.A.  
Global Procurement Services  
To the attention of Ms Laura Jacobs  
Rue Haute 147  
1000 Brussels  
Belgium

- 3.3. Any litigation regarding this public contract is the exclusive competence of the Brussels legal district courts and tribunals. French or Dutch are the languages of proceedings.

## 2 SUBJECT-MATTER AND SCOPE OF THE PUBLIC CONTRACT

### 1. TYPE OF CONTRACT

- 1.1. This public contract is a works contract, with the subject of the performance of works.
- 1.2. Description of the works: The overall objective of this assignment is to improve the functionality and operational efficiency of the new Enabel office through the construction, refurbishment, and adaptation of selected facilities.
- 1.3. The contract is divided into two tranches (see Clause 6 of Chapter 5 Terms of Reference):
  - **A fixed tranche**; and
  - **A conditional tranche**, the execution of which is subject to the availability of budget allocated to Enabel Mozambique.

### 2. LOTS

- 2.1. This public contract is not divided into lots.

### 3. ITEMS

- 3.1. This public contract consists of the items listed under clause 3 of chapter 8 Forms - Tender form - Prices.
- 3.2. These items are grouped together to form one single contract. It is not possible to tender for one or several items and the tenderer must submit price quotations for all items of the contract.

### 4. DURATION OF THE PUBLIC CONTRACT

- 4.1. This public contract starts **upon award notification** and ends **upon completion of performance** (clause 21 of Chapter 4 Special Contractual Provisions).
- 4.2. This public contract **MAY NOT** be renewed.

### 5. VARIANTS

- 5.1. Variants are **NOT** allowed. Each tenderer may submit only one tender, no variants will be accepted.

### 6. OPTIONS

- 6.1. The tenderer may **NOT** submit options. Free options are forbidden. Any proposed option will be discarded.

## 3 AWARD PROCEDURE

### SECTION (A) - GENERAL PROCEDURE INSTRUCTIONS

#### 1. AWARD PROCEDURE

This public contract will be awarded through a Negotiated Procedure without Prior Publication pursuant to Article 42, § 1, °1, a) of the Law of 17 June 2016 on public procurement.

#### 2. FURTHER INFORMATION

##### 2.1. Public procurement administrator

The awarding of this public contract is coordinated by:

*Juliette Campogrande*

*Junior ECA*

[juliette.campogrande@enabel.be](mailto:juliette.campogrande@enabel.be)

All communication between the contracting authority and (prospective) tenderers regarding this public contract must go through this contact. Any other form of contact with the contracting authority about this public contract is prohibited unless otherwise stated in these tender specifications.

##### 2.2. Requesting clarifications

Tenderers invited to participate have until the **third day**, inclusive, before the deadline for submission of tenders to submit any questions regarding these tender specifications and the contract. All inquiries must be sent in writing to the procedure coordinator mentioned under clause 2.1 ([juliette.campogrande@enabel.be](mailto:juliette.campogrande@enabel.be)), and will be answered in the order received.

Until the notification of the award decision no information will be given about the evolution of the procedure.

### SECTION (B) - INSTRUCTIONS FOR PREPARATION OF TENDERS

#### 3. VALIDITY PERIOD OF TENDERS

The tenderers remain bound by their tender for a period of **90 (ninety) calendar days** from the tender reception deadline date.

#### 4. DATA TO BE INCLUDED IN THE TENDER

4.1. Tenderers are advised to consult the general principles set out under Heading 1 of the Law of 17 June 2016 on public procurement, which are applicable to this award procedure.

4.2. The tender and all annexes to the tender form must be drawn up in:

(a) English.

- 4.3. By submitting a tender, the tenderer automatically waives any of their own general or specific sales conditions, even if these are mentioned in any annexes to their tender.
- 4.4. The tenderer must clearly indicate within their tender any information that is confidential and/or relates to technical or business secrets, which may not be divulged by the contracting authority.
- 4.5. The tenderer must use the tender forms provided in the annex:
- (a) Identification form (clause 1 of chapter 7 Forms);
  - (b) List of subcontractors (clause 2 of chapter 7 Forms);
  - (c) Tender form - Prices (clause 3 of chapter 7 Forms);
  - (d) Declaration on honour - Exclusion grounds (clause 4 of chapter 7 Forms);
  - (e) Financial identification form (clause 5 of chapter 7 Forms);
  - (f) Integrity statement for the tenderers (clause 6 of Chapter 7 Forms).

Should the tenderer fail to use these forms, they shall bear full responsibility for ensuring that the documents submitted are in perfect concordance with the forms.

- 4.6. The tenderer also attaches the following to his tender:
- (a) All documents demanded for the application of qualitative selection (see clause 12) and award criteria (see clause 14);
  - (b) A detail of the prices quoted, listing for each item the various elements that are included in the price and the applicable taxes;
  - (c) The statutes and any other document required to establish the power of attorney of the signer(s);
  - (a) Updated certification of registration;
  - (b) The document certifying that the tenderer is in order with the payment of social contributions;
  - (c) The document certifying that the tenderer is in order with the payment of taxes;
  - (d) An extract from the criminal record or an equally valid document issued by the competent judicial or administrative authority in the country of origin for the entity only or for its director(s).
- 1.2. To ensure a fair and comparable evaluation, bidders shall submit the following:
- a) Technical proposal (including methodology and workplan).
  - b) Concept drawings and layouts.
  - c) Description of the proposed construction systems.
  - d) Proposed materials.
  - e) Implementation schedule.
  - f) Team composition.
  - g) Bill of Quantities.
- 1.3. Where the tender is submitted by a group of economic operators, it must include a copy of the following documents for each of the participants in the group:
- (a) Identification form (clause 1 of Chapter 7 Forms);
  - (b) Declaration on honour - Exclusion grounds (clause 4 of Chapter 7 Forms);
  - (c) Financial identification form (clause 5 of Chapter 7 Forms);

- (d) Integrity statement for the tenderers (clause 6 of Chapter 7 Forms);
  - (e) The statutes and any other document required to establish the power of attorney of the signer(s);
  - (f) The association agreement signed by each participant, clearly showing who represents the association.
- 1.4. Participants in a group of economic operators must designate one member of the group who will represent the group vis-à-vis the contracting authority.

- 1.5. In accordance with Article 73 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors, where an economic operator wants to rely on the capacities of other entities (particularly subcontractors or independent subsidiaries) for replying to criteria of economic and financial capacity or technical and professional aptitude, it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect.

## 2. TENDER CURRENCY

All prices given in the tender form must obligatorily be quoted in **MZN**.

## 3. DETERMINATION OF PRICES

- 3.1. In accordance with Article 37 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors, the contracting authority may for the purpose of verifying the prices carry out an audit of any and all accounting documents and perform on-the-spot checks with a view of verifying the correctness of the indications supplied.

## 4. ELEMENTS INCLUDED IN THE PRICE

- 4.1. The tenderer is to include in his unit and global prices any charges and taxes generally applied to the works, with the exception of the value-added tax. The VAT percentage is quoted separately, if applicable. As mentioned in clause 1 of chapter 1 General Remarks, **local tax regime is applicable**.
- 4.2. The unit and global prices for this public contract must encompass any costs, measures, and charges related to the performance of this public contract, including but not limited to:
- (a) Where applicable, the measures imposed by occupational safety and worker health legislation;
  - (b) All works and supplies, such as bracing, sheet piling, and drainage, necessary to prevent landslips and other damage and to remedy these if required;
  - (c) The perfect preservation, potential relocation, and redeployment of cables and pipes encountered during excavation, earthworks, and dredging, provided that these actions are not legally the responsibility of the owners of such cables and pipes;
  - (d) The transportation and disposal of excavated material, either away from the property of the contracting authority or to locations within the sites for re-use, or to designated dumping sites, in accordance with the procurement documents;
  - (e) All overheads, incidental expenses, and maintenance costs during the performance of the contract and the warranty period.
  - (f) Acceptance costs;
  - (g) Any additional works which, by their nature, depend on or are associated with those described in the procurement documents.
- 4.3. All such costs, measures, and obligations are included in the prices for this public contract.

## SECTION (C) - SUBMISSION OF TENDERS

### 5. SUBMISSION OF TENDERS

- 5.1. Without prejudice to any variants, the tenderer may only submit one tender per contract.
- 5.2. In accordance with the rules governing means of communication, only tenders submitted by electronic means are accepted.
- 5.3. For this contract, the selected economic operators will receive the tender documents by email and will be invited to participate in the tender procedure.
- 5.4. In order to enhance competition, the tender documents will also be published on Enabel's website ([Public procurement - Enabel - Belgian Agency for International Cooperation](#)). This publication shall constitute an open invitation for any interested economic operator to participate in the tender procedure.
- 5.5. For this public contract, tenders will be submitted **electronically** to the following email address: [tendersmoz@enabel.be](mailto:tendersmoz@enabel.be). The subject line of the email must indicate "*Submission of the Tender for 2508MOZ-10216 – Public Works Contract for the Refurbishment of Enabel's Representative Office in Maputo*".
- 5.6. **Tenders must be submitted no later than 22 July 2026 at 12 PM (noon) (UTC+2).**
- 5.7. The format of the documents should be .pdf or equivalent.
- 5.8. By transferring his tender by electronic means the tenderer accepts that the data of his tender are registered by the reception device.

### 6. TENDER SIGNATURE

- 6.1. The tenderer is required to sign the tender and its annexes individually.
- 6.2. Signatures are placed by the person(s) empowered or mandated to commit the tenderer. This obligation applies to each participant when the tender is submitted by a group of economic operators (consortium). These participants are jointly liable.
- 6.3. When the submission report is signed by a mandatary, he or she must clearly indicate whom he or she represents. The mandatary attaches the original electronic deed or private document that transfers these powers to him or her or a scanned copy of that proxy.

### 7. DEADLINE FOR SUBMISSION AND OPENING OF TENDERS

- 7.1. Tenders must be in the possession of the contracting authority before **22 July 2026 at 12 PM (noon) (UTC+2)**.
- 7.2. Tenders are opened behind closed doors.

## SECTION (D) - SELECTION, AWARDING & CONCLUSION

### 8. EXCLUSION GROUNDS

- 8.1. The obligatory and facultative grounds for exclusion are provided in the declaration on honour attached to these tender specifications (see clause 4 of Chapter 7 Forms).

- 8.2. By submitting the declaration enclosed in the annex to these tender specifications, the tenderer certifies that they are not in any of the exclusion cases listed in Articles 67 to 70 of the Law of 17 June 2016 on public procurement, nor Articles 61 to 64 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors.
- 8.3. The grounds for exclusion apply to all participants submitting a joint bid as a consortium of economic operators and third parties (in particular subcontractors or independent subsidiaries) whose capacity is invoked with regard to the criteria of economic and financial capacity or technical and professional aptitude (see clause 12), in accordance with Article 73 § 1 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors.
- 8.4. The contracting authority will verify the accuracy of this declaration on honour for the tenderer with the highest ranked tender. To this end, the contracting authority will request the tenderer concerned to provide the necessary information or documents to verify their personal situation. The tenderer must submit this information by the fastest means and within the deadline set by the contracting authority.
- 8.5. The tenderer may attach these documents directly to his tender. If the tenderer fails to deliver the requested document(s) on time, the contracting authority reserves the right to exclude the tenderer.
- 8.6. Tenderers are strongly advised not to wait for the request of the contracting authority and to request the documents they have not attached to their tender as soon as possible from the competent authorities of the country where they are based. After all, in some cases, it may take a long time to obtain particular documents.
- 8.7. The contracting authority will directly obtain any information or documents that can be accessed free of charge by digital means from the instances that manage the information or documents. This is the case for Belgian tenderers (via the Telemarc platform), with the exception of the extract from the criminal record, which must be requested by the tenderer himself.
- 8.8. **Conflicts of Interest – Revolving Doors (Article 51 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors)**  
Without prejudice to Articles 6 and 69, paragraph 1, 5° of the Law of 17 June 2016 on public procurement, a conflict of interest also includes any “revolving doors” situation. This occurs when a natural person who previously worked for a contracting authority — whether as internal staff, in a hierarchical position, as a civil servant, public officer, or in any other capacity linked to the contracting authority — subsequently intervenes under a public contract awarded by that same contracting authority. A conflict of interest arises when there is a connection between the activities previously performed by the individual for the contracting authority and the activities carried out under the awarded contract.

## 9. QUALITATIVE SELECTION

- 9.1. The tenderer must demonstrate sufficient capacity to successfully perform this public contract.
- 9.2. The selection criteria is the following: **references**. To demonstrate its technical and professional capacity, the tenderer shall include in its tender the reference of **two (2) similar works contracts carried out during the last three (3) years**.

For each reference, the tenderer shall indicate:

- the amount of the contract;
- the relevant execution dates;
- the name of the public or private client for whom the works were carried out; and
- a description demonstrating that the referenced works are similar to the subject of the present contract.

- In addition, the tenderer shall provide certificates of satisfactory completion (good completion certificates), or equivalent documentary evidence issued by the client, confirming that the works were completed properly and in accordance with contractual requirements.
- 9.3. Only tenders from tenderers who meet the selection criteria will be taken into consideration to participate in the comparison of tenders based on the award criteria outlined in clause 14 subject to the regularity of these tenders.
  - 9.4. To meet the criteria of economic and financial capacity and the criteria on technical and professional aptitude, the tenderer may rely on the capacity of:
    - (a) all participants submitting a joint bid as a consortium of economic operators;
    - (b) other entities (in particular subcontractors or independent subsidiaries) regardless of the legal nature of the relationship with these entities, in accordance with Article 73 § 1 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors.
  - 9.5. For all such participants or entities, the contracting authority must verify that there are no grounds for exclusion.
  - 9.6. In accordance with Article 73 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors, where an economic operator wants to rely on the capacities of other entities (particularly subcontractors or independent subsidiaries) for replying to criteria of economic and financial capacity or technical and professional aptitude, it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect.

## 10. OVERVIEW OF THE PROCEDURE

- 10.1. In a first phase, the tenders submitted by the selected tenderers will be evaluated as to their formal and material regularity.
- 10.2. The contracting authority reserves the right to have the irregularities in a tender regularised.
- 10.3. In a second phase, the formally and materially regular tenders will be evaluated as to their content by an evaluation commission. The contracting authority will restrict the number of tenders to be negotiated by applying the award criteria stated in these tender specifications (clause 14). This evaluation will be conducted on the basis of the award criteria and aims to set a shortlist of tenderers with whom negotiations will be conducted.
- 10.4. Then, the negotiation phase follows. In view of improving the contents of the tenders, the contracting authority may negotiate with tenderers the initial tenders and all subsequent tenders that they have submitted, except final tenders. The award criteria are not negotiable. However, the contracting authority may also decide not to negotiate. In this case, the initial tender is the final tender.
- 10.5. When the contracting authority intends to conclude the negotiations, it will so advise the remaining tenderers and will set a common deadline for the submission of any BAFO's (*Best and Final Offer*). Once negotiations have closed, the BAFO's will be evaluated as to its regularity and compared on the basis of the award criteria. The tenderer whose BAFO shows the best value for money (obtaining the best score based on the award criteria given under clause 14) will be designated the successful contractor for this public contract, after having been verified for absence of exclusion grounds and respect for the criteria of qualitative selection.

## 11. AWARD CRITERIA

- 11.1. The contracting authority will select the regular tender that it considers to be the most economically advantageous, based on the following criteria:

| Award Criterion                                           | Criterion Weight (%) | Criterion Evaluation or Formula                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) Technical approach and understanding of the assignment | <b>40</b>            | <i>Understanding of the project (10 points)</i> : the proposal demonstrates a clear understanding of the project's objectives, scope of works, expected outputs, site conditions and technical requirements. Identifies critical success factors and constraints.                                                                                                                                               |
|                                                           |                      | <i>Technical solution (10 points)</i> : the proposed technical approach is appropriate, coherent, feasible and fully complies with the technical specifications. Innovative solutions that improve quality, durability, sustainability or efficiency may be positively assessed, provided they remain compliant with the tender requirements.                                                                   |
|                                                           |                      | <i>Identification of risks (10 points)</i> : the proposal identifies the main technical, environmental, operational and logistical risks associated with the works and proposes realistic mitigation measures.                                                                                                                                                                                                  |
|                                                           |                      | <i>Compliance (10 points)</i> : the proposal demonstrates that the proposed approach fully complies with applicable standards, regulations, safety requirements and contractual obligations.                                                                                                                                                                                                                    |
| 2) Methodology and implementation work plan               | <b>20</b>            | <i>Implementation methodology (8 points)</i> : the proposed methodology clearly describes how the works will be carried out, including the sequence of activities, construction methods, coordination between trades, and measures to ensure efficient execution while maintaining the quality of the works.                                                                                                    |
|                                                           |                      | <i>Work programme and phasing (5 points)</i> : the implementation schedule is realistic and demonstrates an appropriate sequencing of activities. Where applicable, the tenderer clearly explains the proposed phasing of the works to minimise disruption to the office's daily operations and ensure timely completion within the contractual deadline.                                                       |
|                                                           |                      | <i>Site organisation, safety and protection measures (4 points)</i> : the proposed site organisation is appropriate for an office environment and includes measures to protect existing facilities, furniture and equipment, maintain cleanliness, manage waste, control dust and noise, ensure safe access, and comply with occupational health and safety requirements throughout the execution of the works. |
|                                                           |                      | <i>Quality control and coordination (3 points)</i> : the tenderer proposes appropriate quality assurance measures, including inspections, supervision, coordination of subcontractors (if applicable), testing where required, and procedures for rectifying defects before handover.                                                                                                                           |
| 3) Price                                                  | <b>40</b>            | <p>With regards to the 'price' criterion, the following formula will be used:</p> <p>Points tender A = (amount of lowest tender / amount of tender A) X 40</p>                                                                                                                                                                                                                                                  |

- 11.2. The technical proposal will be evaluated first. Only tenders whose technical proposals are considered substantially compliant with the requirements of these Terms of Reference and obtain a minimum score of **40 out of 60 points** will proceed to the financial evaluation.
- 11.3. The scores for the award criteria will added up. This public contract will be awarded to the tenderer that submitted the tender with the highest final score, after the contracting authority has verified the accuracy of the declaration on honour of this tenderer and provided the control shows that the declaration on honour corresponds with reality.

## **12. AWARDING THE PUBLIC CONTRACT**

- 12.1. This public contract will be awarded to the tenderer who has submitted the most economically advantageous tender.
- 12.2. In accordance with Article 85 of the Law of 17 June 2016 on public procurement, the contracting authority is under no obligation to award the contract. The contracting authority may choose either not to award the public contract or to restart the procedure, if necessary, through another award procedure.
- 12.3. Enabel reserves the right to award the contract for all works or only for the priority phases identified in this tender document, subject to the available budget. The sequence and scope of the awarded phases shall be confirmed at contract award.

## **13. CONCLUDING THE CONTRACT**

- 13.1. In accordance with Article 95, °2 of the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors, the contract is formed upon notification to the successful tenderer of the approval of their tender.
- 13.2. Notification is made via email.
- 13.3. The full public contract consists of the following documents:
  - (a) These tender specifications and their annexes;
  - (b) The approved BAFO and all of its annexes;
  - (c) The registered letter notifying the award decision;
  - (d) Any later documents accepted and signed by both parties, as appropriate.
- 13.4. In the interest of transparency, Enabel commits to publishing an annual list of recipients of its contracts. By submitting their tender, the successful tenderer agrees to the publication of the contract title, nature and object of the contract, their name and location, and the contract amount.

## 4 SPECIAL CONTRACTUAL PROVISIONS

1. This chapter of these tender specifications holds the specific administrative and contractual provisions that apply to this public contract by way of derogation from the 'General Implementing Rules for public procurement' of the Royal Decree of 14 January 2013 (Royal Decree of 14 January 2013 establishing the general rules for the execution of public contracts), hereinafter referred to as "GIR", or as a complement or an elaboration thereof. The numbering of the articles below (between brackets) follows the numbering of the "GIR" articles. Unless indicated, the relevant provisions of the "GIR" apply in full.
2. These tender specifications do not derogate from the "GIR".

### SECTION (A) - GENERAL

#### 3. USE OF ELECTRONIC MEANS (ART. 10)

The use of electronic means for exchanges during the performance of the contract is permitted unless stated otherwise in these tender specifications. In such cases, notifications from the contracting authority will be sent to the address or registered office mentioned in the tender.

#### 4. MANAGING OFFICIAL (ART. 11)

- 4.1. The managing official for this public contract is **Dionísio MACHIVENE, Logistic and purchasing officer**, email: [dionisio.machivene@enabel.be](mailto:dionisio.machivene@enabel.be). The managing official is responsible for overseeing the performance of the contract.
- 4.2. Once this public contract is concluded, the managing official serves as the primary point of contact for the contractor. All correspondence or questions regarding the performance of the contract should be directed to him/her, unless otherwise explicitly stated in these tender specifications.
- 4.3. The managing official has full authority to monitor the satisfactory performance of the contract, which includes issuing service orders, preparing reports and statements, approving works, progress reports, and reviews. They may order changes to the contract with regards to its subject-matter or performance, provided that such changes remain within its original scope.
- 4.4. However, the signing of amendments or any other decision or agreement implying derogation from the initial terms and conditions of the contract are not part of the competence of the managing official. For such decisions the contracting authority is represented as stipulated under clause 1 of chapter 1 General Remarks.
- 4.5. Under no circumstances is the managing official allowed to modify the terms and conditions (e.g. performance deadline) of the contract, even if the financial impact is nil or negative. Any commitment, change or agreement that deviates from the conditions in these tender specifications and that has not been notified by the contracting authority, will be considered null and void.

#### 5. CONFIDENTIALITY (ART. 18)

- 5.1. Contractors who, during the performance of the contract, receive information or documents or data of any kind that are classified as confidential and relate, in particular, to the subject matter of the contract, the resources required for its performance and the operation of the contracting authority's services, shall take the necessary measures to prevent such information, documents or data from being disclosed to third parties who have no right to know them.

- 5.2. Contractors who, in the performance of the contract, have knowledge of a drawing or model, know-how, method or invention belonging to the contracting authority or jointly to the contracting authority and the contractor, shall refrain from any communication concerning the drawing or model, know-how, method or invention to third parties, unless those elements are the subject of the contract.

## 6. PROTECTION OF PERSONAL DATA

### 6.1. Processing of personal data by the contracting authority

The contracting authority undertakes to process the personal data that are communicated to it in response to the call for the tenders with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

### 6.2. Processing of personal data by the contractor

Where during contract performance, the contractor processes personal data of the contracting authority or in execution of a legal obligation, the following provisions apply :

For any processing of personal data carried out in connection with this public contract, the contractor is required to comply with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) and the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

By simply participating in the contracting process, the tenderer certifies that he will strictly comply with the obligations of the GDPR for any processing of personal data conducted in connection with that public contract.

Given the public contract, it is to be considered that the contracting authority and the contractor will each be responsible, individually, for the processing.

## 7. INTELLECTUAL PROPERTY (ART. 19 TO 23)

- 7.1. The contracting authority **does not acquire** the intellectual property rights created, developed, or used during performance of the public contract.
- 7.2. Unless otherwise specified in the procurement documents and without prejudice to clause 7.1, when this public contract involves the creation, manufacture, or development of designs, logos, or similar works, the contracting authority acquires the intellectual property rights to these works. This includes the right to trademark, register, and protect them.
- 7.3. For any domain names created under this public contract, the contracting authority similarly acquires the right to register and protect them unless stated otherwise in the procurement documents.
- 7.4. As the contracting authority does not acquire the intellectual property rights, it shall obtain a patent license for the results protected by intellectual property law. This license must cover the modes of exploitation specified in the procurement documents.

### 8. INSURANCE (ART. 24)

- 8.1. The contractor shall take out insurance policies covering liability for occupational accidents and third-party liability arising from the performance of this public contract. The contractor shall also obtain any other insurance policies required by the procurement documents.
- 8.2. Within **thirty days** from the conclusion of the contract, the contractor must provide evidence of these insurance policies by submitting a certificate that specifies the extent of the liability coverage required by the procurement documents.
- 8.3. At any time during the performance of this public contract, the contracting authority may request updated proof of insurance. the contractor must provide a certificate of insurance within fifteen days of receiving such a request from the contracting authority.

### 9. PERFORMANCE BOND (ART. 25 TO 33)

#### 9.1. Scope and amount (Art. 25)

The performance bond is a requirement for this public contract and is set at **5%** of the total value of the contract, excluding VAT. The resulting value will be rounded up to the nearest 10 euros.

#### 9.2. Nature of the performance bond (Art. 26)

In accordance with the applicable legal and regulatory provisions, the performance bond may be provided in the form of cash, public funds, or a joint performance bond. It may also be issued as a surety bond by a credit institution meeting the requirements of the law governing credit institutions or by an insurance company approved for branch 15 (bonds) under the law governing insurance companies.

By way of derogation from Article 26 of the "GIR", the performance bond may be posted through an institution with its registered office in one of the countries of destination of the works. The contracting authority reserves the right to accept or refuse the posting of the bond through such an institution. The tenderer shall provide the name and address of this institution in the tender.

This derogation is intended to provide local tenderers with the opportunity to submit a tender, taking into account the specific requirements of the contract.

#### 9.3. Deadline for submitting the performance bond (Art. 27)

The successful tenderer is required to provide proof of the posting of the performance bond within 30 calendar days from the conclusion of the procurement contract.

The period specified above is suspended during the period of closure of the contractor 's business for paid annual holidays and the days off in lieu stipulated by regulation or by a collective binding labour agreement.

#### 9.4. Posting of the performance bond (Art. 27)

The performance bond must be posted by the successful tenderer in one of the following ways:

- (a) Cash deposit : Deposit the amount in the account of the Deposit and Consignment Office ([Dutch](#) or [French](#) procedure to enter a deposit in e-DEPO) or of a public institution performing a similar function similar;
- (b) Public Funds: Deposit with the State cashier at the National Bank's headquarters in Brussels or one of its provincial branches, on behalf of the Deposit and Consignment Office or a similar public institution;
- (c) Joint surety : By the deposit, via an institution that lawfully carries out this activity, of a deed of joint surety with the Deposit and Consignment Office or with a similar public institution;

- (d) Guarantee : Provide the deed of undertaking of the credit institution or the insurance company.

#### 9.5. **Proof of deposit (Art. 27)**

Proof of posting the performance bond must be provided as applicable by submission to the contracting authority of:

- (a) A deposit receipt from the Deposit and Consignment Office or a similar public institution;
- (b) A debit notice from the credit institution or insurance company;
- (c) An deposit certificate issued by the State Cashier or a similar public institution;
- (d) The original copy of the deed of joint surety stamped by the Depot and Consignment Office or by a similar public institution;
- (e) The original copy of the deed of undertaking issued by the credit institution or the insurance company granting a guaranty.

These documents, signed by the depositor, must state why the performance bond was posted and its precise usage, consisting of a concise indication of the subject-matter of the procurement contract and a reference to the procurement documents, as well as the name, first name and full address of the contractor and, where relevant, that of the third party that made the deposit on the contractor 's account, bearing the statement 'lender' or 'mandatory', as appropriate.

Proof that the required performance bond has been posted must be sent to the address that will be mentioned in the contract conclusion notification.

#### 9.6. **Release of bond**

If the contracting authority confirms acceptance of the works, the bond shall be released, even if the contractor has made no such request. One half will be released after provisional acceptance of the entire contract, the other half after final acceptance, in both cases after deduction of any sums owed by the contractor to the contracting authority.

## **SECTION (C) - THE PUBLIC CONTRACT DOCUMENTS**

### **10. CONFORMITY OF PERFORMANCE (ART. 34)**

The works must comply in all respects with the procurement documents. In the absence of specific technical specifications in the procurement documents, the performance of the contract must meet the highest standards of good practice in the relevant field.

### **11. PLANS, DOCUMENTS AND OBJECTS PREPARED BY THE CONTRACTING AUTHORITY (ART. 35)**

- 11.1. At the request of the contractor, the contracting authority shall provide, free of charge and, where possible, in digital form, a complete set of plans that served as the basis for awarding the contract. The contracting authority is responsible for ensuring that these copies conform to the original plans.
- 11.2. The contractor must retain all documents and correspondence related to the award and performance of the contract and make them available to the contracting authority until the final acceptance of the contract.

## 12. DETAILED PLANS AND WORK PLANS PREPARED BY THE CONTRACTOR (ART. 36)

- 12.1. The contractor must prepare, at their own expense, all detailed plans and work plans required for the successful performance of the contract.
- 12.2. The procurement documents specify which plans require approval by the contracting authority. The contracting authority has 30 days to approve or reject the plans, starting from the date of their submission.

Any corrected documents must be resubmitted for approval, with the contracting authority having 15 days to review them, provided the corrections do not result from new demands made by the contracting authority.

- 12.3. This clause 12 also applies to the other documents and objects that the contractor prepares or produces to complete the contract.

## SECTION (D) - CHANGES TO THE PUBLIC CONTRACT

## 13. REPLACEMENT OF THE CONTRACTOR (ART. 38/3, °1)

### 13.1. Scope

The clause may be applied in case the contractor is unable to continue the performance of the contract due to termination of the contract (art. 61, 62 or 62/1, °2 of the “GIR”) or after taking an ex officio measure (art. 47 of the “GIR”).

### 13.2. Nature of the amendment

In derogation of art. 47, § 2, °3 of the “GIR”, the contracting authority may, in all the above cases, immediately award a new contract to the subcontractor(s) of the contractor already involved in the performance of the contract or to the second-ranked tenderer, for all or part of the contract still to be performed, and this without initiating a new award procedure. This agreement will take the form of an amendment to the original contract to be concluded between the contracting authority and the new contractor.

### 13.3. Conditions under which this revision clause may be used

Provided that they meet the selection criteria and the exclusion grounds set out in this document, and if they can meet the initial conditions of the contract, the contracting authority may conclude a contract for account with the contractor's subcontractor(s) already involved in the performance of the contract. To this end, the contracting authority shall contact the subcontractor(s) or his (their) representative(s), asking whether he (they) can meet the original terms of the contract. If the subcontractor(s) cannot meet the original conditions, a contract for account may be concluded under amended conditions. Before concluding such an amended contract, the contracting authority shall check whether the new conditions are still more advantageous than those of the tenderer ranked second during the evaluation of the tenders under the original award procedure. If this is not the case, the contracting authority will conclude a contract for account as referred to in the paragraph below.

If the contracting authority is unable or unwilling to avail itself of the option mentioned in the preceding paragraph, a contract for account may be concluded with the tenderer who was ranked second during the evaluation of the tenders under the original award procedure, provided that he meets the selection criteria and the exclusion grounds set out in this document. To this end, the contracting authority contacts the second-ranked tenderer or his representative to ask whether he agrees to maintain his bid. If that bidder agrees without reservation, the contracting authority proceeds to award and conclude the contract for account. If the tenderer in question does not agree to maintain the terms of his initial tender or if his modified tender does not remain the most economically advantageous on the basis of the

evaluation of the tenders under the original award procedure (after exclusion of the initial contractor), the contracting authority shall address itself:

- (a) either successively, according to the ranking, to the other regular tenderers. In this case too, the contracting authority contacts the tenderer concerned or his representative to ask whether he agrees to maintain his tender. If that tenderer agrees without reservation, the contracting authority proceeds to award and conclude the contract for account ;
- (b) or simultaneously to all the other regular tenderers, asking them to revise their tender, on the basis of the initial terms of the contract, in order to award and conclude the contract on the basis of the tender that has become the most economically advantageous.

In any case, the contracting authority shall ensure that verification of the absence of grounds for exclusion and compliance with the selection criteria has taken place in an impartial and transparent manner, either in the context of the initial award procedure or at the time of the conclusion of the contract for account, so that no contract is awarded to a tenderer (or subcontractor) who should have been excluded or who does not meet the selection criteria. The minimum requirements of qualitative selection may, where appropriate, be adjusted in proportion to the remaining part of the contract if the contract for account is concluded only for part of the contract still to be performed.

The contract for account will be concluded by means of an amendment to the original contract, which will be signed by the contracting authority and the new contractor. If the contract has already been partially performed, this amendment will accurately mention all parts of the contract that still need to be performed. The amendment shall also mention all the changed conditions compared to the original tender of the initial contractor, and compared to the original tender of the new contractor. If necessary, the amendment shall state the method of application of the original conditions to the remaining part of the contract. All other conditions stated in the contract documents (the tender specifications and the original tender of the initial or new contractor), shall continue to apply unchanged.

If a contract for account is concluded, a copy of the amendment concerning the contract to be concluded shall be sent to the initial contractor by electronic transmission, in deviation from art. 47, § 3 (3) of the "GIR". If, following the application of an ex officio measure (art. 47 of the "GIR"), the price of the new contract for account concluded is higher than that of the initial contract, the initial contractor shall bear the additional costs.

#### **14. REVISION OF PRICES (ART. 38/7)**

Price revisions are not allowed under this contract.

#### **15. INDEMNITIES FOR SUSPENSIONS ORDERED BY THE CONTRACTING AUTHORITY DURING CONTRACT PERFORMANCE (ART. 38/12)**

- 15.1. The contracting authority reserves the right to suspend the performance of the contract for a given period, mainly because it considers that the procurement contract cannot be performed without inconvenience at that time.
- 15.2. The performance period is extended by the period of delay caused by this suspension, provided that the contractual performance period has not expired. If it has expired, the return of fines for late performance may be agreed.
- 15.3. When activities are suspended, based on this clause 15.3, the contractor is required to take all necessary precautions, at his expense, to protect the works already performed and the materials from potential damage caused by unfavourable weather conditions, theft or other malicious acts.
- 15.4. The contractor has a right to damages for suspensions ordered by the contracting authority when:

- (a) The suspension lasts in total longer than one twentieth of the performance period and at least ten working days or fifteen calendar days, depending on whether the performance period is expressed in working days or calendar days;
- (b) The suspension is not due to unfavorable weather conditions or other circumstances beyond the contracting authority's control which, in the contracting authority's discretion, constitute an obstacle to the continued performance of the contract at that time;
- (c) The suspension occurs during the contract's performance period.

## **16. UNFORESEEABLE CIRCUMSTANCES**

- 16.1. As a general rule, the contractor is not entitled to request modifications to the contractual terms for circumstances unknown to the contracting authority.
- 16.2. A decision by the Belgian state to suspend cooperation with a partner country, or a decision of a government of a partner country to suspend cooperation with the Belgian state, constitutes an unforeseeable circumstance under this clause 16. In the event that the Belgian state or the partner country terminates or ceases activities, which implies therefore the financing of this public contract, Enabel will make reasonable efforts to negotiate a fair maximum compensation amount.

## **17. TAXATION HAVING AN EFFECT ON THE VALUE OF THE PUBLIC CONTRACT (ART. 38/8)**

- 17.1. For this public contract, a price revision resulting from a change in taxation is possible if the case occurs in Belgium or in the country of performance concerned by this public contract and has an incidence on the value of the public contract.
- 17.2. Such price revision is only possible if both the following conditions apply:
  - (a) The change entered into force after the tenth day preceding the deadline for submission of tenders, and
  - (b) Either directly, or indirectly by means of an index, such taxation is not included in the revision formula provided for in procurement documents in application of Article 38/7 of the "GIR".
- 17.3. In the event of an increase in charges, the contractor must prove that it has actually borne the additional charges it has claimed and that they are related to the performance of the contract.

In case of a reduction, there is no revision if the contractor proves that he paid the charges at the old rate.

## **18. TERMS OF INTRODUCTION (ART. 38/14 TO 38/17)**

- 18.1. The contracting authority or the contractor who wishes to rely on one of the review clauses, as referred to in Articles 38/9 to 38/12 of the "GIR", must give written notice of the facts or circumstances invoked on which it relies within 30 days, either after they occurred or after the date on which the contracting authority or the contractor should normally have known about them.
- 18.2. The contractor may only invoke the application of one of these review clauses if it succinctly discloses the influence of the facts or circumstances invoked on the course and cost of the contract to the contracting authority within the period mentioned under clause 18.1, regardless of whether the contracting authority is aware of the facts or circumstances.

## SECTION (E) - CONTROL AND MONITORING OF THE PUBLIC CONTRACT

### 19. MEANS OF CONTROL (ART. 82)

- 19.1. The contractor shall notify the contracting authority of the precise locations of works in progress on its site, in its workshops and factories, as well as on the premises of its subcontractors and suppliers.
- 19.2. Without prejudice to the technical inspection procedures to be carried out on-site, the contractor shall at all times grant the managing official and the representatives appointed by the contracting authority free access to the production sites for the purpose of monitoring the strict application of the contract, particularly regarding the origin and quality of the products.
- 19.3. Where the contracting authority supervises the place of manufacture, no delivery may, on pain of refusal, be dispatched to the construction site until it has been approved for dispatch by the representative of the contracting authority.

Where the products are manufactured under permanent control in a particular workshop, they may be dispatched without further inspection by the contracting authority.

- 19.4. Accepted products located on the construction site will remain there under the contractor's supervision. They may no longer be removed from the construction site without the consent of the contracting authority.

The contracting authority becomes the owner of the products brought for processing at the construction site as soon as they have been accepted for payment. However, the contractor shall remain responsible for these products until provisional acceptance of the contract.

- 19.5. The rejected products shall be removed from the construction site by the contractor within fifteen days following service of the refusal report. Otherwise, the removal shall be carried out by the contracting authority at the contractor's expense and risk.

Any use of rejected products shall result in the automatic refusal of acceptance of the contract.

## SECTION (F) - PERFORMANCE MODALITIES

### 20. ORDER FORMS

- 20.1. Performance of the public contract depends on the notification of one or more orders.
- 20.2. The contract can only be performed after an order form to that effect has been transmitted by the managing official via e-mail.

### 21. PERFORMANCE PERIOD (ART. 76)

- 21.1. The contractor must complete the works within **6 (six) months**.
- 21.2. Performance shall start **from the day to be set in an order form**.

### 22. PROVISION OF LAND (ART. 77)

- 22.1. The works must be carried out at the following address :

**Enabel's Representative Office, Avenida do Zimbabwe nº385, Maputo, Mozambique**

The land occupied by the works or structure shall be provided by the contracting authority to the contractor free of charge.

- 22.2. Outside that area, the contractor shall be responsible for all costs associated with land required for the installation of construction sites, storage of supplies, preparation and handling of materials, as well as land needed for the storage of soil, excavated material that is deemed unsuitable for reuse as landfill, demolition debris, general waste, and excess earth. The contracting authority wishes to provide the following lands, necessary for the performance of the contract, to the contractor:

The contractor shall be liable for any damage to private property, including land owned by adjoining landowners, occurring during the execution of the works or while storing materials.

- 22.3. Enclosing hoardings must not be used for advertising purposes. Only "Construction Site Information" may be displayed on the sites, and no other form of advertising is permitted.

### **23. LABOUR CONDITIONS (ART. 78)**

- 23.1. All legal, regulatory, and contractual provisions related to general working conditions and health and safety in the workplace shall apply to all personnel on the contractor's site.
- 23.2. The contractor, along with any subcontractors at any stage and all personnel providers, is required to pay their respective personnel salaries, bonuses, and allowances in accordance with the rates established by law and collective agreements, including those set by company agreements.
- 23.3. The contractor shall maintain an up-to-date list of all personnel employed on the site, which must be available to the contracting authority at all times, at a location designated by the contracting authority. This list must be updated daily and include at least the following personal information:
- (a) Name;
  - (b) First name;
  - (c) Actual occupation per day on the construction site;
  - (d) Date of birth;
  - (e) Job title;
  - (f) Qualifications.

### **24. ORGANISATION OF THE CONSTRUCTION SITE (ART. 79)**

- 24.1. The contractor shall comply with all local legal and regulatory provisions governing building works, road works, health and safety in the workplace, as well as the provisions of collective, national, regional, local, and company agreements.
- 24.2. During the performance of the works, the contractor shall be responsible for maintaining the security of the site throughout the duration of the works. In the interest of his own personnel, the representatives of the contracting authority, and third parties, the contractor must take all necessary measures to ensure their safety.
- 24.3. The contractor shall, under his sole responsibility and at his own expense, take all necessary measures to ensure the protection, preservation, and integrity of existing buildings and works. He shall also implement all required precautions, in accordance with best building practices and any special circumstances, to protect neighbouring properties and prevent any disturbances caused by his actions.

- 24.4. The contractor shall bear all costs and implement all necessary measures to clearly signal the construction and storage sites during the day, at night, and in foggy conditions, particularly in areas where vehicles and pedestrians circulate. The contractor must completely enclose his sites along temporary or permanent sidewalks, as well as along temporary or permanent traffic arteries. This enclosing and hoarding will also serve to protect the construction site from any outside intrusion during the construction period.
- 24.5. The contractor shall provide a purpose-made notification billboard for the construction site, with dimensions and design as specified by the contracting authority, prior to the commencement of works. The informative panel must be installed when construction work begins, along the public road, in a location to be determined by the contracting authority.

## **25. WORKS LOGBOOK (ART. 83)**

- 25.1. Upon reception of the notification of contract conclusion, the contractor shall provide the necessary works logbooks to the contracting authority.
- 25.2. Once the works have commenced, the contractor shall submit two copies of the works logbooks, containing all the required information, on a daily basis to the representatives of the contracting authority. This information includes:
- (a) Weather conditions;
  - (b) Interruptions to work caused by adverse weather conditions;
  - (c) Working hours;
  - (d) The number and capacity of workers employed on the site;
  - (e) Materials supplied;
  - (f) Equipment used and equipment out of service;
  - (g) Unforeseen events;
  - (h) Minor amendment orders;
  - (i) Attachments and quantities performed for each item and in each zone of the construction site. These attachments must accurately and comprehensively represent all work performed, including quantities, dimensions, and weights.
- 25.3. Failure to provide the above documents may result in the application of penalties.
- 25.4. If the contractor does not submit remarks by registered letter sent within 15 days of the disputed entry or detailed notes, they will be deemed to agree with the annotations made in the logbooks or detailed attachments.
- 25.5. If any observations are deemed unjustified, the contractor will be notified by registered letter.

## **26. LIABILITY OF THE CONTRACTOR (ART. 84)**

- 26.1. The contractor shall be held liable for all works performed by him or his subcontractors until the final acceptance of all works.
- 26.2. During the warranty period, the contractor shall, as required, carry out all necessary works and repairs to restore the work to a good state of operation and maintain it in that state.
- 26.3. Any repairs to address shortcomings shall be performed in accordance with the instructions of the contracting authority.

### 27. FAILURE OF PERFORMANCE (ART. 44)

27.1. The contractor shall be considered in breach of this public contract under the following circumstances:

- (a) When contract performance is not carried out in accordance with the conditions specified in the procurement documents;
- (b) When, at any time, contract performance has not progressed in such a way that it can be fully completed on the due dates;
- (c) When the contractor fails to comply with written orders issued in due form by the contracting authority.

Any failure to comply with the provisions of the public contract, including the non-compliance with orders from the contracting authority, will be documented in a report ('process verbal'). A copy of this report will be sent immediately to the contractor either by registered post or e-mail (with proof of the exact dispatch date).

27.2. The contractor must address the defects without delay. He may assert his right of defence, either by registered post or e-mail (with proof of the exact dispatch date), addressed to the contracting authority within fifteen days from the date of dispatch of the report (process verbal). Silence on his part after this period shall be deemed as acknowledgement of the reported facts.

27.3. Any defects that can be attributed to the contractor may result in the application of one or more measures as provided in Articles 45 to 49, 86 and 87 of the "GIR".

### 28. PENALTIES (ART. 45)

28.1. Due to the significance of the works, the following penalties will be imposed automatically, without prior notice, for each breach, at a daily rate of **EUR 250** for every calendar day of non-performance:

- (a) Non-delivery of administrative and technical documents : This penalty applies if the contractor fails to deliver the required documents by the deadlines set during construction site meetings or by administrative order.;
- (b) Absence from construction site or coordination meetings: A penalty will be imposed for every absence where the contractor has not attended or has not been validly represented at meetings they were required to attend.;
- (c) Delay in executing observations or administrative orders of the contracting authority via the managing official: If observations, especially those from construction site visits (e.g., painting orders) or following acceptance, are not addressed by the deadlines set by the managing official, the contractor will incur a daily penalty until the issue is resolved.;
- (d) Change of key staff members without prior approval from the contracting authority: A lump sum penalty will apply per day of non-compliance, until either the managing official receives the contracting authority's approval for the new staff member or the replaced staff member resumes their duties, or both parties agree on an acceptable replacement. Penalties will not be reversed retroactively, even if an agreement is reached later.

28.2. In accordance with Article 44 § 2 of the "GIR", if a shortcoming is identified in relation to any of the above stipulations, the contracting authority may grant the contractor a period to address the shortcoming and inform the contracting authority of the repair either by registered post or e-mail (with proof of the exact dispatch date). In this case, the contractor will be notified of the repair deadline, along with the failure of performance report mentioned in Art. 44 § 2 of the "GIR".

- 28.3. If no deadline is specified in the registered letter or e-mail, the contractor must repair the shortcomings without further delay.

## 29. FINES FOR DELAY (ART. 46 AND 86)

- 29.1. Fines for delay differ from penalties referred to in Article 45 of the "GIR". They are due, without the need for notice, by the mere lapse of the performance period without the issuing of a report and they are automatically applied for the total number of days of delay. Fines will be calculated using the formula in Article 86 § 1 of the "GIR".
- 29.2. If the works are not completed within the period specified in clause 21, a fine will be automatically applied for each working day of delay as follows:

$$R = 0.45 * ((M * n^2) / N^2)$$

Where:

- $R$  = total fines for a delay of  $n$  working days;
- $M$  = initial procurement value;
- $N$  = initially specified number of working days for performance of the contract;
- $n$  = number of working days of delay.

If  $M$  is less than **EUR 75.000** and  $N$  is no more than **150 working days**,  $N^2$  will be replaced by **150 x N**.

If the contract includes several parts or several stages, each of which has its own period  $N$  and value  $M$ , each of them will be deemed a distinct contract for the application of fines.

If, without setting parts or stages, the tender specifications stipulate that binding partial periods apply, failure to meet them will incur fines calculated in accordance with the formula referred to in Article 86 § 1 of the "GIR", in which the factors  $M$  and  $N$  refer to the total contract. For each partial period of  $P$  working days, the maximum fine will be:

$$R_{par} = (M / 20) * (P / N)$$

- 29.3. Without prejudice to the application of these fines, the contractor shall indemnify the contracting authority where appropriate against any damages owed to third parties on account of its delay in performing the contract.

## 30. MEASURES AS OF RIGHT (ART. 47 AND 87)

- 30.1. When, upon the expiration of the deadline specified in Article 44, § 2 of the "GIR", to present justifications, the contractor has remained inactive or has submitted justifications deemed insufficient by the contracting authority, the latter may invoke the measures as of right outlined in clause 30.2. However, the contracting authority may apply these measures before the expiration of the aforementioned term when the contractor has explicitly acknowledged the identified shortcomings.
- 30.2. The measures as of right are:
- (a) Unilateral termination of the contract. In this case the entire performance bond, or if no bond has been posted an equivalent amount, is acquired as of right by the contracting authority as lump sum damages. This measure excludes the application of any fine for delay in performance in respect of the terminated part;
  - (b) Completion of all or part of the unfulfilled contract by the contracting authority itself;

- (c) Conclusion of one or more replacement contracts with one or more third parties for all or part of the contract remaining to be performed.

The measures outlined in points (a), (b), and (c) will be executed at the expense, risk, and peril of the defaulting contractor. However, any fines or penalties imposed during the performance of a replacement contract will be borne by the new contractor.

### 31. OTHER SANCTIONS (ART. 48)

Without prejudice to the sanctions outlined in these tender specifications, the contractor in default of performance may be excluded by the contracting authority from participating in its public contracts for a period of three years. The contractor will be given the opportunity to present a defence, and the contracting authority will notify the contractor of its reasoned decision.

### 32. PRICE OF THE CONTRACT IN CASE OF LATE PERFORMANCE (ARTICLE 94)

The price for the works performed during a delay attributable to the contractor will be calculated according to the method that is most advantageous to the contracting authority. The two options are:

- (a) By assigning to the constituent elements of the prices, contractually specified for revision, the values applicable during the period of delay in question; or
- (b) By assigning an average value (E) to each of the price elements, calculated as follows:

$$E = (e_1 \times t_1 + e_2 \times t_2 + \dots + e_n \times t_n) / (t_1 + t_2 + \dots + t_n)$$

Where:

$e_1, e_2, \dots, e_n$  represent the successive values of the price element during the contractual period, which may be extended if the delay is not attributable to the contractor;

$t_1, t_2, \dots, t_n$  represent the corresponding periods for applying these values, expressed in months of 30 days. Fractions of a month and the duration of suspensions in the performance of this contract shall not be taken into account.

The average value E will be calculated to two decimal places.

## SECTION (H) - END OF THE PUBLIC CONTRACT

### 33. ACCEPTANCE AND GUARANTEE OF THE WORKS PERFORMED (ART. 64-65 AND 91-92)

- 33.1. The managing official will closely follow up the works during their performance. The works will not be accepted until after having satisfied the inspections, technical acceptance operations and prescribed tests.
- 33.2. Provisional Acceptance is provided upon the completion of performance of the works forming the subject-matter of the contract and, on expiry of a warranty period, final acceptance marking full completion of the contract.

The total or partial taking of possession of the work by the contracting authority does not constitute provisional acceptance.

- 33.3. If the work is completed by the specified completion date, and insofar as the results of the inspections and the prescribed tests are known, a report of provisional acceptance or refusal of acceptance shall be drawn up within fifteen days of the above-mentioned date.

If the work is completed before or after the specified date, the contractor must notify the managing official either by registered letter or e-mail showing the exact date of dispatch, and at the same time request provisional acceptance. Within fifteen days of the date on which the contractor's request is received and insofar as the results of the inspections and the prescribed tests are known, a report of provisional acceptance or refusal of acceptance shall be drawn up.

In any event, the contracting authority shall verify and pay the amount due to the contractor within the processing period referred to in Article 95, § 3 of the "GIR" (clause 34).

- 33.4. The warranty period will commence on the date provisional acceptance is granted and will last for **12 (twelve) months**.
- 33.5. Within **15 (Fifteen) calendar days** before the expiry of the warranty period, a report confirming final acceptance or refusal of acceptance will be issued.
- 33.6. The contractor remains liable for all works performed by themselves or their subcontractors until final acceptance of all works.
- 33.7. During the warranty period, the contractor must carry out any necessary repairs to restore the work to a good state of operation and maintain it in this condition. However, after provisional acceptance, the contractor will not be liable for damages the causes of which are not attributable to him.

If the contractor performs repairs or partial works during the warranty period, they must restore adjacent parts (e.g., paint, wallpaper, parquet flooring) if these have been damaged due to the repairs undertaken.

In buildings or other property that are being occupied the contractor may not hinder or endanger said occupation in any way for the performance of his works. The contractor shall bear all costs for the measures needed for that purpose.

Throughout the warranty period, the contractor must carry out any required works and repairs to restore the work to a good state of operation and maintain it in that condition.

- 33.8. From the date of provisional acceptance, and without prejudice to the contractor's obligations during the warranty period, the contractor shall be responsible for the solidity and proper execution of the works in accordance with Articles 1792 and 2270 of the Civil Code.

Any failure by the contractor to meet obligations during the warranty period will be documented in a report ('procès-verbal') and may lead to measures as of right, in accordance with Article 44 of the "GIR".

## **34. INVOICING AND PAYMENT (ART. 66-72 AND 95)**

- 34.1. The contracting authority shall verify and pay the amount due to the contractor within a processing period of **thirty days** from the date of receipt by the contracting authority of the statement of claim and the detailed statement of work carried out. However, payment can only be made on condition that the contracting authority is in possession of the duly established invoice.
- 34.2. Only works that have been performed correctly may be invoiced. The invoice must be issued in MZN.
- 34.3. All invoices must be addressed to: **Enabel Representation, Av. Do Zimbabwe 385, Maputo, Mozambique.**

The invoice must include:

- (a) A detailed description of the works justifying the payment as well as the provisional acceptance report issued by the Managing Official;

- (b) A signature and date;
  - (c) The statement: “**Certified true and sincere for the amount of MZN ..... (amount in words).**”;
  - (d) The reference “**2508MOZ-10216**” and the name of the managing official (“**Dionisio MACHIVENE**”).
- 34.4. Payments will be made via bank transfer(s) only. Payment will be made in one instalment upon provisional acceptance of the contract.
- 34.5. Payments shall be made following the provisional acceptance of each phase:. The tenderer shall submit a price for each phase (see 3 Tender Form – Prices). Payments shall be made following the **provisional acceptance of each phase of the works**.
- 34.6. Tenderers shall submit a separate price for each phase, as indicated in **Section 3 – Tender Form – Prices**.
- 34.7. A first payment will be made upon inception. The remaining payments shall be made upon provisional acceptance of each phase of the works. Tenderers shall submit a separate price for each phase, as indicated in Clause 3 of Chapter 7 Forms – Prices. The payment schedule will be the following:

| Payment                             | Instalment                           |
|-------------------------------------|--------------------------------------|
| 15% of the price of phase 1 payment | Approval of phase 1 inception report |
| 85% of the price of phase 1 payment | Provisional acceptance of phase 1    |
| 15% of the price of phase 2 payment | Approval of phase 2 inception report |
| 85% of the price of phase 2 payment | Provisional acceptance of phase 2    |

### 35. ADVANCE PAYMENTS

- 35.1. Notwithstanding clause 34.2 and in accordance with Art. 67, §1, °1, b) of the “GIR”, an advance of **20 per cent** of the initial contract amount may be granted to the contractor.
- 35.2. No advance is granted before:
- (a) Notification of the conclusion of the public contract;
  - (b) A written dated demand submitted to the contracting authority;
  - (c) **A financial guarantee for the full amount of the advance is provided.** The guarantee will only be released when the amount of the advance has been fully covered by the performance of the public contract and has been the subject of invoices approved by the contracting authority. This financial guarantee must enable the contracting authority to obtain reimbursement of the advance it has paid in the event of total or partial non-performance of the public contract.
- 35.3. Payment of the advance may be suspended if it is found that the contractor does not comply with his contractual obligations or if they contravene the provisions of Article 7 of the Law of 17 June 2016 on public procurement.

- 35.4. The advance granted is charged to the amounts owed to the contractor, as follows:  
The first half of the advance payment shall be offset against the sums due to the contractor when the value of the works performed reaches 30 per cent of the original order amount and the second half of the advance shall be offset against the sums due to the contractor when the value of the works performed reaches 60 per cent of the original order amount.

## 5 TERMS OF REFERENCE

### 1. BACKGROUND

As part of its office relocation, Enabel is establishing its new Representative Office at **Avenida do Zimbabwe No. 385, Maputo**, near the Food for the Hunger office and the official residences of the Ambassadors of South Africa and Russia. To ensure that the new premises adequately meet its operational requirements and provide a safe, efficient, and comfortable working environment for staff and visitors, Enabel requires a series of construction, refurbishment, and office improvement works.

The objective of these works is to optimise the use of the available space, improve staff wellbeing, enhance collaboration, and create functional facilities that respond to both the current and future operational needs of Enabel.

The relocation of the head office represents a significant organisational and operational undertaking, requiring adaptations to the new premises to ensure they are fully fit for purpose. In this context, Enabel intends to implement improvement works aimed at addressing the specific needs identified in the new office environment and improving the overall quality of the workplace for its staff and visitors.

These Terms of Reference (ToR) define the functional requirements for the required office improvement works. Rather than prescribing specific construction methods or materials, the ToR focuses on the expected operational outcomes and performance requirements. Bidders are therefore invited to propose the most appropriate technical solutions to meet these requirements while ensuring quality, durability, safety, and cost-effectiveness.

The selected contractor shall provide a complete turnkey solution, including, where applicable, design, supply of materials, construction, installation, testing, commissioning, and handover of all completed works.

### 2. DESCRIPTION OF THE OFFICE AND MANDATORY SITE VISIT

The office is located at Avenida do Zimbabwe n°385, near the Food for the Hungers office, official residences of Ambassadors of South Africa and Russia respectively.

The companies invited to participate in this tender shall attend a **mandatory site visit and technical briefing**. The date, time, and practical arrangements for this visit will be communicated to the invited tenderers by email.

The purpose of the visit is to:

- Inspect existing conditions;
- Verify dimensions;
- Identify constraints;
- Clarify the scope of work;
- Allow bidders to prepare accurate technical and financial proposals.

**Failure to attend the mandatory site visit may result in disqualification.**

The successful bidder shall be deemed to have familiarized itself with the site conditions prior to submitting its proposal. No additional claims resulting from inadequate site inspection shall be accepted after contract award.

### 3. OBJECTIVES

The overall objective of this assignment is to improve the functionality and operational efficiency of the new Enabel office through the construction, refurbishment, and adaptation of selected facilities.

The contractor shall provide a complete turnkey solution for the following components:

- a) Partitioning of offices on the first floor;
- b) Construction of an acoustically isolated one-to-one meeting room within the existing ground floor hall;
- c) Refurbishment of the existing kitchen;
- d) Improvement of the staff social area;
- e) Construction of two external bathrooms, placement of door on the bathroom on first floor, and refurbishment of the existing bathroom (external);
- f) Reconfiguration of the first-floor toilet to improve acoustic privacy, circulation, and functionality in relation to the adjacent meeting room and open-plan office;
- g) Refurbishment of the existing meeting room (ACÁCIAS);
- h) Installation of a dedicated air-conditioning system for the existing ground-floor server room to ensure appropriate temperature control and reliable operation of IT equipment.

The objective of this assignment is to improve and adapt Enabel's office premises to ensure that they provide a functional, efficient, and comfortable working environment, while responding to current operational requirements and allowing flexibility for future organisational needs.

The specific objectives of the works are to:

- a) Carry out the partitioning of offices on the first floor;
- b) Construction of an acoustically isolated one-to-one meeting room within the existing ground floor hall;
- c) Refurbish the existing kitchen;
- d) Improve and optimise the existing social area;
- e) Construct two external bathrooms and improve the existing bathroom facilities;
- f) Reconfigure the first-floor toilet to improve circulation and acoustic separation between the sanitary facilities, the adjacent meeting room and the open-plan office, while maintaining accessibility and functionality;
- g) Improve the existing meeting room (ACÁCIAS); and
- h) Install a dedicated air-conditioning system for the existing ground-floor server room to ensure appropriate temperature control and reliable operation of IT equipment.

The selected contractor shall ensure that all works are executed in accordance with the functional requirements defined in these Terms of Reference, while ensuring quality, durability, safety, and minimal disruption to ongoing office operations.

#### 4. DESCRIPTION OF WORKS

| Works                                                                        | Functional requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Partition of offices on the first floor</b>                            | <p>The contractor shall create additional enclosed office spaces while maintaining efficient circulation, adequate privacy and a professional working environment.</p> <p>The contractor shall:</p> <ul style="list-style-type: none"> <li>• Create one enclosed office for Country Director;</li> <li>• Create one enclosed office for People &amp; Talent Office;</li> <li>• Create a partition separating the office area from the corridor leading to the bathrooms</li> <li>• Maintain safe and unobstructed circulation.</li> <li>• Provide adequate visual and acoustic privacy.</li> <li>• Preserve natural lighting wherever possible.</li> <li>• Include all necessary finishing works after installation.</li> <li>• Include all electrical, lighting and data adaptations required to make the new offices fully operational. Match existing office finishes as closely as practicable.</li> </ul>                                                                                                                                                                        |
| <b>2. Construction of a one-to-one meeting room in the ground floor hall</b> | <p>The contractor shall construct an enclosed one-to-one meeting room within the existing ground floor hall to provide a private space for confidential discussions and individual meetings.</p> <p>The works shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Construction of internal partitions to create the enclosed meeting room;</li> <li>• Supply and installation of a sliding door suitable for office use;</li> <li>• Provision of acoustic insulation to the walls and door to ensure an adequate level of speech privacy and minimise sound transmission;</li> <li>• Adaptation of electrical installations, lighting, air conditioning and data outlets, where required, to ensure the room is fully operational;</li> <li>• Finishing works, including painting, skirting, and any necessary repairs, matching the existing office finishes as closely as practicable;</li> <li>• Ensuring that the completed meeting room is functional, aesthetically integrated with the existing office, and ready for immediate use.</li> </ul> |
| <b>3. Refurbishment of the kitchen</b>                                       | <p>The Contractor shall refurbish the existing kitchen. The works shall include, but not be limited to, the installation of a new window and a door to enclose the existing open kitchen, thereby separating it from the adjacent office spaces. The objective of these works is to provide adequate acoustic insulation, prevent the spread of cooking odours, and ensure suitable working conditions for staff in the neighbouring offices.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>4. Improvement and optimisation of the outdoor social area</b></p>                                | <p>The contractor shall create a comfortable outdoor social area that can be used throughout the year by staff:</p> <ul style="list-style-type: none"> <li>• Be directly connected to the external kitchen.</li> <li>• Provide protection from rain and excessive sunlight.</li> <li>• Include a permanent roof structure.</li> <li>• Ensure adequate natural ventilation.</li> <li>• Include suitable lighting for evening use.</li> <li>• Include durable flooring and appropriate drainage.</li> <li>• Blend aesthetically with the existing office environment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>5. Construction of two external bathrooms and improvement of existing sanitary facilities</b></p> | <p>The contractor shall increase sanitary capacity for staff and visitors while improving hygiene, comfort and accessibility.</p> <p>The contractor shall construct two new external bathrooms and refurbish one existing bathroom.</p> <p>Each bathroom shall include:</p> <ul style="list-style-type: none"> <li>• Toilet(s).</li> <li>• Washbasin(s).</li> <li>• Mirrors.</li> <li>• Plumbing installations.</li> <li>• Electrical installations.</li> <li>• Lighting.</li> <li>• Ventilation.</li> <li>• Wall and floor finish suitable for wet areas.</li> <li>• Toilet accessories.</li> </ul> <p>Shower facilities are not required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>6. Reconfiguration of the first-floor toilet</b></p>                                              | <p>The contractor shall reconfigure the existing first-floor toilet to improve acoustic privacy, circulation, and user comfort while ensuring compatibility with the adjacent meeting room and open-plan office.</p> <p>The works shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Review and optimisation of the existing layout to improve circulation;</li> <li>• Improvement of acoustic insulation between the toilet, meeting room and neighbouring office spaces;</li> <li>• Replacement or adjustment of doors, partitions and finishes where required to enhance privacy and usability;</li> <li>• Refurbishment of wall, floor and ceiling finishes where affected by the works;</li> <li>• Adaptation of plumbing, ventilation, lighting and electrical installations, where necessary;</li> <li>• Replacement or repair of sanitary fittings and accessories where required;</li> <li>• All finishing works necessary to deliver a fully functional facility consistent with the existing office standards.</li> </ul> |

|                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>7. Refurbishment and improvement of the meeting room – ACACIAS</b></p>             | <p>The contractor shall modernize the existing meeting room to improve functionality, comfort, and reliability.</p> <p>The refurbishment shall include:</p> <ul style="list-style-type: none"> <li>• Painting of walls and ceilings.</li> <li>• Improvement or replacement of flooring where required.</li> <li>• Upgrading electrical installations.</li> <li>• Installation or replacement of lighting fixtures.</li> <li>• Air conditioning.</li> <li>• Minor repairs to walls and ceilings.</li> <li>• Cable management improvements.</li> <li>• Finishing works ready for immediate use.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>8. Installation of air-conditioning system in the ground-floor server room</b></p> | <p>The contractor shall supply and install a dedicated air-conditioning system for the existing ground-floor server room to ensure adequate temperature regulation and protection of IT equipment.</p> <p>The works shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Assessment of the existing server room conditions and cooling requirements;</li> <li>• Supply and installation of an appropriately sized air-conditioning unit suitable for continuous operation in a server room environment;</li> <li>• Installation of all required electrical connections, cabling, drainage and accessories;</li> <li>• Provision of a suitable control system, including remote control and/or wall-mounted controller;</li> <li>• Ensuring proper positioning of the indoor and outdoor units to optimise cooling efficiency and minimise disruption;</li> <li>• Testing, commissioning and verification of the system performance before handover;</li> <li>• Provision of user manuals, technical documentation and warranty information.</li> </ul> <p>The contractor shall verify the adequacy of the existing electrical supply for the proposed air-conditioning system and include any necessary electrical adaptations within the scope of the works.</p> <p>The installed system shall be fully operational upon completion and capable of maintaining appropriate environmental conditions for the safe operation of Enabel's IT equipment.</p> |

## 5. DELIVERABLES

The selected Contractor shall deliver the following facilities under a **complete turnkey solution**, including all necessary design (where applicable), supply, construction, installation, testing, commissioning, and handover. All facilities shall be fully operational and ready for use upon completion:

- Two partitioned offices on the first floor, including the construction of an internal partition separating the office area from the bathroom;
- One enclosed one-to-one meeting room, acoustically insulated, fully fitted out, and ready for use;
- One fully functional and operational kitchen, physically separated from the adjacent office spaces, providing adequate acoustic insulation, preventing the spread of cooking odours, and ensuring suitable working conditions for staff in the neighbouring offices.
- An upgraded outdoor social area, fully functional and ready for use;
- Two newly constructed external bathrooms, together with the refurbishment of the existing bathroom facilities;
- A reconfigured first-floor toilet designed to improve acoustic privacy, circulation, and user comfort, fully operational and ready for use;
- The renovated meeting room (ACACIAS), fully operational and ready for use;
- A fully installed, tested and operational air-conditioning system for the ground-floor server room, including all required electrical and drainage connections.

## 6. PHASING OF THE WORKS

To ensure an efficient implementation of the works and minimise disruption to Enabel's operations, the assignment is divided into four phases according to the level of priority and operational requirements.

The contract is divided into two tranches:

### 1) A fixed tranche: Phase 1 – Priority Works

This phase includes the highest-priority interventions, namely:

- 1. Partition of offices on the first floor
- 2. Construction of a one-to-one meeting room in the ground floor hall
- 3. Refurbishment of the kitchen
- 5. Construction of two external bathrooms and improvement of existing sanitary facilities
- 6. Reconfiguration of the first-floor toilet
- 7. Refurbishment and improvement of the meeting room – ACACIAS
- 8. Installation of air-conditioning system in the ground-floor server room

### 2) A conditional tranche: Phase 2 – Intermediate Works

This phase includes:

- 4. Improvement and optimisation of the outdoor social area

The contractor shall take into consideration this prioritisation when preparing its implementation schedule and proposed methodology, ensuring that the works under each phase are executed efficiently and in accordance with Enabel's operational needs.

## 7. WARRANTY – DEFECTS LIABILITY PERIOD

The Contractor shall provide a minimum warranty (Defects Liability Period) of **twelve (12) months from the date of provisional acceptance of the works**. During this period, the Contractor shall, at its own cost, repair or replace any defects in workmanship, materials or installed equipment that become apparent under normal use. All corrective works shall be carried out within a reasonable timeframe agreed with Enabel and at no additional cost to the Contracting Authority.

## 8. PROPOSAL REQUIREMENTS

To ensure a fair and comparable evaluation, bidders shall submit the following:

- Technical proposal (including methodology and workplan).
- Concept drawings and layouts.
- Description of the proposed construction systems.
- Proposed materials.
- Implementation schedule.
- Team composition.
- References.
- Bill of Quantities.
- Detailed financial proposal.

## 6 OVERVIEW OF THE DOCUMENTS TO BE SUBMITTED

- (a) Identification of the tenderer (for each participant for tenders submitted by a group) (see clause 1 of Chapter 7 Forms);
- (b) List of subcontractors (see clause 2 of Chapter 7 Forms);
- (c) Tender form - Prices (clause 3 of Chapter 7 Forms)
- (d) The declaration on honour – Exclusion grounds (for each participant for tenders submitted by a group) (see clause 4 of Chapter 7 Forms);
- (e) Financial identification form (clause 5 of Chapter 7 Forms);
- (f) Integrity statement for the tenderers (clause 6 of Chapter 7 Forms);
- (g) Updated certification of registration;
- (h) The document certifying that the tenderer is in order with the payment of social contributions;
- (i) The document certifying that the tenderer is in order with the payment of taxes;
- (j) An extract from the criminal record or an equally valid document issued by the competent judicial or administrative authority in the country of origin for the entity only or for its director(s);
- (k) All documents demanded in Chapter 5 Terms of Reference;
- (l) All documents demanded in clause 12 of chapter 3 Award Procedure (qualitative selection);
- (m) All documents demanded in clause 14 of chapter 3 Award Procedure (award criteria);
- (n) Where an economic operator wants to rely on the capacities of other entities (particularly subcontractors or independent subsidiaries) with regard to the criteria of economic and financial capacity or technical and professional aptitude (see clause 12 of chapter 3 Award Procedure), it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect;
- (o) A detail of the prices quoted, listing for each item the various elements that are included in the price and the applicable taxes;
- (p) The statutes and any other document required to establish the power of attorney of the signer(s) (for each participant for tenders submitted by a group);
- (q) Where the tender is submitted by a group of economic operators, the association agreement signed by each participant, clearly showing who represents the association.

## 1. IDENTIFICATION FORM

## Identification form Natural person

This form must be completed, signed and accompanied by a legible photocopy of the identity document.

Please complete the form in CAPITAL LETTERS and LATIN LETTERS.

| I. PERSONAL DATA                                                                                     |                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FAMILY NAME(S)<br><i>As indicated on the official document.</i>                                      |                                                                                                                                                                                                               |
| FIRST NAME(S)<br><i>As indicated on the official document.</i>                                       |                                                                                                                                                                                                               |
| DATE OF BIRTH<br><i>DD MM YYYY</i>                                                                   |                                                                                                                                                                                                               |
| PLACE OF BIRTH<br><i>(town, village)</i>                                                             |                                                                                                                                                                                                               |
| TYPE OF IDENTITY DOCUMENT<br><i>(identity card, passport, driving licence etc.)</i>                  |                                                                                                                                                                                                               |
| ISSUING COUNTRY                                                                                      |                                                                                                                                                                                                               |
| IDENTITY DOCUMENT NUMBER                                                                             |                                                                                                                                                                                                               |
| ADDRESS (permanent)<br><i>Street+ P.O. Box<br/>Postal code<br/>City, Region/Province<br/>Country</i> |                                                                                                                                                                                                               |
| TELEPHONE NUMBER                                                                                     |                                                                                                                                                                                                               |
| E-MAIL                                                                                               |                                                                                                                                                                                                               |
| II. BUSINESS DATA                                                                                    |                                                                                                                                                                                                               |
| PLEASE SPECIFY YOUR STATUS:                                                                          | <input type="checkbox"/> Duly registered independent<br><input type="checkbox"/> Unregistered self-employed (no official formalisation)<br><input type="checkbox"/> other (please specify):<br>.....<br>..... |
| REGISTRATION NUMBER (if applicable)                                                                  |                                                                                                                                                                                                               |
| VAT NUMBER (if applicable)                                                                           |                                                                                                                                                                                                               |

|                                       |  |
|---------------------------------------|--|
|                                       |  |
| PLACE OF REGISTRATION (if applicable) |  |
| COUNTRY                               |  |

## Identification form Legal person

This form must be completed, signed and accompanied by a copy of the official documents (articles of association, trade register(s), extract from the publication in the official gazette or VAT registration) substantiating the information given.

Please complete the form in CAPITAL LETTERS and LATIN LETTERS.

### **PRIVATE/PUBLIC-LAW ENTITY WITH A LEGAL FORM**

|                                                                                                                                 |                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| OFFICIAL NAME<br><i>As indicated on the official document.</i>                                                                  |                                                                                                         |
| COMMERCIAL NAME<br><i>(if different from official name)</i>                                                                     |                                                                                                         |
| ABBREVIATION <i>(if applicable)</i>                                                                                             |                                                                                                         |
| LEGAL FORM                                                                                                                      |                                                                                                         |
| TYPE OF ORGANISATION<br><i>(Delete as appropriate)</i>                                                                          | <ul style="list-style-type: none"> <li>- FOR PROFIT</li> <li>- NOT FOR PROFIT</li> <li>- NGO</li> </ul> |
| PRINCIPAL REGISTRATION NUMBER                                                                                                   |                                                                                                         |
| SECONDARY REGISTRATION NUMBER <i>(if applicable)</i>                                                                            |                                                                                                         |
| PLACE OF REGISTRATION<br><i>City</i><br><i>Country</i>                                                                          |                                                                                                         |
| DATE OF REGISTRATION<br><i>DD MM YYYY</i>                                                                                       |                                                                                                         |
| VAT NUMBER                                                                                                                      |                                                                                                         |
| ADDRESS OF REGISTERED OFFICE<br><i>Street+ P.O. Box</i><br><i>Postal code</i><br><i>City, Region/Province</i><br><i>Country</i> |                                                                                                         |
| TELEPHONE NUMBER                                                                                                                |                                                                                                         |
| E-MAIL                                                                                                                          |                                                                                                         |

## 2. LIST OF SUBCONTRACTORS

I (we) declare that the share of the public contract to be subcontracted is as indicated below.

| List of subcontractors planned to be engaged in the implementation of the contracts |                             |                      |                                                       |                                                                                                                   |
|-------------------------------------------------------------------------------------|-----------------------------|----------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Name and legal form                                                                 | Address / Registered office | Object of engagement | LOT in which will be engaged ( <i>if applicable</i> ) | Other entity within the meaning of paragraph 1 <sup>er</sup> of Article 73 of the R.D. of 18 April 2017 (YES/NO)* |
|                                                                                     |                             |                      |                                                       |                                                                                                                   |
|                                                                                     |                             |                      |                                                       |                                                                                                                   |
|                                                                                     |                             |                      |                                                       |                                                                                                                   |
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|                                                                                     |                             |                      |                                                       |                                                                                                                   |
|                                                                                     |                             |                      |                                                       |                                                                                                                   |
|                                                                                     |                             |                      |                                                       |                                                                                                                   |
|                                                                                     |                             |                      |                                                       |                                                                                                                   |

\* In accordance with Article 73 of the Royal Decree of 18 April 2017, where an economic operator wants to rely on the capacities of other entities (particularly subcontractors or independent subsidiaries) for economic and financial capacity criteria and technical and professional aptitude criteria, it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect.

Any change of subcontractor compared to those indicated in the tender submitted will be submitted for approval to the contracting authority before intervention in contract performance, in particular in order to verify that the latter has the required capacity and does not subject to a reason for exclusion (Art. 73 – the Royal Decree of 18 April 2017 on the award of public contracts in the classical sectors; Art. 12-13 – Royal Decree of 14 January 2013 establishing the general rules for the execution of public contracts).

### 3. TENDER FORM - PRICES

The prices for each item in the inventory are established relative to the value of these items in relation to the total value of the tender. All general and financial costs as well as the profits are distributed between the various items in proportion to their weight.

| Description                                         | Unit          | Prices in MZN (excl. VAT) |
|-----------------------------------------------------|---------------|---------------------------|
| FIXED TRANCHE<br>Phase 1 – Priority Works           | Lumpsum price |                           |
| CONDITIONAL TRANCHE<br>Phase 2 – Intermediate Works | Lumpsum price |                           |
| Percentage of VAT applicable                        |               | %                         |

#### 4. DECLARATION ON HONOUR - EXCLUSION GROUNDS

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer/beneficiary/partner/co-contractor declare that the tenderer is not in any of the following cases of exclusion:

*\* Please tick the boxes to confirm each situation*

- ☐ **The counterparty or one of its directors has not been convicted by a final judicial decision of any of the following offenses:**
  - a. Participation in a criminal organization;
  - b. Corruption;
  - c. Fraud;
  - d. Terrorist offenses, offenses linked to terrorist activities or incitement to commit such offenses, complicity, or attempt;
  - e. Money laundering or terrorism financing;
  - f. Child labor and other forms of trafficking in human beings;
  - g. Employment of third-country nationals in illegal residence;
  - h. Creation of offshore companies.
  
- ☐ **The counterparty fulfills its obligations related to the payment of taxes, duties, and social security contributions for an amount exceeding €3,000, unless it can demonstrate that it holds one or more certain, due, and unencumbered claims against a contracting authority for at least the amount corresponding to the overdue tax or social debt.**
  
- ☐ **The counterparty is not in a state of bankruptcy, liquidation, cessation of activities, judicial reorganization, has not admitted bankruptcy, is not the subject of liquidation or judicial reorganization, or any analogous situation derived from similar procedures in other national regulations.**
  
- ☐ **The counterparty has not committed any serious professional misconduct that questions its integrity. Serious professional misconduct particularly includes:**
  - a. Breach of Enabel's policy on sexual exploitation and abuse;
  - b. Breach of Enabel's policy on fraud and corruption risk management;
  - c. Violation of local legislation concerning sexual harassment at work;
  - d. Serious false statements or use of false documents in providing information required for exclusion checks or selection criteria, or concealing information;
  - e. Evidence sufficient to conclude anti-competitive acts, agreements, or arrangements;

**Regarding conflict of interest:**

*Please tick the applicable box*

- ☐ The counterparty or its directors have no actual or potential conflict of interest, no real or potential business or family relationship, nor appear to have such, with any member of Enabel's Board, personnel, or others involved in tender preparation, selection, or contract execution.

**or**

- ☐ The counterparty informs Enabel of any actual, potential, or reasonably perceived conflict of interest that may affect or appear to affect impartiality in the procurement, granting, selection, or contract execution process.

➔ *A detailed description of any such conflicts, including nature and persons involved, will be annexed to this declaration.*

- ☐ **The counterparty has not committed any serious or persistent failures during the execution of a prior essential contractual obligation with another contracting authority resulting in measures, damages, or comparable sanctions.**
- ☐ **The counterparty attests that no restrictive measures have been taken against it related to international peace and security violations such as terrorism, human rights violations, destabilization of sovereign states, or proliferation of WMD.**
- ☐ **The counterparty does not appear on any sanction lists maintained by the United Nations, European Union and Belgium .**

**I/we commit to promptly inform Enabel of any change in the above points, including sanctions or embargo measure adopted by the United Nations, the European Union and/or Belgium occurring after our signature of this Declaration.**

|                                                |  |                               |  |
|------------------------------------------------|--|-------------------------------|--|
| <b>Done at:</b>                                |  | <b>Date:</b>                  |  |
| <b>By (Name of entity):</b>                    |  | Represented by<br>(Full name) |  |
| <b>Signature of authorised representative:</b> |  |                               |  |

## 5. FINANCIAL IDENTIFICATION FORM

| <b><u>BANKING DETAILS</u></b> |  |
|-------------------------------|--|
| ACCOUNT NAME                  |  |
| IBAN/ACCOUNT NUMBER           |  |
| CURRENCY                      |  |
| BIC/SWIFT CODE                |  |
| BANK NAME                     |  |

| <b><u>ADDRESS OF BANK BRANCH</u></b>                           |                   |  |
|----------------------------------------------------------------|-------------------|--|
| STREET & NUMBER                                                |                   |  |
| TOWN/CITY                                                      | POST CODE         |  |
| COUNTRY                                                        |                   |  |
| <b><u>ACCOUNT HOLDER'S DATA</u></b><br>AS DECLARED TO THE BANK |                   |  |
| ACCOUNT HOLDER                                                 |                   |  |
| STREET & NUMBER                                                |                   |  |
| TOWN/CITY                                                      | POST CODE         |  |
| COUNTRY                                                        |                   |  |
| SIGNATURE OF ACCOUNT<br>HOLDER (Obligatory)                    | DATE (Obligatory) |  |

## 6. INTEGRITY STATEMENT FOR THE TENDERERS

**Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer, declare the following:**

Neither members of administration or employees, or any person or legal person with whom the tenderer has concluded an agreement in view of performing the public contract, may obtain or accept from a third party, for themselves or for any other person or legal person, an advantage appreciable in cash (for instance, gifts, bonuses or any other kind of benefits), directly or indirectly related to the activities of the person concerned for the account of Enabel.

The board members, staff members or their partners have no financial or other interests in the businesses, organisations, etc. that have a direct or indirect link with Enabel (which could, for instance, bring about a conflict of interests).

I have / we have read and understood the articles about deontology and anti-corruption included in the Tender Documents (see 1.7.), as well as *Enabel's Policy regarding sexual exploitation and abuse* of June 2019 and *Enabel's Policy regarding fraud and corruption risk management* of June 2019 and I / we declare fully endorsing and respecting these articles.

If above-mentioned public contract is awarded to the tenderer, I/we declare, moreover, agreeing with the following provisions:

- In order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the public contract, it is strictly forbidden to the public contractor (i.e. members of the administration and workers) to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to the employees of Enabel who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the public contract, regardless of their hierarchical rank.
- Any (public) contract will be terminated, once it appears that contract awarding or contract performance would have involved the obtaining or the offering of the above-mentioned advantages appreciable in cash.
- Any failure to comply with one or more of the deontological clauses will be considered as a serious professional misconduct which will lead to the exclusion of the contractor from this and other public contracts for Enabel.
- The public contractor commits to supply, upon the demand of the contracting authority, any supporting documents related to the performance conditions of the contract. The contracting authority will be allowed to proceed to any control, on paperwork or on site, which it considers necessary to collect evidence to support the presumption of unusual commercial expenditure.

Finally, the tenderer takes cognisance of the fact that Enabel reserves the right to lodge a complaint with the competent legal instances for all facts going against this statement and that all administrative and other costs resulting are borne by the tenderer.

Signature preceded by 'read and approved', in writing, and indication of name and function of the person signing:

Place, date