

Instructions to Proposers

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

Table 1: Data Sheet

DS No.	Cross Ref. to Instruc-tions	Data	Specific Instructions / Requirements
1		Project Title:	Mainstreaming Biodiversity into the Management of the Coastal Zone in the Republic of Mauritius Project ID: 00096201 Award ID: 00090446
2		Title of Services/Work:	Review and finalization of the Wetland Bill and its associated regulations
3		Country / Region of Work Location:	Mauritius
		Client	UNDP Mauritius
4	C.13	Language of the Proposal:	English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	Not Allowed All the requirements must be included in the offer for the bid. Partially filled bid will be considered incomplete and will not be accepted.
6	C.20	Conditions for Submitting Alternative Proposals	Shall not be considered
7	C.22	A pre-proposal conference will be held on:	N/A
8	C.21	Period of Proposal Validity commencing on the submission date	120 days
9	B.9.5 C.15.4 b)	Proposal Security	Not Required

10	B.9.5	Acceptable forms of Proposal Security ¹	N/A
11	B.9.5 C.15.4 a)	Validity of Proposal Security	<u>N/A</u>
12		Advanced Payment upon signing of contract	N/A
13		Liquidated Damages	Will not be imposed
14	F.37	Performance Security	10% of the amount bid
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	United States Dollars (US\$) <i>Reference date for determining UN Operational Exchange Rate: Deadline of Submission for Proposals</i>
16	B.10.1	Deadline for submitting requests for clarifications/questions	<u>18 May 2018</u>
17	B.10.1	Contact Details for submitting clarifications/questions ²	Focal Person: (i) Nishi Sewsum, Procurement Assistant; and copy to (ii) Parmananda Ragen, Project Manager / Sameer Khudaroo, Programme Assistant E-mail address: nishi.sewsum@undp.org and parmananda.ragen@undp.org / sameer.khudaroo@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posting on the CO, Procurement and UNGM Website: CO website: http://www.mu.undp.org/content/mauritius_and_seychelles/en/home/operations/procurement.html UNGM https://www.ungm.org/Public/Notice UNDP procurement Website http://procurement-notice.undp.org/
19	D.23.3	No. of copies of Proposal that must be submitted	Original: One (1) Hard Copy (Financial Proposal and Technical Proposal Envelopes must be completely separate and each must be sealed.) Copies: 1 USB or 1 CD

¹ Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UNDP.

² 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 officially received.

			<p>Proposals should be submitted in soft copy in file sizes not exceeding 5 MB.</p> <ul style="list-style-type: none"> a) One CD/USB for Technical Proposals and one CD/USB for Financial Proposals in their separate sealed envelopes. The CDs/USB shall be clearly labelled with the name of project, title of Consultancy services, and name of bidder. b) Financial Proposal and Technical Proposal Envelopes must be completely separate and each must be sealed. c) Each envelope shall be clearly labelled "RFPMAR2018/004-Consultancy Services for Component 3: 00096201 & Award ID: 00090446" and name of bidder. <p>Note if the envelopes are not sealed and marked, the procuring UNDP entity will not assume responsibility for the Proposal's misplacement or premature opening.</p>
20	D.23.1 D.23.2 D.24	Proposal Submission Address	<p>UNDP Mauritius and Seychelles Country Office 6th Floor, Anglo Mauritius House Intendance Street P.O Box 253 Port Louis Mauritius Attention: The Head of Procurement Unit</p>
21	C.21 D.24	Deadline of Submission	<p>Date: 06 June 2018 Time : <u>10 00 hours (Mauritius Local Time)</u></p>
22	D.23.2	Allowable Manner of Submitting Proposals	Courier/Hand Delivery
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	N/A
24	D.23.1	<p>Date, time and venue for opening of Proposals</p> <p>(For information only, Not for public)</p>	<p>Date: <u>06 June 2018</u> Time: <u>10 15 hrs (Mauritius Local Time)</u> Venue: <u>UNDP Mauritius</u> <u>5th Floor, Conference Room,</u> <u>Anglo Mauritius House</u> <u>Port Louis</u> <u>Mauritius</u></p>
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively, where minimum passing score of technical proposal is 70%.

26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Members of the Governing Board and their Designations duly certified by the Corporate Secretary or its equivalent document if proposer is not a corporation ▪ List of Shareholders and their entities financially interested in the firm owning 5% or more of the stocks and other interests or, its equipment if proposer is not a corporation. ▪ Official Letter of Appointment as local representative, if Proposer is submitting a Proposal on behalf of an entity located outside the country ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if any ▪ Patent Registration Certificates, if any of technologies submitted in the Proposal is patented by the Proposer ▪ Audited Financial Statement for the last three years (2014 – 2016) (Income Statement and Balance Sheet) including Auditor's Report ▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past ten (10) years ▪ All information regarding any past and current litigation during the last five (5) years, in which the Proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
27		Other documents that may be Submitted to Establish Eligibility	All key experts shall provide an original signed letter of availability and association (if they are external to the lead firm) for the duration of the assignment. Note: In the event of their unavailability at execution stage, the Consultant shall be under the obligation to provide a replacement of equal or better calibre at no extra cost to the Client.
28	C.15	Structure of the Technical Proposal (<i>only if different from the provision of Section 12</i>)	
29	C.15.2	Latest Expected date for commencement of Contract	01 July 2018
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	80 person-days over a period of one year latest expected commencement in July 2018 and ending in June 2019
31		UNDP will award the contract to:	One bidder

			The contract will be awarded according to the Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, where the minimum passing score in technical is 70%.
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below)
33	E.29.4	Post-Qualification Actions	<ul style="list-style-type: none"> Verification of accuracy, correctness and authenticity of the information provided by the Proposer on the legal, technical and financial documents submitted; Validation of extent of compliance to the RFP requirements and evaluation criteria, based on findings of the evaluation team; Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed.
34		Conditions for Determining Contract Effectivity	Signature of contract
35		Other Information Related to the RFP	<ul style="list-style-type: none"> In case of an international consultancy team, it is mandatory for the consulting team to associate with one or more local experts so as to have a better appreciation of the local context. The total expected input for the assignment shall not exceed 80 person-days.

TABLE 2: SUMMARY OF TECHNICAL PROPOSAL EVALUATION FORMS

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum Points Obtainable
1.	Expertise of Firm/Organization	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
Total			1000

Table 2(a): Expertise of the Firm/Organization

Technical Proposal Evaluation Form 1	Maximum Points obtainable
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Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation	
	(1) Financial stability	15
	(2) Type of firm/organization	
	• loose consortium	10
	• one firm	15
	(3) Age/size of the firm	
	• Less than 5 years	0
	• 5 - 10 years	10
	• More than 10 years	15
	(4) Strength of project management support	10
	(5) Project management controls	10
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	10
1.4	Quality assurance procedures, warranty (e.g. ISO certified or Quality Management System in place)	20
1.5	Relevance of:	
	A. Specialised Knowledge	
	(1) Drafting environmental laws with emphasis on wetlands legal framework)	
	• No experience	0
	• 1 – 3 projects	20
	• More than 3 projects	30
	(2) Conservation and restoration of wetlands	
	• No experience	0
	• 1 – 3 projects	20
	• More than 3 projects	30
	(3) Developing wetlands policies and legislation	
	• No experience	0
	• 1 - 3 projects	20
	• More than 3 projects	30
	B. Experience of lead firm/organization on Similar Programme / Projects	25
	C. Experience of lead firm/organization on Projects in Small Island Developing States (SIDS)	10
	D. Experience of lead firm/organization on Projects in Mauritius and/or Rodrigues specifically	15
	Work for UNDP/ major multilateral/ or bilateral programmes	15
		300

Table 2(b): Proposed Methodology, Approach and Work Plan

Technical Proposal Evaluation Form 2	Maximum Obtainable	Points
Proposed Methodology, Approach and work Plan		

2.1	Technical Approach and Methodology	
	• Understanding of the objectives of the assignment	40
	• Interpretation of scope of task in line with the Terms of Reference	40
	• Approach to the services	50
	• Methodology for carrying out the activities and obtaining the expected output/Degree of detail of output	70
	• Details of ground truthing marine and coastal ESA's	50
	• Assessment of biodiversity richness and ecological integrity of ESA's	50
2.2	Work plan	
	• Clarity in presentation	25
	• Degree of logical and realistic sequence of activities	25
	• Planning for efficient implementation of the project	25
	• Compliance with workplan in the RFP	25
Total Part 2		400

Table 2(c): Management Structure and Key Personnel

Technical Proposal Evaluation Form 3		Maximum Obtainable	Points
Management Structure and Key Personnel			
3.1	Management Structure		
	(a) Structure and composition of team	50	
	(b) Discipline of assignments	50	
3.2	Key professional staff qualifications and suitability for assignment		
A	Key Expert 1 – International Environmental law Expert (Team Leader)		
	(a) General Academic Qualifications		
	• Masters	15	
	• PhD	20	
	(b) Experience		
	(1) Post degree experience relevant to drafting environmental Laws		
	• Less than 10 years	0	
	• 10 – 15 years	5	
	• More than 15 years	10	
	(2) Experience relevant to drafting laws in conservation of wetlands		
	• No experience	0	
	• 1- 3 projects	5	
	• More than 3 projects	10	
	(3) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment		
	• No experience	0	
	• 1- 3 projects	5	
	• More than 3 projects	10	
	(c) Work experience in Small Island Developing States (SIDS), preferably in Mauritius	10	
	(d) Proficiency in English (Mandatory)	10	

	(e) Proficiency in French	5
B	Key Expert 2 – Expert in Wetlands Conservation	
	(a) General Academic Qualifications	
	• Masters	7
	• PhD	10
	(b) Experience	
	(1) Post degree specific experience in conservation, sustainable use and management of Wetlands	
	• Less than 10 years	0
	• 10 - 15 years	5
	• More than 15 years	10
	(2) Experience relevant to conservation and/or restoration of wetlands	
	• No experience	0
	• 1 - 3 projects	5
	• More than 3 projects	10
	(3) Experience in nomination and/or management of Ramsar site	
	• No experience	0
	• 1 - 3 projects	5
	• More than 3 projects	10
	(4) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 - 3 projects	5
	• More than 3 projects	10
	(c) Work experience in Small Island Developing States (SIDS), preferably in Mauritius	10
	(d) Proficiency in English (Mandatory)	10
	(e) Proficiency in French	5
D	Local Expert 1 –Legal and Institutional Expert (with focus on environmental Law	
	(a). General Academic Qualifications	
	(1) Sworn Barrister-at-Law or Solicitor in Mauritius / able to practice in Mauritius	10
	(2) Post Graduate Degree	10
	(b). Experience	
1	(1) Post degree specific experience in legal environmental and Land Management matters	
	• Less than 5 years	0
	• 5 - 10 years	5
	• More than 10 years	10
	(2). Experience in working with range of stakeholders including government and private sector	
	• No experience	0
	• 1- 3 projects	5
	• More than 3 projects	10
	(3). Experience in carrying out or having been involved in	

	assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	5
	• More than 3 projects	10
Total Part 3		300

*** Notes:**

- a. Degree Holder means any relevant degree in the field of expertise as defined in the qualification of the Consultancy Team component of Section 2.8 – Terms of Reference.

