



## REQUEST FOR PROPOSAL RFP 005/18

NAME & ADDRESS OF FIRM	DATE: January 22, 2017
	REFERENCE: Surveys of Seismic/Technical condition of Kindergartens at the Municipality of Yerevan

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Surveys of Seismic/Technical condition of Kindergartens at the Municipality of Yerevan (the detailed TOR is attached separately as Annex 1a).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals need to be submitted on or before Monday, 5 February 2018, 4:00 pm local Yerevan time (GMT +4) via email, courier mail to the address below:

**United Nations Development Programme / UNDP  
14 Petros Adamyan St., Yerevan 0010, Republic of Armenia**

Or submit via e-mail to the following e-mail address: **tenders-armenia@undp.org**

Please note that proposals received through any other e-mail address will not be considered. Your Proposal must be expressed in the English, and valid for a minimum period of 60 calendar days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit  
UNDP Armenia  
1/22/2018*

## Description of Requirements

Context of the Requirement	The UNDP-GCF “De-Risking and Scaling-up Investments in Energy Efficient Building Retrofits” Project supports Yerevan <b>Energy Efficiency (YEE) Project</b> (“The Programme”) implemented by Municipality of Yerevan (MoY) PIU to implement sustainable energy efficiency improvements in the city.
Implementing Partner of UNDP	Municipality of Yerevan
Brief Description of the Required Services <sup>1</sup>	Development of seismic/technical survey reports which include assessment of conditions and determination of restoration measures for 31 kindergartens enabling thereafter the preparation of design for specific measures.
List and Description of Expected Outputs to be Delivered	Final Technical Survey Report for each institution officially consulted as per the format required by the local rules and regulations; For better coordination of work intermediary deliverables will be provided, and namely: <ul style="list-style-type: none"> <li>- In 15 workdays after contract signing the company shall provide the seismic/technical survey reports for 50% of the buildings listed in the contract;</li> <li>- In 25 workdays after contract signing the company shall provide the technical survey reports for remaining 50% of buildings.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager, De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits UNDP-GCF</i>
Frequency of Reporting	As per TOR (Annex 1a) implementation schedule
Progress Reporting Requirements	On regular basis
Location of work	<input checked="" type="checkbox"/> Exact Address/es (As per attached ToR, Annex 1a) <input type="checkbox"/> At Contractor’s Location
Expected duration of work	Within 30 workdays after contract signing by both parties.
Target start date	16 February 2018
Latest completion date	30 March 2018
Travels Expected	NA
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN’s Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Not Required
	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Required			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (AMD)			
Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted. Per each lot. <i>In case the bidder is interested in more than one LOT, the number of key experts should be increased by two experts per any additional LOT</i> .			
Payment Terms <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release
	Final report	100	30 days	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

				quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Project Manager, De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits UNDP-GCF</i>			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Institutional Contract/Service Contract			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%  <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm <b>Maximum obtainable points: 40</b> , including: <ul style="list-style-type: none"> <li>a) experience in similar assignments (30)</li> <li>b) working experience in Armenia (10)</li> </ul> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: <b>Maximum obtainable points: 20</b> - Task implementation approach, including detailed description of implementation methods and milestones the steps to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs ( <b>max: 20</b> ).  <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel ( <b>Maximum obtainable points: 40</b> ), including: <ul style="list-style-type: none"> <li>a. Team leader*/Structural/Civil Engineer with more than 5 years' professional experience in buildings' seismic survey field, including 3 leading project – <b>max: 20</b>;                (*One Team leader should be nominated even if quoted for more than one LOT)</li> <li>b. 2 Experts**/Structural/Civil Engineer with minimum 3 years' relevant experience in buildings' seismic survey field and at least two similar projects each - <b>max: 20</b>;                (**For bidding on more than 1 LOT number of Experts should be increased by 2 per any additional LOT)</li> </ul>			

	<b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input type="checkbox"/> One and only one Service Provider <input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors: as per maximum number of lots. <i>The Expert mentioned in the seismic survey licence of the bidder company should participate in this task on exclusivity basis. In case if the same person is mentioned in more than one bidder's licence – the license holding person should be notified, and respective decision to join exact team should be received in writing</i>
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>5</sup> <input type="checkbox"/> Others <sup>6</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	Procurement Unit UNDP Armenia <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## Terms of Reference

### Technical surveys of seismic conditions for Kindergartens at the Municipality of Yerevan

## 1. Background Information

The UNDP-GCF project supports the Municipality of Yerevan (MoY) in implementing the “Yerevan Energy Efficiency (YEE) Project” aiming at sustainable Energy Efficiency Improvements in the city. In the first stage (called “pilot phase”) the Programme will focus on public buildings’ measures on energy efficiency and thermal refurbishment and in the second phase – the residential buildings, depending on the results of a feasibility study. The Beneficiary of this Programme is the MoY.

## 2. Sector Information

### General

According to the Armenia Development Strategy for 2014 – 2025, the promotion of energy efficiency in all sectors is a key priority for Armenia and existing legislation supports implementation of energy-saving measures.

Armenia is relatively poor in natural resources and imports a large amount of the net energy needs. This dependence on energy imports has important consequences on the countries’ external accounts and poses a risk to macroeconomic stability. This has direct effects on the current account deficit of the country. Improvements in energy efficiency would help the country to reduce external vulnerabilities by making it less dependent on energy imports and thus global commodity shocks. This would in turn help to achieve more macro-economic stability.

The potential for energy efficiency in the buildings sector has been estimated and Armenia is no exception—the latest studies have confirmed there is considerable energy saving potential. The National Program on Energy Saving and Renewable Energy estimates a 40% potential for energy savings in Armenia’s building sector.

However, to move on with energy efficiency measures the selected buildings should first be evaluated from the point of view of seismic stability and damage level.

## 3. Scope of work, key tasks and activities of the expert team

### Scope of work

The general task is development of *seismic technical survey reports* for 31 kindergartens that relate to EE in public buildings sector enabling thereafter the preparation of design for specific EE measures. The company (or “the technical surveyor”) will consider the following legislative and technical regulations in its work:

- RA Government decision (N596-N, 19.03.2015)
- RA government ensuring the enforcement the above-mentioned law: N774-N (02.07.2009), N775-N (02.07.2009), N777-N (02.07.2009), N510-N (07.04.2011), and N596-N (19.03.2015).

The seismic surveys shall be developed for objects presented in the table below. The bid(s) shall be submitted by lots.

**Allocation of buildings to Lots**

NN	LOT	No	Address	Type of Construction	Building space m <sup>2</sup> *	Basement
1	LOT-1	98	Nor Nork 1 District, Safaryan 8	Stone-bearing walls	1,427	+
2		101	Nor Nork 2 District, Totovents 3/5 <sup>th</sup> Lane	“ИИС-04” series	1,584	+
3		102	Nor Nork 2 District, Totovents 8	“ИИС-04” series	970	+
4		103	Nor Nork 2 District, Totovents 9	Stone-bearing	1,992	+
5		109	Nor Nork 2 District, b. 6	Stone-bearing walls	1,214	-
6		110	Nor Nork District, “Mayak”	Stone-bearing walls	2,066	+
7		112	Nor Nork 5 District, Mar 9	Stone-bearing walls	1,075	+
8		118	Nor Nork 8 District, Vilnyus 21	“ИИС-04” series	3,200	+
TOTAL for LOT-1					13,528	
1	LOT-2	47	Ajapnyak, Bashinjaghyan 2 <sup>nd</sup> Lane, 4	Stone-bearing walls	1,760	+
2		49	Ajapnyak,16 District, Melkumyan Str.	Stone-bearing walls	2,477	-
3		78	Malatia Sebastia, Babajanyan Str. 139	“ИИС-04” series	2,960	+
4		81	Malatia Sebastia, Kurghinyan Str., 11/5 Lane	“ИИС-04” series	1,404	+
5		83	Malatia Sebastia, Andranik 97	“ИИС-04” series	3,400	+
6		93	Malatia Sebastia, Raffi 69	“ИИС-04” series	3,400	+
7		129	Shengavit, H. Hovsepyan 17	Stone-bearing walls	860	+
8		138	Shengavit, Aragats 101	Stone-bearing walls	850	-
TOTAL for LOT-2					17,111	
1	LOT-3	22	Arabkir, Griboyedov 2/2	Stone-bearing walls	2,030	+
2		23	Arabkir, Vratsakan 19	Stone-bearing walls	1,810	+
3		24	Arabkir, Qanaqer HPP	Stone-bearing walls	796	-
4		33	Arabkir, Khachatryan 28/1	Stone-bearing walls	1,980	+
5		156	Qanaqer-Zeytun, M. Avetisyan 2 <sup>nd</sup> block	Stone-bearing walls	806	+
6		157	Qanaqer-Zeytun, Z. Qanaqetsi 14	Stone-bearing walls	2,360	+
7		161	Qanaqer-Zeytun Z. Qanaqetsi 145a	“ИИС-04” series	2,465	+
8		56	Avan-Arinj, 1 Micro-District, N 1/4	“ИИС-04” series	2,150	+
TOTAL for LOT-3					14,397	
1	LOT-4	48	Ajapnyak,16 District, Norashen	Reinforced concrete structure	2,477	-
		71	Erebuni, Nor Aresh 2, b. 45	“ИИС-04” series	2,850	+
3		74	Erebuni, Jrashen 1	Stone-bearing walls	427	-
4		75	Erebuni, Mushakan 5	Stone-bearing walls	454	-
5		100	Nor Nork 1 District, Nansen 22	Stone-bearing walls	1,400	+
6		108	Nor Nork 2 District, Bakunts 1, 7 <sup>th</sup> Lane	Stone-bearing walls	1,785	+
7		36	Shengavit, Aragats 101	Stone-bearing walls	1,760	-
TOTAL for LOT-4					11,153	

\*) Building area can slightly differ from actual figures



Bidders are expected to compete for all lots. If such is not possible, the technical and financial offers have to clearly stipulate the lot(s) number or its objects.

### **Key tasks and activities**

The scope of the requested service will include the following:

Provide detailed description of the pre-selected 31 public buildings.

Collected and delivered information should include, but not limited to, the following for all selected buildings:

1. General description of building, including address, physical parameters, structural typology (masonry, reinforced concrete framing, pre-fab reinforced concrete slabs, etc.), seismic zone of building construction site, construction period, designing and constructive solutions;
2. Provide detailed description (according to the building codes requirements) of construction defects and structural damages of the building/elements, describe possible reasons of current damages and assess the technical condition of the constructive system according to the operating construction norms and category of damage;
3. Carry out the PRELIMINARY assessment of the seismic resistance of given building according to the regulation of the Republic of Armenia (RA), **RABC II-6.02-2006 codes** on “Earthquake resistant construction. Design codes”. The seismic resistance assessment will produce a report which will include but not be limited to the following information:
  - Carry out visual assessment of all accessible building elements for vivid defects, deformations, deviations of sizes, form and position of structural elements, existence of cracks and their location and other damages that are exposed with respect to building seismic resilience, seismic loads, existing damages to building structural elements
  - Carry out visual-instrumental assessment of buildings, in addition to visual assessment (above) for measurements of residues, concavities, vertical deviations, foundations platforms’ displacements and others; measurements of the width of opening of cracks; determination of the strength of materials of structural elements; assessment of corrosion damage of concrete, r-bars and metal structures as well as biological damage of wooden structural elements.
4. Upon completion of the initial assessment of the buildings, provide an appropriate level of analysis in order to determine the existing technical conditions of the selected buildings. **Deliver a list and description of all potentially vulnerable buildings in the order of completion (each completed building report should be submitted to the project management as soon as ready).**
5. Based on the findings of the preliminary assessment, if the building is concluded to have no major damages which can result in classification as grade of damage IV (according to Government resolution, Grade IV buildings are subject for demolition), comprehensive assessment is conducted. The comprehensive assessment of seismic resistance must be carried out in accordance with the guidance offered by the **Order # 282-N of the Ministry of Urban Development** and will produce the following:
  - Full description of the construction defects and damages to the building and their causes as a result of the visual and visual-instrumental assessment of the building;

- Classification of the seismic risk and grade of damage of the building (I, II, III or IV<sup>8</sup>). Buildings with seismic risk of grade IV will not be included in the programs and will not undergo further analysis. Buildings with seismic risk of grade III will be considered for further pursuit based on case-by-case discussion.
6. For buildings with damage grade of I-III, the consultant should provide recommendations for restoration and retrofitting, increased seismic resistance, and strengthening of buildings and structures in compliance with the **RABC 20-06-2014** codes on “Reconstruction, restoration and strengthening of buildings and structures. Main provisions” along with **RABC II-6.02-2006** codes “Earthquake resistant construction. Design codes”. The reconstruction, restoration and strengthening measures will only be produced for buildings which require minimum level of reconstruction (three levels as follows: restoration, increasing seismic resistance, strengthening) for all types of buildings and structures based on operational importance and level of significance. Based on the assessed damage category, the reconstruction measures will only be proposed for buildings which:
    - a. Have a damage state of I-II degree: **minimum level of restoration for buildings or structures,**
    - b. Have a damage state of II-III damage degree: **a certain level of minimum reconstruction** foreseen,
    - c. Have a damage state of III degree, which however can be reinforced through **low-cost measures for reinforcement according to the requirements of the building codes and these cases will be reviewed with project management on case-by-case basis, based on economic rationale,**
  7. Provide rough cost estimate and breakdown for implementation of suggested measures **based on the principle of Cost Optimality**. The consultant is expected to describe and assess all combinations of commonly used and advanced<sup>9</sup> options relevant to meet the national seismic regulations should be assessed in a cost curve (the variety of solutions relevant to particular building renovation interventions should be plotted (curved/graphed)). By varying one parameter and keeping others consistent, different components can be optimized for achieving the minimum required seismic resilience state of the building after reinforcement.
  8. Photos, drawings diagrams, graphs and other graphical illustrations, as well as results of any computer modeling analysis should be included.

## Reporting

The seismic technical survey and report is to be executed and documented according to the national standards.

**The final report template will be provided by the contracting body.**

## Location

Buildings are located in different administrative districts of Yerevan. The company shall consider the visit of the objects. The first visit of the selected company to the project site will be organized by UNDP and MoY representatives. The following working visits of the technical survey company may, also, be attended by MoY representatives and EIB consultants.

<sup>8</sup> Protocol decree #9 of MUD dated on 07.03.2013 regarding IV degree buildings

<sup>9</sup> To extent that market and relevant prices are available

### Time frame

The service shall be provided **within maximum of 30 working days** after contract signing by both parties, based on the deliverables mentioned below.

### Reporting and Deliverables

The seismic/technical surveyor shall provide the following deliverables:

#### **Final technical survey Report for each institution officially consulted;**

For better coordination of work intermediary deliverables will be provided, and namely:

- o Deliverable 1 - **In 15 working days** after contract signing the company shall provide the preliminary assessment of the grade of emergency and list of identified restoration measures for 50% of objects listed in the contract;
- o Deliverable 2 - **In 25 working days** after contract signing the company shall provide the assessment of the grade of emergency and list of identified restoration measures for the rest of the buildings listed in the contract;
- o Deliverable 3 - **In 30 working days** after contract signing the company shall submit the final versions of the technical survey reports;

### Coordination issues

The company will fulfil the tasks in close cooperation and coordination with UNDP contact persons.

## 4. Implementation of the assignment and contact persons

The assignment will be fulfilled at company's office and in the field.

### Result description, formats and language

Work result description	Formats	Language
list of identified retrofit measures for each object	Doc, PDF	Armenian and English
Draft technical survey Report	Doc	Armenian
Final report	Doc, PDF, hard copy	Armenian and English

### Notes:

- Other documents as necessary to achieve the intended result of these ToR will be also provided by the surveyor
- All technical and economical/financial calculations have to be provided in the original Excel sheets with unrestricted accessibility

## 5. Professional Experience

The minimum requirements for qualification for the Technical Assessor Company (hereinafter "Assessor") are listed in 1 through 5 below. The Assessor must follow the requirements of the list. Any additional information may be submitted, provided that it is relevant to the project scope. The Assessor must:

1. Be a registered company with valid license for implementing the requested service in Armenia,
2. Have knowledge in seismic assessment policies and regulations in Armenia;

3. Provide a description of at least three projects of a similar scope and size implemented within the last five years for other clients, preferably other government agencies or international organizations. Include the project duration, project budget, and reference/contact information for each of the projects.
4. Provide a chart of the team members with their relevant experience, qualifications, and certifications relevant to the type of services proposed to provide. If applicable, provide the roles of current team members in the relevant projects. Submit the key personnel resumes as an attachment to the service proposal. Specific requirements to the key personnel:
  - a. The team leader should have a minimum 5 years' professional experience in implementation of buildings' seismic surveys, including implementation of at least 5 projects of a similar scope and size.
  - b. The key staff should include two experts with experience in of buildings' seismic survey, including implementation of at least 3 similar projects each;
  - c. **In case of bidding for more than one LOT the key staff should be increased by 2 experts per any additional LOT** (e.g. for 2 LOTs – 1 Team Leader + 4 Experts, for 3 LOTs – 1 Team leader + 6 Experts, etc.).
5. Provide a list of two current references including the client name, job or project title and contact data. Briefly describe the type of the service provided for each of the clients.

## Annex 2- FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>10</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>11</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and/or balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. if available.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>10</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>11</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1	0	
2	Deliverable 2	0	
3	Deliverable 3		
	<b>Total</b>	<b>100%</b>	

*\*This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*

## Annex 3



(Attached separately).