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REQUEST FOR PROPOSAL (RFP 025/18)

NAME & ADDRESS OF FIRM	DATE: April 17, 2018
	REFERENCE: Forest (forest above-ground live and dead tree, soil, litter and herbaceous) carbon inventory, data processing and reporting

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Forest (forest above-ground live and dead tree, soil, litter and herbaceous) carbon inventory, data processing and reporting (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 may be submitted on or before, 10 May 2018, 4:00 pm local Yerevan time (GMT +4) via email, courier mail below (sealed in envelope):

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 90 days 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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit
UNDP Armenia*

Annex 1

Description of Requirements

Context of the Requirement	Provide forest carbon inventory for the major forest types of forest ecosystems of north-eastern Armenia, process the soil, litter and herbaceous samples and along with live and dead biomass support to the calculation of national forest carbon coefficients
Implementing Partner of UNDP	The UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”
Brief Description of the Required Services ¹	Conduct inventory of forest above-ground live and dead tree samples (>8 sm in diameter) in 300 and collection of forest soil, herbaceous and litter samples in 30 assigned sample plots; ensure an implementation of laboratory screening of the forest soil, litter and herbaceous 600 samples, perform data processing, statistical analyses and reporting).
List and Description of Expected Outputs to be Delivered	1) Inventory of forest above-ground live and dead tree samples (>8 sm in diameter) in 300 sample plots identified and designed by International Forest carbon expert in 10 forest enterprises (FEs) of Tavush and Lori regions; 2) Collect forest soil, herbaceous and litter samples in 30 sample plots of 10 FEs in Tavush and Lori regions according to the guideline and identified geolocations of sample plots developed by International Forest carbon expert and 3) Ensure an implementation of laboratory screening of the forest soil, litter and herbaceous 600 samples, perform data processing and statistical analyses
Person to Supervise the Work/Performance of the Service Provider	<i>Technical Task Leader, UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”</i>
Frequency of Reporting	<i>As per TOR (Annex 1a) implementation schedule</i>
Progress Reporting Requirements	NA
Location of work	<input checked="" type="checkbox"/> Exact Address as provided below <input type="checkbox"/> At Contractor’s Location
Expected duration of work	Within 6 months after contract signing by both parties.
Target start date	June 2018
Latest completion date	November 2018
Travels Expected	NA
Special Security Requirements	<input checked="" type="checkbox"/> Others Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required

¹ 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.

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 (USD) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted by the Armenian central bank submission day, www.cba.am)															
Value Added Tax on Price Proposal ²	<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 checked="" type="checkbox"/> Not Permitted															
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Completed, filled up field registration and predesigned Excel forms for all 300 sample plots of 10 FEs of Tavush and Lori regions according to the designed and developed by International forest carbon expert along with comprehensive illustrated report</td> <td>35%</td> <td>By 15 August 2018</td> <td>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</td> </tr> <tr> <td>Ensure soil, herbaceous and litter sampling over the pilot study areas, totally 600 samples. Provide comprehensive illustrated report which will cover</td> <td>35%</td> <td>By 15 August 2018</td> <td>b) Receipt of invoice from the Service Provider.</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Completed, filled up field registration and predesigned Excel forms for all 300 sample plots of 10 FEs of Tavush and Lori regions according to the designed and developed by International forest carbon expert along with comprehensive illustrated report	35%	By 15 August 2018	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	Ensure soil, herbaceous and litter sampling over the pilot study areas, totally 600 samples. Provide comprehensive illustrated report which will cover	35%	By 15 August 2018	b) Receipt of invoice from the Service Provider.			
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ 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.

	mapping of the plots and samples.			
	Ensure an implementation of laboratory screening of the 600 soil, herbaceous and litter samples covering the following parameters - total Carbon, total Nitrogen, morphological screening, Bulk Density and PH analyses; Provide comprehensive illustrated reports on processed data and statistical analyses	30%	By 15 November 2018	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Technical Task Leader of UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services			
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) <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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (max score: 30), including: The Organization (company) should have at least 5 years of proven experience in living and dead biomass, soil, herbaceous and litter sampling, forest inventory and laboratory screening of soil, herbaceous and litter sampling (max score: 30). <input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 30). <input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 40), including: a. Team Leader with minimum 5 years’ of relevant experience in projects management with similar scope and level of complexity, sampling and lab analyses skills; b. Three forest inventory specialists with at least 5 years working experience – (max score: 15); c. Two soil, herbaceous and litter sampling specialists with at least 3 years working experience – (max score: 15);			

	<p>d. Two specialists in soil, herbaceous and litter laboratory screening and statistical analyses – (max score: 10);</p> <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors: as per maximum number of lots.
Annexes to this RFP ⁴	<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) ⁵ <input type="checkbox"/> Others ⁶
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</p> <p>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>
Other Information [pls. specify]	

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

⁵ 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.

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

⁷ 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

Scope of services:	Inventory of forest above-ground live and dead tree samples (>8 sm in diameter) in 300 and collection of forest soil, herbaceous and litter samples in 30 assigned sample plots; ensure an implementation of laboratory screening of the forest soil, litter and herbaceous 600 samples, perform data processing, statistical analyses and reporting
Duration:	June -November, 2018
Location:	10 Forest Enterprises in Tavush and Lori regions
Project title:	UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”

I. Project Background

The long-term solution sought is to facilitate the shift from unsustainable to sustainable forest management in North-Eastern Armenia. The target area contains 65% of Armenia’s forest resources and provides essential ecosystem services including water provision (for urban use and food production), landslide control and carbon storage and sequestration. The project will promote an integrated approach towards fostering sustainable forest management – seeking to balance environmental management with development and community needs.

The major objective of the project is sustainable land and forest management in the North-eastern Armenia to secure continued flow of multiple ecosystem services (such as water provision, land slide control and carbon storage/sequestration) and to ensure conservation of critical wildlife habitats. This would be achieved during the four years of implementation through two main components, namely: (i) Integration of sustainable forest and land management objectives into planning and management of forest ecosystems to reduce degradation and enhance ecosystem services in two marzes covering 0.65 million hectares; and (ii) Sustainable Forest Management practices effectively demonstrating reduced pressure on high conservation forests and maintaining flow of ecosystem services.

It will attempt to reduce conflicting forest land-uses and improve the sustainability of forest management to maintain the flow of vital ecosystem services and sustain the livelihoods of local forest-dependent communities (and downstream users). This platform will be underpinned by a robust forest management planning support system and monitoring framework that will inform plans for the forest estate.

II. Scope of Work, Terms and Conditions

The objective of the task is: 1) Inventory of forest above-ground live and dead tree samples (>8 sm in diameter) in 300 sample plots identified and designed by International Forest carbon expert in 10 forest enterprises (FEs) of Tavush and Lori regions; 2) Collect forest soil, herbaceous and litter samples in 30 sample plots of 10 FEs in Tavush and Lori regions according to the guideline and identified geolocations of sample plots developed by International Forest carbon expert and 3) Ensure an implementation of laboratory screening of the forest soil, litter and herbaceous 600 samples, perform data processing and statistical analyses.

The provision of the following services is expected for the project purposes:

- To find the exact location of 300 predesigned sample plots through GPS (Global Positioning System) tracking and perform the required measurements in the each sample plot according to the instructions described in the guideline; Register all measured items in the field registration forms and transfer data to pre-designed Excel datasheets along with provision of comprehensive illustrated report;
- Collect forest soil, herbaceous and litter samples in 30 sample plots (totaling 600 samples) of 10 FEs in Tavush and Lori regions according to the guideline and identified geolocations of sample plots and provide comprehensive illustrated report;
- Ensure an implementation of laboratory screening of the soil, litter and herbaceous samples, covering the following parameters - total Carbon, total Nitrogen, Morphological screening, Bulk Density and PH analyses; Perform data processing and statistical analyses of the concentration of Carbon and Nitrogen, as well as relationships between Organic Matter and Soil Density, Mobility of Carbon and Nitrogen between soil different layers, litter and herbaceous layer along with provision of comprehensive illustrated report.

III. Expected Outputs

N	Deliverables	Milestones	Timeline
1.	Completed, filled up field registration and predesigned Excel forms for all 300 sample plots of 10 FEs of Tavush and Lori regions according to the designed and developed by International forest carbon expert along with comprehensive illustrated report.	35%	15 August 2018
2.	Ensure soil, herbaceous and litter sampling over the pilot study areas, totally 600 samples. Provide comprehensive illustrated report which will cover mapping of the plots and samples.	35%	15 August 2018
3.	Ensure an implementation of laboratory screening of the 600 soil, herbaceous and litter samples covering the following parameters - total Carbon, total Nitrogen, morphological screening, Bulk Density and PH analyses; Provide comprehensive illustrated reports on processed data and statistical analyses.	30%	15 November 2018

IV. Institutional Arrangements

- The contractor will work under the direct supervision of the Sustainable Growth and Resilience Portfolio Manager and the Project Technical Task Leader.
- The contractor shall submit the progress reports upon completion of each deliverable to the Sustainable Growth and Resilience Portfolio Manager and the Project Technical Task Leader.
- The contractor is expected to interact and collaborate with the 10 FEs staff in Tavush and Lori regions, surrounding community members and protected areas' staff.
- Technical verification of the conducted forest inventory, soil, herbaceous and litter sampling data, as well as ensure the implementation of laboratory screening of samples.

- The contractor shall submit the detailed description of implementation methods and organisational approaches, milestones, timeframe and detailed budget breakdown per main expenditures.

V. Required Qualifications and Application Package

- The Organization (company) should have at least **5 years of proven experience** in living and dead biomass, soil, herbaceous and litter sampling, forest inventory and laboratory screening of soil, herbaceous and litter sampling.

The bidder is required to submit the following:

- Organization (company) profile with description of proven records and experience in the area of required expertise. Prior relevant experience with international projects will be an asset;
- CVs of professional staff to be involved:
 - Team leader with minimum 5 years' of relevant experience in projects management with similar scope and level of complexity, sampling and lab analyses skills;
 - Three forest inventory specialists with at least 5 years working experience;
 - Two soil, herbaceous and litter sampling specialists with at least 3 years working experience;
 - Two specialists in soil, herbaceous and litter laboratory screening and statistical analyses.

VI. Schedule of Payments

Payments will be made in 3 installments (see above in Expected Outputs), upon timely completion of the respective task and their acceptance by UNDP based on the signed acceptance acts and narrative reports for each deliverable.

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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 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.*
- 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.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ 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 experts, etc.;
- b) CVs demonstrating qualifications must be submitted; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Completed, filled up field registration and predesigned Excel forms for all 300 sample plots of 10 FEs of Tavush and Lori regions according to the designed and developed by International forest carbon expert along with comprehensive illustrated report.	35%	
2	Ensure soil, herbaceous and litter sampling over the pilot study areas, totally 600 samples. Provide comprehensive illustrated report which will cover mapping of the plots and samples.	35%	
3	Ensure an implementation of laboratory screening of the 600 soil, herbaceous and litter samples covering the following parameters - total Carbon, total Nitrogen, morphological screening, Bulk Density and PH analyses; Provide comprehensive illustrated reports on processed data and statistical analyses	30%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Key Expert 1				
b. Key Expert 2				
c. Expert 3				
d. Expert 4				
2. Services from Field Offices				
a. Key Expert 1				
b. Key Expert 2				
c. Expert 3				
d. Expert 4				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				

1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]



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Resilient nations.*

Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)