



*The Islamic Development Bank*



*The Arab Monetary Fund*



*Ministry of Agriculture*



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## **PROCUREMENT NOTICE**

### **REQUEST FOR PROPOSAL (RFP)**

**Subject: A study on the Development of Land and Water Resources of southern area of Hebron / Hebron Governorate**

**Reference Number: RFP-2018-19**

The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP), in cooperation with the Palestinian Ministry of Agriculture, with funds from The Islamic Development Bank (The Arab Monetary Fund's Grant), is implementing A study on the Development of Land and Water Resources of southern area of Hebron / Hebron Governorate.

UNDP/PAPP calls for offers from eligible consulting firm to carry out a study under subject, fully described in the bidding documents.

The complete bidding documents and amendments concerning this call for bids can be examined and obtained free of charge from the following Web site:

[http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=45094](http://procurement-notices.undp.org/view_notice.cfm?notice_id=45094)

March 2018



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## REQUEST FOR PROPOSAL (RFP)

DATE: March 26, 2018

REFERENCE: RFP-2018-19

We kindly request you to submit your Proposal for **A study on the Development of Land and Water Resources of southern area of Hebron**”.

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

Proposals may be submitted on or before **2:00 p.m on Wednesday, April 11, 2018** to the address below:

**United Nations Development Programme**

3 Ya'qubi Street, PO Box 51359, Jerusalem;

Mr. Khaled Shahwan, Deputy Special Representative (Operations) - UNDP/PAPP

Fax no.: 02-6268222, email: Proc5.papp@undp.org

Your proposal must be expressed in the (English Language), and valid for a minimum period of 90 days

It is required that proposals shall be submitted in **two separate sealed envelopes**, one containing the technical proposal and one the financial proposal. Both Envelopes shall be sealed in one outer envelope.

The Offeror shall prepare one original copy of the Proposal, clearly marking it “Original Proposal” and another copy on a flash containing a “Copy of Proposal”. In the event of any discrepancy between them, the original shall govern.

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.

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

Handwritten signature and initials in blue ink.



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maximum twenty-five percentage (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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link:

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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,

Khaled Shahwan  
Deputy Special Representative (Operations)  
UNDP/PAPP



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## Annex 1 Description of Requirements

Context of the Requirement	UNDP/PAPP seeks the services of an external consulting firm to carry out a study. The main objective of this study is to evaluate land recourse and soil classification in the selected watershed to define the optimum land use planning and management to adapt with climate change and to select the needed and interventions of land to prevent land degradation and to increase the farmer's income.										
Implementing Partner of UNDP	NA										
Brief Description of the Required Services	<b>A study on the Development of Land and Water Resources of southern area of Hebron".</b> <i>A detailed TOR is attached under Annex 2</i>										
List and Description of Expected Outputs to be Delivered	Please refer to the ToR attached under Annex 2										
Person to Supervise the Work/Performance of the Service Provider	UNDP Programme Manager										
Frequency of Reporting	monthly										
Progress Reporting Requirements	Milestones, targets										
Location of work	Southern area of Hebron, with total area around 68 Km <sup>2</sup>										
Expected duration of work	Five (5) Calendar months										
Target start date	April 2018										
Latest completion date											
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>West Bank, oPt</td><td>N/A</td><td>Resulted study</td><td>April-Sep 2018</td></tr> </tbody> </table>			Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	West Bank, oPt	N/A	Resulted study	April-Sep 2018
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s								
West Bank, oPt	N/A	Resulted study	April-Sep 2018								
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]										
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)- <b>Not applicable</b>	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others [pls. specify]										



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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"/> <b>United States Dollars</b> <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency																	
Value Added Tax on Price Proposal	<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 (Counting for the last day of submission of quotes)	<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 checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]																	
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th> <th>%</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Approved action plan</td> <td>20%</td> <td>After two weeks from signing the contract</td> <td rowspan="3">           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td> </tr> <tr> <td>A draft report and presentation</td> <td>40%</td> <td>By the middle of the fifth month from signing the contract</td> </tr> <tr> <td>Final report</td> <td>40%</td> <td>by the end of the fifth month of signing the contract</td> </tr> </tbody> </table>				Outputs	%	Timing	Condition for Payment Release	Approved action plan	20%	After two weeks from signing the contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	A draft report and presentation	40%	By the middle of the fifth month from signing the contract	Final report	40%	by the end of the fifth month of signing the contract
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Final report	40%	by the end of the fifth month of signing the contract																





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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The Project Technical committee (UNDP and the department of agricultural Lands in MoA)
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Contract Face Sheet (Goods or services)</b>
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is 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	<b>Technical Proposal</b> <input checked="" type="checkbox"/> Expertise of the Firm <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <input checked="" type="checkbox"/> Evaluation Plan including key milestones <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel
UNDP will award the contract to:	<input type="checkbox"/> One and only one Service Provider who obtains the highest Total Combined Score on his/her Proposal (based on combined scoring method) <input type="checkbox"/> One or more Service Providers, depending on the following factors. <input checked="" type="checkbox"/> <b>One offeror, who submits the first lowest Price Quote amongst the technically responsive offers. Only proposals that achieve above the minimum of 70% on the technical shall be reviewed for competitiveness of fees.</b>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <i>[pls. specify]</i>



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<p>Contact Person for Inquiries (Written inquiries only)</p>	<p><i>The Procurement Analyst</i> <b><i>Proc5.papp@undp.org</i></b> <i>Tel: 02-6268200</i> 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.</p> <p>Deadline to receive enquiries: <b>2 April 2018</b>. No inquiries will be accepted after <b>2 April 2018</b>.</p> <p>Answers will be documented and sent to all invited bidders on <b>4 April 2018</b>.</p>
<p>Other Information [pls. specify]</p>	<p>Key Performance Indicators:</p> <ol style="list-style-type: none"> <li>1. Planned hours/days of work (level of effort) vs. actual situation</li> <li>2. Planned activities on monthly/weekly bases vs. actual situation</li> <li>3. Percentage of overdue project tasks</li> <li>4. Percentage of completed project tasks</li> <li>5. Percentage of Tasks completed on time</li> <li>6. Cost variance (planned budget vs. actual budget)</li> <li>7. Project resource utilization (staff)</li> </ol>



## **Annex 2 TERMS OF REFERENCE**

### **1. INTRODUCTION**

Agriculture constitutes the backbone of Palestinian economy and it is considered one of the most important sectors, the varied natural ecology of Palestine has encouraged the development of a variety of farming systems, and farming is still considered a viable way of life in many rural areas.

Soils, which are the pillar in agricultural, may impose a lot of constraints toward sustainable land use management, soil degradation especially soil erosion, declaim of organic matter and salinization in addition to Israeli occupation (confiscation, military areas...) considered the major constraints facing cultivation development in the different agro-eco-regions.

Sound management of natural resources is essential for sustainable agricultural development taking into consideration the growing pressure on the limited natural resources as a result of population increase and the need for soil conservation and protection of the natural vegetation and water resources.

One of the most effective procedures of sustainable land development and management is understanding the actual natural conditions of climatic, soil and land properties, land cover land use and human activates, so the management policy of sustainable land in Palestine must start from a deep knowledge of the available resources which are mainly soil properties, land use and available water resources in the target area.

Once defined environmental and socio-economic characteristics of the land and their relationships, it is necessary to evaluate the land for several purposes to define the optimum land use for each defined land unit.

Rational land and water use planning can be achieved through correct processes of land and water evaluation, which should be central to any development activity.

The principal objective of soil classification, land and water evaluation is to select the optimum land and water use for each defined land unit considering both physical and economic considerations as well as the sustainability of environmental resources, this principal is directly meet and achieve the second strategic objective of the agricultural strategy 2017-2022 which is sustainable natural resources management adapted with climate change.

### **2. DURATION OF THE STUDY:**

Five (5) months starting from April 2018



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### 3. OVERALL OBJECTIVE OF THE STUDY:

The main objective of this study is to evaluate land recourse and soil classification in the selected watershed to define the optimum land use planning and management to adapt with climate change and to select the needed and interventions of land to prevent land degradation and to increase the farmer's income.

### 4. METHODOLOGY:

#### Phase I: Data Collection

Previous reports and studies about the targeted area will be collected and archived to build an initial dataset, add to determine what are the new data needs to be collected, the data should include the history of the study area, important locations for the land resources and currently land management context, all available data and information should be collected by the team of the project from governmental institutions reports, NGOs and local and international organizations, on the other hand; focus groups with the main stockholders in targeted area such as agricultural holders should be conducted and reported.

#### Phase II: Roadmap

A roadmap will be designed and put in place detailing the appropriate methodologies, methods, procedures and action plans to achieve the objectives.

#### Phase III: Work Activities

- i. Review all historical data related to soil and water resources and land development in the area.
- ii. Land unit delineation according to topography and ground verification the target area.
- iii. Select soil profiles and soil sampling locations.
- iv. Conduct comprehensive land and soil survey with representative soil Augers and profiles of the land units to produce:
  - a. Soil classification according to FAO WRB 2010 classes with **scale to 1/50000** of the target area.
  - b. Conduct land capability classification for the target area with scale 1/50000.
- v. Conduct erosion risk map with scale to 1/50000 of the target area.
- vi. Define the land development interventions according to the main results of the study.

### 5. SOIL ANALYSIS PARAMETER

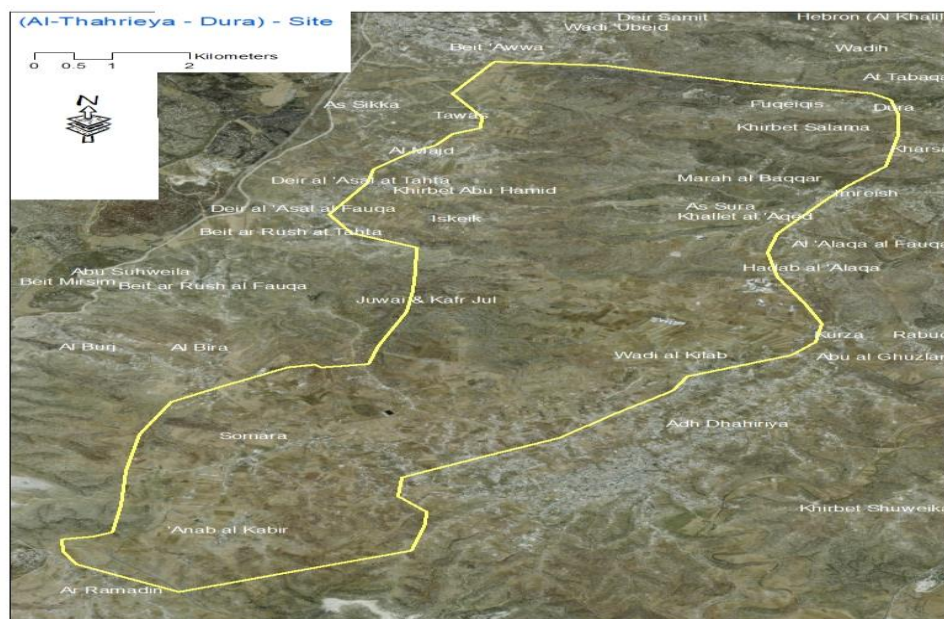
No	Soil parameter	Total sample
1	Texture	100
2	pH	300
3	EC	300
4	CEC	300
5	N	300
6	P	300

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No	Soil parameter	Total sample
7	K	300
8	OM	300
9	Ca	300
10	Na	300
11	Mg	300
12	CaCo3	300
13	HCo3	300

## 6. THE STUDY AREA

The study selected area can be classified as agricultural area and its located in the southern west of Hebron, the total delineated area around 68 square kilo meters including the pre- classified area by another project, the annual rainfall in the area around 300 mm with varied agricultural activates which are mainly rain-fed agriculture and open pastures, see below picture.



## 7. STUDY OUTPUTS

1. Data base and compressive report including reliable information on the available resources for the target areas include all soil analysis results.
2. Detailed soil map with scale 1/50000 according to FAO WRB classification.
3. Erosion risk map with scale 1/50000 According to Corine system.
4. Land capability map with scale 1/50000 according to USDA classification.
5. Recommendations of the suitable land development intervention in the watershed.



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## 8. STUDY TEAM

To achieve the objectives of the study, the team should be an experienced professional firm or academics with the following skills:

1. Team leader at least 7 years' experience in project Management; related certificates should be submitted.
2. Soil Expert with Excellent experience with at least 10 years' experience in relevant projects on soil and land classification
3. GIS expert at least 7 years' experience in relevant projects.
4. Agronomist at least 7 years' experience in relevant projects.
5. Ability to work in selected project area and can access the site.
6. Proven knowledge in Programme design, monitoring and evaluation;
7. Excellent communication and writing skills and good command of English and Arabic;

## 9. EVALUATION AND SUBMISSION INFORMATION

The firms are requested to submit the following documents:

1. Letter of interest
2. CVs of the proposed team
3. Technical and Financial proposal of the total assignment in USD excluding VAT
4. Work plan
5. Add any other required documents

## 10. DELIVERABLES:

The selected consulting firm is expected to deliver the following deliverables:

1. An action plan outlining relevant activities and timeline for it (within two weeks after contracting).
2. A draft report for comments including texts, shape file maps and statistics, photos, graphs, results and conclusions, recommendations for interventions and annexes. In addition to a presentation of results for discussion with MoA and UNDP (by mid of the fifth month of the assignment).
3. Final report (by end of the fifth month of the assignment).

**Important note:** Processing of payments will be conducted upon obtaining approval from the technical committee for each deliverable.

## 11. EVALUATION

The technical proposals are evaluated based on its responsiveness to the Terms of Reference (TOR), Below please find the evaluation form for the technical proposals, the obtainable number of points specified for each evaluation criterion indicates the relative significance of weight of the item in the overall evaluation process.

Evaluation Criteria (sample)	Allocated Points
Experience in preparing and conducting this type of study (firm profile)	10 points



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<ul style="list-style-type: none"> <li>- 10 points (max): More than 3 similar assignments</li> <li>- 7.5 points: Between 2-3 similar assignments</li> <li>- 5 points: Less than 2</li> </ul>	
<b>Level of Expertise of the proposed team (Key personnel)</b>	<b>30 points</b>
<ul style="list-style-type: none"> <li>- 10 points (max): Full adequacy of the proposed CVs</li> <li>- 7.5 points: (professional staff has 5 years of experience and the soil expert has 8 years of experience)</li> </ul>	
<ul style="list-style-type: none"> <li>- 10 points (max): Team has experience of more than 2 assignments with mini experiments/randomized techniques</li> <li>- 7.5 points: Experience of 1 or 2 assignments</li> <li>- 5 points: No experience in that field</li> </ul>	
<ul style="list-style-type: none"> <li>- 10 points (Max): 3 professional staff in the proposed team, each with more than 7 years of experience</li> <li>- 7.5 points: 2 professional staff in the proposed team, each with more than 7 years of experience</li> <li>- 5 points: the professional staff with less than 5 years of experience</li> </ul>	
<b>Proposed Methodology</b>	<b>50 points</b>
<ul style="list-style-type: none"> <li>- 10 points (Max): To what degree does the applicant understand the task?</li> <li>- 10 points (Max): Have the important aspects of the task been addressed?</li> <li>- 10 points (Max): Is the scope of task well defined and does it correspond to the TOR?</li> <li>- 10 points (Max): Is the conceptual framework adopted appropriate for the task?</li> <li>- 10 points (Max): Is the presentation of the work-plan clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?</li> </ul>	
<b>Reputation/Credibility: Reference checking with the three reputable customers</b>	<b>10 points</b>
<b>Total</b>	<b>100 points</b>

## 12. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, the total lump sum shall be all-inclusive and shall consider various expenses incurred by the Consultant/Contractor during the contract period and shall form the amount of the resulted contract between the winning Consultant/Contractor and UNDP. No other entitlements will be considered after submission of financial proposals. Bidder should present a clear cost break down of all components.



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Budget distribution in USD

Item	Unit	# of units	Cost/unit USD	Total cost USD
Total Excluding VAT				

Written unit prices are valid until: ...../...../2018

Name of company, contractor or consultant

Stamp and Signature of company, contractor, NGO or consultant

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### Annex 3 FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>1</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</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 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.
- 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.*

#### C. Qualifications of Key Personnel

<sup>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes





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*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		
2	Deliverable 2		
3	....		
	<b>Total</b>	100%	

*\*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]*