May 22, 2012

Amendment 1 to the Request for Quotation
Reference: RFQ-2012-12-DPRK

I. Answers to the questions received regarding this Request for Quotation.

Question 1.
Is it the same group of 8 people that will take part in training planned in July (RFQ-2012-12-DPRK) and the tours planned in June (Ref: RFQ-2012-13-DPRK)?

Answer: The composition of participants to both, study tour and training is different.

Question 2.
Would it be possible to combine the two services (Ref: RFQ-2012-13-DPRK and RFQ-2012-12-DPRK) and hold them consecutively (for example the tour starts on the 2^{5th} June and the training starts on July ^{2nd}) in the same country?

Answer: It is possible, however please note that the composition of participants to both events is different.

Question 3.
In Section 3 of the RFQ-2012-12-DPRK, it lists the activities planned; are any of these activities or project plans already documented? If so, is it possible to have access to this information?

Answer: No. The activities or project plans are not documented.

Question 4.
We kindly ask you to extend the deadline for call RFQ-2012-12-DPRK until the June 22nd 2012 and postpone the training into August -September.

Answer: We agree. Deadline to submit offers has been amended. We have also modified the deadline to receive additional questions or comments, and the training can be scheduled for August-September 2012.

II. The RFQ-2012-12-DPRK has been modified. Please find below the amended document.

Thank you for your kind interest in our procurement procedures.

Procurement Unit.
United Nations Development Programme.
Pyongyang, Democratic People's Republic of Korea.
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May 22, 2012

Request for Quotation for services
Reference: RFQ-2012-12-DPRK

Deadline to submit your offer: before 11:59 pm[1] on June 24, 2012.

Objective: International Training on Planning and Management of Sustainable Rural Energy Systems.

Project: "Sustainable Rural Energy Development (SRED) Programme".

Location: To be selected as per awarded offer.

Duration: 15 days in August-September 2012

Please send your proposal/offer duly signed in electronic format (PDF format) to the e-mail address **operations.dprk@undp.org** with the following subject: **Offer RFQ-2012-12-DPRK**.

Any question regarding this Request for Quotation, shall be sent to the e-mail address defined above not later than **June 3, 2012**. The answers to the questions or any modification to the Terms of Reference will be published in UNDP Procurement Notices Website[2] and United Nations Global Marketplace Website[3] site before **11:00 pm on June 6, 2012**.

I. BACKGROUND.

1. The UNDP Sustainable Rural Energy Development (SRED) Programme in Democratic People's Republic of Korea (DPRK) aims to support sustainable energy development in the country through a human development centred approach. The project has been designed towards a human development centred approach that:

   - Emphasises community-based SRED, starting with an assessment of energy services required at the cooperative farm(s) level, linking energy provision with the Human Development Index;
   - Identifies opportunities - but also constraints and barriers- with participation of stakeholders - and formulates a plan for barrier removal;
   - Identifies optimal "energy-mixes" (for both carriers and technologies) from all the dimensions of Sustainable Development (financial, social and environmental);
   - Allows flexibility when matching energy services requirements with energy resources available from both within and outside the boundaries of the selected cooperative farms; and
   - Promotes synergy from concerted efforts by national and international institutions at the community level.

2. The SRED programme shall formulate energy interventions that are focus on improving human development indicators and on improving the quality of life, through provisions of energy services. The SRED Programme strategy will use the cooperative farm as an entry point for provision of energy services.

[1] All time and date references in this document are made considering Pyongyang, Democratic People's Republic of Korea current local time. (http://www.timeanddate.com/worldclock/city.html?n=205).
[2] http://procurement-notices.undp.org/index.cfm
[3] http://www.ungm.org/Notices/Notices.aspx

3. An implementation plan of energy interventions (pilot demonstration activities) will be prepared with a clear focus on capacity development, testing of various financing mechanisms within the DPR Korea context, technology research, and the installation and demonstration of the identified energy and technology mix with a clear analysis of the operational and management aspects of the pilot interventions. Financial and operational sustainability of energy pilots will be an important area of concern. Other issues that need to be clarified through the pilot demonstration activities include those related to the scale and size of technological interventions based upon the results of the energy services identified, and the prevailing energy resources within the cooperative farm or the regions surrounding it.

4. Both UNDP and the Government of DPR Korea will explore a combination of energy resources, technical improvements in production, efficiency improvements, emissions control and sustainable land-use practices. The aim is to enhance productivity and simultaneous reduction in unit costs, while allowing improvement of rural livelihoods, reducing food and energy vulnerability, and ultimately contributing to sustainable human development at all levels.

5. Part of the SRED programme are training and capacity-building activities to develop local experts/partners who will be involved in the implementation of SRED demonstration projects and in the long-term, build-up the DPRK capabilities in sustainable rural energy development. A component of the training activities are international trainings in countries, both developing and developed countries that have demonstrated successful applications and commercial application of various sustainable energy systems, particularly in providing the energy needs in rural areas. Organization and training short-courses have been on:

   a) Planning and management of sustainable rural energy systems
   b) Energy conservation and energy efficient technologies
   c) Small hydro power plants
   d) Clean and efficient coal utilization technologies
   e) Biomass gasifier systems
   f) Biomass thermal systems
   g) Biomass resource mapping
   h) Biogas systems
   i) Solar energy resource mapping
   j) Solar thermal systems
   k) Solar PV systems
   l) Climate Change and Clean Development Mechanism

II. OBJECTIVES.

6. The International Training, subject of the underlying Terms of Reference, aims to improve the capacity of the local experts with advanced methodologies, tools and relevant information on planning and management of sustainable rural energy systems which will involve assessment of energy supply and consumption, energy resources and demand, agro-ecological and socio-economic factors, setting data base, analysing tools, planning, evaluation and monitoring, development and management of new rural projects in the scaling-up phase.

7. Towards the aims, the international training will cover the following subjects:

   a) Modelling the energy system;
      - Modelling in the national scope;

- Modelling in the local areas;
- Economic models;
- Application of analytic tools.

b) Forecasting energy demands;
- Analysing energy consumption;
- Forecasting energy demands;
- Application of analytic tools.

c) Estimating the existing and new energy technologies;
- Identifying criteria for estimation of the existing and new energy technologies;
- Methods of qualitative and quantitative estimation;
- Analytic tools such as grey model, expert's estimation, etc.

d) Assessing the environmental effects;
- Life Cycle Assessment;
- Application of analytic tools.

e) Estimating the energy resources;

f) Risk Management;

g) Energy database and energy statistics;

h) Integrated Resource Planning;

i) Project cycle.

8. A substantial part of the training will be devoted to comprehensive discussions on related issues that are specific for DPRK and which will require further study, consultations and localized approaches or solutions.

9. The expected main outputs and the criteria for evaluation of the International Training are:

Output	Criteria for Evaluation
Acquisition of comprehensive knowledge and expertise on applicable standards and practices with respect to planning and management system of sustainable rural energy.	a) Comprehensive chapter in the mission report elaborating the lessons learnt and the knowledge and expertise acquired. b) Documentations collected. c) Presentation of the findings during an in-country debriefing session. d) Roadmap prepared by SRED local partners on integration of planning and management system of sustainable rural energy in the National Rural Energy development policies.

10. In this regard, the SRED Programme is contracting the services of an institution to organize the content and logistics of the study tour for 8 people from Democratic People's Republic of Korea (DPRK). **The organisation is thus requested to submit a proposal and budget for the requested training in a country to be recommended by the offeror.** Each proposal shall detail the content

and logistics for the implementation of the training, considering the subjects described in paragraph 7 above.

11. The organisation or interested institution in providing the requested services, shall arrange the logistical requirements of the international training such as; reception upon arrival in the country of DPRK participants, coordination with local resource persons/ experts, local transportation, translation/interpretation from local language/s to English, hotel accommodation, food and meeting venues. **International transportation will be provided by UNDP.**

III. REQUIREMENTS.

12. The organisation should prove broad experience in similar activities, preferably on providing training in the fields or subjects described in paragraph 7 above.

13. The organisation shall include in its offer:

    a. Detailed profile or CV of the organisation, describing its experience in the fields of sustainable rural renewable energy, energy efficiency, environment and project management.

    b. List of personnel involved in the offered service, including the CV of key members.

    c. A proposal, including budget or financial offer for the proposed place of training. The financial offer or budget for the proposed country shall be made using the **Form 1**, attached to this Request for Quotation.

IV. PLACE, DATE AND DURATION OF SERVICES

14. Study tour will be conducted in one place proposed by the offeror. The training shall be implemented during the third quarter of 2012. The duration of study tour in the proposed country shall be a maximum of 15 working days, for a group of 8 government officials from DPRK.

15. The Participants on Study Tour will be officials and experts from relevant ministries and institutes who will directly contribute to the on-going SRED project and it's scaling-up phase.

V. EVALUATION.

16. UNDP will award contract to the organisation that guarantees the best value for money (lowest priced technically acceptable offer) for each country. The technical criteria are described in the following table:

	Technical criteria	**Maximum points**	**A**	**B**	**C**	**D**	**E**
1	Expertise of Firm / Organisation submitting Proposal (Table 1)	300					
2	Proposed Work Plan and Approach (Table 2)	500					
3	Personnel (Table 3)	200					
	Total	**1000**					

Technical Proposal Evaluation Table 1		Points* obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm / organisation submitting proposal							
1.1	Reputation of Organisation and Staff (Competence / Reliability)	50					
1.2	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	100					
1.3	Relevance of: Specialised Knowledge, Experience on Similar Programme / Projects, Experience on Projects in the Region, Work for UNDP/ major multilateral/ or bilateral programmes.	150					
		300					

Technical Proposal Evaluation Table 2		Points* Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	Have the important aspects of the task been addressed in sufficient detail? Does the Offeror understand the task?	200					
2.2	Is the scope of task well defined and does it correspond to the Request for Quotation?	150					
2.3	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	150					
	Total Part 2	500					

Technical Proposal Evaluation Table 3		Points* Obtainable	Company / Other Entity				
			A	B	C	D	E
Personnel							
3.1	The personnel on charge of the activities have experience in the area of specialisation.	100					
3.2	Language skills. Knowledge of the region.	100					
	Total Part 3	200					

*Scoring will be as follows:

Note	Supporting evidences	Scoring
Excellent	Requirements submitted and supported by excellent evidence of ability to support and exceed contract requirements	100%
Good	Requirements submitted and supported by good evidence of ability to support and exceed contract requirements	90%
Satisfactory	Requirements submitted and supported by satisfactory evidence of ability to support contract requirements	80%
Poor	Requirements submitted and supported by marginally acceptable or weak evidence of ability to support contract requirement (Clarification may be required)	70%
Very poor	Requirements submitted but not supported by evidence to demonstrate ability to comply with contract requirements	60%
No submission	Information has not been submitted or is unacceptable	0%

17. Minimum points to approve the technical evaluation: 80 % of available points. **Award will be made to the lowest priced technically acceptable offer per country.** UNDP reserves the right to award contract to more than one bidder.

18. The procuring UNDP entity reserves the right to accept or reject any Proposal, and to cancel the tender process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or

Offerors of the grounds for the Purchaser's action. UNDP reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFQ without any change in price or other terms and conditions.

VI. FINANCIAL OFFER.

19. Please fill in **Form 1** attached, to express your price offer for the services required in this Request for Quotation. **The organisation should submit a proposed budget with its financial offer (please provide detailed breakdown of costs)**, which will then be subject to review and approval of UNDP-DPRK.

20. All prices shall be quoted in US dollars (USD) or any convertible currency. For comparison purposes, all offers expressed in other currencies but US dollars, would be converted to US dollars using the United Nations Operational Rate of Exchange[4].

VII. FORMS TO SUBMIT OFFER/PROPOSAL.

21. The person interested in the post described above, shall submit the following documents:

Document	Description	File
Working proposal	In addition to the information requested in paragraph 10 above, please describe in brief, the methodology or work plan you would like to follow to accomplish the tasks described in the Terms of Reference.	**No special form needed**
	Please add the resumes of the key personnel involved in the provision of the requested services (see paragraph 10 above).	
Price or quote	Use **Form 1 (compulsory)**. Your quote shall include all costs or taxes involved. You shall submit a cost breakdown / price schedule.	**Form 1**
Legal documents	Photocopies of the Articles of Incorporation, by-laws and of any other legal documents might be requested at any time by UNDP, including valid ID of the person signing the Offer.	

[4] https://treasury.un.org/operationalrates/OperationalRates.aspx

Price Submission Form
RFQ-2012-12-DPRK
Form 1.

Resident Representative
United Nations Development Programme, DPRK.

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide (the requested services) for the total sum of (indicate amount in number and letters) including applicable taxes, as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Offer.

We undertake, if our Offer is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Offer for a period of 60 days from the date fixed for receiving of Offers in the Request for Quotation, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Offer you may receive.

Date:

Signature:

(In the capacity of)
Duly authorized to sign Proposal for and on behalf of

PRICE SCHEDULE

The Price Schedule must provide a detailed cost breakdown.

Price Schedule:				
Description of Activity/Item		**Quantity**	**Unit rate (*Currency*)**	**Total Amount (*Currency*)**
1	Professional fees			
2	Hotel			
3	Food			
4	Local transportation			
5	Others			
	Sub-Total			
	GRAND TOTAL			

Date:

Signature:

(In the capacity of)
Duly authorized to sign Proposal for and on behalf of (name of organization)