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## REQUEST FOR PROPOSAL

**Monitoring, Reporting and Verification (MRV) Services for Low Carbon Projects in Koh Samui Municipality and Chiang Mai, Khon Kaen and Nakhon Ratchasima - Thailand.**

RFP No.: RFP- 2018-14 (Re-advertisement)

Project: Achieving Low Carbon Growth in Cities through Sustainable Urban Systems Management in Thailand Project

Country: Thailand

Issued on: 10 September 2018

# Contents

<b>LIST OF ABBREVIATION.....</b>	<b>4</b>
<b>SECTION 1. LETTER OF INVITATION.....</b>	<b>5</b>
<b>SECTION 2. INSTRUCTION TO BIDDERS .....</b>	<b>6</b>
A. GENERAL PROVISIONS.....	6
1. Introduction .....	6
2. Fraud & Corruption, Gifts and Hospitality .....	6
3. Eligibility.....	6
4. Conflict of Interests.....	6
B. PREPARATION OF PROPOSALS.....	7
5. General Considerations.....	7
6. Cost of Preparation of Proposal .....	7
7. Language.....	7
8. Documents Comprising the Proposal.....	7
9. Documents Establishing the Eligibility and Qualifications of the Bidder.....	8
10. Technical Proposal Format and Content .....	8
11. Financial Proposals.....	8
12. Proposal Security.....	8
13. Currencies .....	8
14. Joint Venture, Consortium or Association.....	9
15. Only One Proposal.....	9
16. Proposal Validity Period .....	10
17. Extension of Proposal Validity Period .....	10
18. Clarification of Proposal .....	10
19. Amendment of Proposals.....	10
20. Alternative Proposals .....	10
21. Pre-Bid Conference .....	11
C. SUBMISSION AND OPENING OF PROPOSALS .....	11
22. Submission .....	11
23. Deadline for Submission of Proposals and Late Proposals .....	12
24. Withdrawal, Substitution, and Modification of Proposals .....	12
25. Proposal Opening.....	13
D. EVALUATION OF PROPOSALS .....	13
26. Confidentiality.....	13
27. Evaluation of Proposals.....	13
28. Preliminary Examination .....	13
29. Evaluation of Eligibility and Qualification.....	13
30. Evaluation of Technical and Financial Proposals .....	14
31. Due Diligence .....	14
32. Clarification of Proposals .....	15
33. Responsiveness of Proposal .....	15
34. Nonconformities, Reparable Errors and Omissions .....	15
E. AWARD OF CONTRACT.....	15
35. Right to Accept, Reject, Any or All Proposals .....	15
36. Award Criteria .....	16
37. Debriefing.....	16
38. Right to Vary Requirements at the Time of Award .....	16
39. Contract Signature .....	16
40. Contract Type and General Terms and Conditions .....	16
41. Performance Security.....	16
42. Bank Guarantee for Advanced Payment .....	16
43. Liquidated Damages.....	16
44. Payment Provisions.....	16
45. Vendor Protest .....	17
46. Other Provisions.....	17
<b>SECTION 3. BID DATA SHEET .....</b>	<b>18</b>
<b>SECTION 4. EVALUATION CRITERIA .....</b>	<b>21</b>

<b>SECTION 5. TERM OF REFERENCE .....</b>	<b>24</b>
1. SUMMARY OF REQUIREMENT .....	24
2. PARTNER CITIES/PROJECT AREA(S) .....	24
3. BACKGROUND .....	24
4. PROJECT DURATION .....	24
5. DETAILS OF REQUIREMENT .....	25
6. WORKING APPROACH .....	27
7. EXPECTED TASKS .....	27
8. PROJECT MONITORING AND EVALUATION .....	27
9. DELIVERABLES, TIME TABLE, PAYMENT SCHEDULE & REPORTING ARRANGEMENT .....	28
10. COMPETENCE REQUIREMENTS AND ALLOCATION .....	29
11. MANAGEMENT, LOGISTICS AND OTHER ARRANGEMENTS .....	30
12. DUTY OF CARE .....	30
13. PROPERTY RIGHTS .....	31
<b>SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST .....</b>	<b>32</b>
<b>TRANSLATION IN THAI LANGUAGE OF SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST .....</b>	<b>33</b>
<b>FORM A: TECHNICAL PROPOSAL SUBMISSION FORM .....</b>	<b>34</b>
<b>FORM B: BIDDER INFORMATION FORM .....</b>	<b>35</b>
<b>FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM .....</b>	<b>36</b>
<b>FORM D: QUALIFICATION FORM .....</b>	<b>37</b>
<b>FORM E: FORMAT OF TECHNICAL PROPOSAL .....</b>	<b>39</b>
<b>FORM F: CONFIRMATION FORM .....</b>	<b>42</b>
<b>FORM G: FINANCIAL PROPOSAL SUBMISSION FORM: MONITORING, REPORTING AND VERIFICATION (MRV) SERVICES FOR LOW CARBON PROJECTS IN KOH SAMUI, CHIANG MAI, KHON KAEN AND NAKHON RATCHASIMA MUNICIPALITIES - THAILAND. ....</b>	<b>43</b>
<b>FORM H: FINANCIAL PROPOSAL SUMMARY FORM: MONITORING, REPORTING AND VERIFICATION (MRV) SERVICES FOR LOW CARBON PROJECTS IN KOH SAMUI, CHIANG MAI, KHON KAEN AND NAKHON RATCHASIMA MUNICIPALITIES - THAILAND. ....</b>	<b>44</b>
<b>ANNEX A - PROJECT DOCUMENT .....</b>	<b>47</b>
<b>ANNEX B – LIST OF INDICATIVE LOW CARBON PROJECTS .....</b>	<b>48</b>
<b>ANNEX C - PROJECT IDEA NOTE (PIN) TEMPLATE .....</b>	<b>52</b>

## List of Abbreviation

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tCO <sub>2e</sub>	tons carbon dioxide equivalent
BAU	Business as Usual
CCF	City Carbon Footprint
EF	Emission factor
GEF	Global Environment Facilities
GHG	Greenhouse gas
ITA	International Technical Advisor
LEDs	Low Emissions Development Strategies
MoF	Ministry of Finance
MRV	Monitoring, Reporting and Verification
PMU	UNDP-TGO Project Management Unit
SDGs	Sustainable Development Goals
TGO	Thailand Greenhouse Gas Management Organization (Public Organization)
UNDP	United Nations Development Programme

## Section 1. Letter of Invitation

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The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Confirmation Form
  - o Form G: Financial Proposal Submission Form
  - o Form H: Financial Proposal Form

Annexes-

Annex A- Project Document

Annex B- List of Indicative Low Carbon Projects

Annex C- Project Idea Note (PIN) Template

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [ei.cho.nyunt@undp.org](mailto:ei.cho.nyunt@undp.org), indicating whether you intend to submit a Proposal or otherwise. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

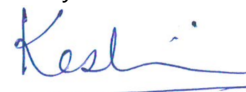


Name: Ei Cho Nyunt

Title: Procurement and Admin. Analyst

Date: **September 10, 2018**

Approved by:



Name: Keshini Wijesundera

Title: Manager, Transactional Services Team

Date: **September 10, 2018**

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP  (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;  (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation</p>

	<p>process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<b>6. Cost of Preparation of Proposal</b>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<b>7. Language</b>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<b>8. Documents Comprising the Proposal</b>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>

<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<b>11. Financial Proposals</b>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> </ul> </li> </ul> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of</p>



	<p>comparison of all Proposals:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</li> <li>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> </ul>

	<ul style="list-style-type: none"> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Proposal Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the</p>

	<p>alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22. Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> <li>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</li> </ul> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> </li> </ul>
<b>Email Submission</b>	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p>

<b>eTendering submission</b>	<p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></p>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<b>24. Withdrawal, Substitution, and Modification of Proposals</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as</p>

	<p>needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25. Proposal Opening</b>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Proposals</b>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> </ol>

	f) They have a record of timely and satisfactory performance with their clients.
<b>30. Evaluation of Technical and Financial Proposals</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical</li> </ul>

	<p>inspections of previous works, as necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <p class="margin-left: 40px;">a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p class="margin-left: 40px;">b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p class="margin-left: 40px;">c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All</b>	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to</p>



<b>Proposals</b>	inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36.Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37.Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38.Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
<b>39.Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40.Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed 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>
<b>41.Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_PO PP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_PO PP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42.Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_PO PP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_PO PP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
<b>43.Liquidated Damages</b>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<b>44.Payment Provisions</b>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.



<b>45. Vendor Protest</b>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

## Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	<b>Not Allowed</b>
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollars (USD) or Local currency (THB) / UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Ei Cho Nyunt, Procurement and Administrative Analyst Address: 1 <sup>st</sup> Floor, United Nations Service Building, Rajdamnern Nok Avenue, Phranakorn, Bangkok 10200 Thailand E-mail address: <a href="mailto:ei.cho.nyunt@undp.org">ei.cho.nyunt@undp.org</a>

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website <a href="https://www.ungm.org">https://www.ungm.org</a> and <a href="http://procurement-notice.undp.org">http://procurement-notice.undp.org</a>
14	23	Deadline for Submission	<b>02:00 pm (Bangkok Time), 21 September 2018</b>
14	22	Allowable Manner of Submitting Proposals	<b>Submission by email</b>
15	22	Proposal Submission Address	E-mail: <a href="mailto:procurement.th@undp.org">procurement.th@undp.org</a>
16	22	Electronic submission (email) requirements	<ul style="list-style-type: none"> <li>Format: <b>PDF files only</b></li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Password for technical proposal <u>must</u> not be provided to UNDP until the time as indicated in No. 14.</li> <li>Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP</li> <li>Max. File size per transmission: <b>5MB</b></li> <li>Mandatory subject of E-mail: <b>RFP No.: RFP- 2018-14 (re-adv.)</b></li> </ul>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>October 15, 2018</i>
19		Maximum expected duration of contract	<b>26 months</b>
20	35	UNDP will award the contract to:	<b>One Proposer Only</b>
21	39	Type of Contract	<p><b>Contract for Services</b></p> <p><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></p>

22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services <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>
23		Others	<b>The service providers who have been awarded under RFP-2008-13 “Low Carbon Demonstration Project Implementation for Koh Samui, Chiang Mai, Khon Kean and Nakhon Ratchasima Municipalities” are not eligible to bid.</b>

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Certificate of valid Registration of the business, along with evidence of registration for the past consecutive three (03) years.
- Technical and Financial Proposals submitted separately with Financial Proposal being password protected pdf file.
- Proposal/Bid Validity for minimum 90 days from the bid submission deadline
- CVs of Key Personnel: Thai written and spoken Language is a mandatory requirement for the Team Leader and Project Coordinator.

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with Instructions to Bidders clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with Instructions to Bidders clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
	Minimum 3 years of relevant experience.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

<b>Previous Experience</b>	Minimum 1 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover of USD75,000 for the last 3 years <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	500
3.	Management Structure and Key Personnel	250
	<b>Total</b>	<b>1000</b>

## Technical Evaluation Criteria for LOT 1 – Koh Samui Area:

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing, General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted.	70
1.2	Solid track record and significant experience in low carbon projects and MRV services such as CDM, Thailand Voluntary Emission Reduction Program (T-VER) and other relevant activities Experiences in dealing with cities, government agencies and stakeholder participation; and Familiarity with Thai' circumstances, especially energy, waste, legal and regulations, policies and strategies, and/or related issues is an advantage.	150
1.3	Organizational Commitment to Sustainability (mandatory weight).	30
<b>Total Section 1</b>		<b>250</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	250

	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	
2.2	Description of the monitoring and reporting system/mechanism that ensures proper and timely implementation of the Services.	70
2.3	Assessment of all required activities in the TORs in a logical, clear and realistic manner including the timeline for implementation of key activities and if subcontracting is proposed; is it clearly reflected in the implementation plan; Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract;	180
<b>Total Section 2</b>		<b>500</b>

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>
3.1	<b>General qualifications of Team leader:</b> <ul style="list-style-type: none"> <li>Advanced degree in engineering, energy, environment, economics, public policy or related field – <b>30 Points.</b></li> <li>at least 5 years of specific experience on low carbon project development, and carbon credits and or related activities and project monitoring experience or a related field - <b>50 Points.</b></li> <li>Strong analytical, writing and communication skills for both Thai and English. – <b>20 Points.</b></li> </ul>	100
3.2	<b>General qualifications of Project Coordinator:</b> <ul style="list-style-type: none"> <li>Degree in engineering, energy, environment, economics, public policy or related field – <b>20 Points.</b></li> <li>At least 3 years of specific experience on stakeholder engagement and technical knowledge on strategic planning, low carbon development, project analysis and management, and actions or a related field - <b>40 Points.</b></li> <li>Strong analytical, writing, communication and coordination skills for both Thai and English. – <b>20 Points.</b></li> </ul>	80
3.3	<b>General qualifications of the Team, the organigram for the services to be implemented; roles and responsibilities for each team member.</b>	70
<b>Total Section 3</b>		<b>250</b>

## Section 5. Term of Reference

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### 1. SUMMARY OF REQUIREMENT

UNDP seeks to appoint a qualified Service Provider to deliver Monitoring, Reporting and Verification (MRV) services for low carbon projects which will be implemented in four partner municipalities—Chiang Mai, Khon Kaen, Nakhon Ratchasima and Samui. The assignment responds to Outcome 1.1 and Outcome 2.1 of the four-year project on *Achieving Low Carbon Growth in Cities through Sustainable Urban Systems Management in Thailand* funded by the Global Environment Facility (GEF). The former outcome aims to develop MRV framework for low carbon projects and the latter focuses on greenhouse gas emission reduction assurance.

### 2. PARTNER CITIES/PROJECT AREA(S)

The partner cities to this RFP are:

- Chiang Mai Municipality
- Khon Kaen Municipality
- Nakhon Ratchasima Municipality
- Koh Samui Municipality

### 3. BACKGROUND

The Twelfth National Economic and Social Development Plan aims to move Thailand towards a low carbon and climate resilient society as one of its development pillars and respond to the committed international agreements on climate change and sustainable development goals (SDGs). This project supports Thailand to achieve its nationally determined contributions (NDC) target, SDG#7 (renewable energy), SDG#11 (sustainable cities and communities) and SDG#13 (climate action). Important steps have been taken and gradually being localized at the municipality levels. This UNDP/GEF project which is implemented by Thailand Greenhouse Gas Management Organization (Public Organization), referred hereafter as TGO, therefore, aims to strengthen the capacities and processes at a local level for bottom-up integrated low carbon development planning and the implementation & sustainable management of low carbon development projects. The project focuses on low carbon urban systems, in particular waste management, energy efficiency and sustainable transport, in four participating municipalities: Khon Kaen, Nakhon Ratchasima, Samui and Chiang Mai, while experiences will be shared with other cities to learn from.

The project objective is to promote sustainable urban systems management in the cities to achieve low carbon growth. The objective will be achieved through a) Low carbon sustainable urban development planning in four partner cities, which will enable them to formulate and implement low carbon sustainable urban development plans; b) Low carbon investments in four partner cities leading to more efficient urban systems, c) Financial incentives and institutional arrangements to increase volume of investments in efficient urban systems by government and private sector. The goal of the project is to reduce greenhouse gas (GHG) emissions from four partner cities at the minimum amount of by 177,708 tons carbon dioxide equivalent (tCO<sub>2</sub>e) by end of project (April 2021). Over the lifetime of the technologies deployed with project support, cumulative direct emission reduction expects to be 1,359,852 tCO<sub>2</sub>e.

### 4. PROJECT DURATION

Project duration is 26 months from the contract signing date but no longer than December 2020.



## 5. DETAILS OF REQUIREMENT

Monitoring, Reporting and Verification (MRV) is a mean to assure the amount of GHG reduction from the low carbon projects that will be implemented by the city and its partners, who agreed to subsume their respective projects to be among the demonstrations under this UNDP-GEF projects, referred hereafter 'the Projects'. Under the scope of this RFP, mitigation options fall into the following categories:

- Waste (wastewater, waste-to-energy and municipal waste);
- Transport; and
- Energy efficiency

The purposes of this assignment are:

- To develop methodologies to monitor, report and verify GHG emissions reductions from the Projects.
- To issue an assurance certificate to the Projects.
- To build capacity of local stakeholders by transferring knowledge on MRV to stakeholders through on-the job and formal trainings.

The Service Provider will need to:

### 1) Understand the Project

- a. Review the Project Document attached in Annex I thoroughly.
- b. Set up the meeting with the UNDP-TGO's Project Management Unit (PMU), the International Technical Advisor (ITA), the city and its partners to discuss, the UNDP-GEF project's status, goal, objectives, outcomes, outputs and activities, results framework, and targets as well as development during the project inception phase
- c. Establish a clear linkage of the below requirements to the project results framework, project targets and the tracking tool.
- d. Understand project's monitoring and evaluation process and requirements, as per GEF and UNDP' protocols.

### 2) Partnership with Key Project Stakeholders

- a. Establish a relationship, channels of communication and work closely with key stakeholders in the city such as the City Working Group set up by the Mayor, low carbon project implementers, academic institute and other key stakeholders such as relevant governmental agencies.
- b. Work closely with the owners of the Projects, their consultants in four partner cities and subject matter experts on MRV related issues.
- c. Work closely with the ITA and the Project Local Technical Coordinator to ensure technical soundness, transparency, accuracy, completeness, compatibility and consistency of MRV.

### 3) Work Plan

- a. Prepare the **multi-year work plan** which provides a big picture of how Service Provider will work throughout the project period and serves as the framework for the annual work plan. This multi-year work plan will provide project outcome, outputs, activities including low carbon projects, budget and schedule. The multi-

year work plan shall be prepared together with all concerned parties. The is subjected to be revisited when the annual work plan is prepared (see below).

- b. Prepare the **annual work plan**. It is the key document for contract performance against which Service Provider performance must be monitored and evaluated by both UNDP, in consultation with the TGO, and the Service Provider. The Service Provider shall prepare the work plan in UNDP's format in close consultation with the PMU, the city and four Service Providers to RFP-2008-13 (Implementation) as well as other key stakeholders. During contract performance, the Service Provider will update the work plan as required, subject to PMU/TGO approval. DUE DATE: The Service Provider must include the First Year Work Plan promptly in the Inception Report. The first Work Plan will cover a period of one year or up to the end of the Thai fiscal year (September 30). Subsequent workplans will cover activities from October 1 – September 30 of each year of implementation. The Service Provider must submit each year's Annual Work Plan no later than August 15.

#### **4) MRV Framework Development**

- a. Review MRV methodologies developed by TGO' voluntary schemes and other relevant methodologies developed by international organizations such as the Clean Development Mechanism (CDM) Executive Board.
- b. Review the Project Idea Note (PIN) developed by the owners/consultants to the Project. The Service Provider is required to modify the 'Methodology' section to fit the purpose and fill in complete information in this section for each project.
- c. Work closely with the cities, low carbon project developers, and subject matter experts to understand the Projects such as project description, boundary, and other essential elements which are necessary to the development of MRV.
- d. Formulate monitoring methodologies, reporting templates, and assurance framework for low carbon activities in the partner cities subject to data availability and local conditions without compromising the essential quality.
- e. Develop MRV tools, calculation worksheets, data collection templates and reporting structure/outlines.
- f. Working closely with the ITA on the MRV development and the tracking tool.

#### **5) GHG emissions Reductions Assurance**

- a. Perform assurance on project emission baseline and carbon reduction units for each project in all partner cities, according to the set of approved methodologies.
- b. Prepare assurance reports based on a reporting format which the Service Provider agrees with the ITA.
- c. Provide assurance certificates to the city and developers.
- d. Organize workshops/seminars to present the results of low carbon project implementation upon completion of each assurance.

#### **6) Capacity Building**

- a. Develop trainings materials on MRV related to low carbon projects in the cities.
- b. Provide trainings on MRV to, at least, investors, owners and their consultants, and relevant partners such as data providers and municipality staff. One workshop for training is required for around 15 participants. Also, trainings should be in the form of both on-the-job training and at least one other formal workshop for at least 15 participants.

- c. Prepare at least three MRV success stories and impact statements, and share electronically with the PMU team. At least 15 high-resolution photos that visually convey the story of the project's activities and impact. The photos will need to be digital files that are accompanied with captions.

## 6. WORKING APPROACH

The Service Provider will perform, but not limited to, the following methodologies

- 1) To perform an analysis of the existing MRV methodologies developed by TGO and international organizations such as the CDM Executive Board. Analysis shall include applicability to the low carbon projects in cities and carbon markets.
- 2) To develop MRV methodologies which are applicable to the local context without compromising essential quality.
- 3) To perform low carbon project assurance.

NB: throughout the assignment, the Service Provider shall consider readiness of all parties in MRV process engagement.

## 7. EXPECTED TASKS

- 1) Desk top reviews of relevant documentation
- 2) Interviews with key informants: low carbon project owners, government agencies, donors involved in the issues, think-tanks, private sector entities, and civil society. There might be more than one round of interview.
- 3) Visit and work closely with the partner cities, project investors and their consultants.
- 4) Develop the MRV program and tools as well as build capacity of city staff, project implementers and key stakeholders to ensure sustainability of the activity in the future.
- 5) Consult with the PMU and the ITA for technical guidance.
- 6) Working independently: Whilst it is expected that the Service Provider checks in with the UNDP and TGO at identified key milestones and that visits may offer the opportunity for representatives of TGO and UNDP to join the Service Provider if suitable; the Service Provider is nevertheless required to complete this project with minimal draw of the Project Management Unit's resources (time and personnel). It is important that the deliverables; the CCF and LEDS reports which provide the recommendations for project implementation and serves as key inputs are objective and where possible remain independent of the Authority's view.

## 8. PROJECT MONITORING AND EVALUATION

- 1) Each year the Service Provider must prepare and submit to the PMU four Quarterly Report on financial status, narrative of activities, issues, constraints, progress toward goals, and achievements. The reporting format shall be compatible with UNDP's requirements. The Quarterly Progress Report must be submitted no later than 7 days following the end of quarter.
- 2) The Annual Progress Report shall summarize activities and results for the whole year. The Annual Progress Report is not intended to be a compilation of Quarterly Reports, but rather, the Annual Report must set out, in text and graphically, progress made in achievement of the expected results and those related for each Component. It will draw on the project result framework and provide a clear presentation of progress over the

course of the year and analysis of successes and challenges. The Annual Progress Report, must be submitted no later than 30 days following the end of the project year (Month 13 of the contract).

- 3) Presence and report progress of project implementation to the Project Board. The Service Provider shall cover expenses of representatives from the city to attend such meetings tentatively twice a year.

## 9. DELIVERABLES, TIME TABLE, PAYMENT SCHEDULE & REPORTING ARRANGEMENT

The Service Provider's work shall cover the range of **26 months** from the date of contract signing. The Service Provider is responsible for the following deliverables with timeline indicated:

#	Deliverables	Deadline
1	<b>Inception Report</b> that covers at a minimum: <ul style="list-style-type: none"> <li>Understanding of low carbon projects in each city</li> <li>Review of MRV methodologies likely to be applicable to low carbon projects in the cities.</li> <li>Multi-year and annual work plan.</li> </ul> <i>Language:</i> English with Thai executive summary <i># of hard copies:</i> 10 per city	End of Month 1
2	<b>MRV framework for waste and energy projects</b> that covers at a minimum: <ul style="list-style-type: none"> <li>Propose MRV for waste, energy efficiency sectors</li> </ul> <i>Language:</i> English and Thai <i># of hard copies:</i> 10 per city	End of Month 3
3	<b>MRV framework for transport</b> that covers the following at a minimum: <ul style="list-style-type: none"> <li>MRV for transport</li> </ul> <i>Language:</i> English and Thai <i># of hard copies:</i> 10 per city	End of Month 7
4	<b>Assurance report for GHG baseline for all projects</b> that covers the following completed activities: <ul style="list-style-type: none"> <li>Consolidated assurance report supplementary by detailed information for each project in each city</li> </ul> <i>Language:</i> English and Thai <i># of hard copies:</i> 30	End of Month 14
5	<b>Assurance report for annual carbon reduction units</b> that covers the following:	End of Month 25

	<ul style="list-style-type: none"> <li>Consolidated assurance report supplementary by detailed information for each project in each city until 2020.</li> </ul>	
	<i>Language:</i> English with Thai executive summary <i># of hard copies:</i> 30	
6	<b>The Quarterly Progress Report / Annual Progress Report</b>	no later than 7 days following the end of quarter.
	<i>Language:</i> English only <i># of hard copies:</i> none. Only digital file is required	

The payment schedule is presented below.

Installment	Required deliverables	Installment
1 <sup>st</sup>	Upon satisfactory submission of <b>Inception Report</b> (Deliverable #1)	15%
2 <sup>nd</sup>	Upon satisfactory submission <b>MRV framework for waste and energy projects</b> (Deliverable #2)	25%
3 <sup>rd</sup>	Upon satisfactory submission of <b>MRV framework for transport activities</b> (Deliverable #3)	25%
4 <sup>th</sup>	Upon satisfactory submission of <b>Assurance report for GHG baseline for all projects</b> (Deliverable #4)	20%
5 <sup>th</sup>	Upon satisfactory submission of <b>Assurance report for annual carbon reduction units</b> (Deliverable #5)	15%

All reports and materials must be presented in required languages as specified above, in accordance with UNDP-TGO requirements and submitted in hard copy and digital formats with completed sets of raw data, research materials, interview notes, and any other relevant resources used in the creation of deliverables in original software (e.g. Microsoft Office) format and in Portable Document Format (pdf).

As a part of the approval process, the Service Provider is required to present the results of the study to the UNDP-TGO's Committee upon each submission. Satisfactory submission will trigger the payment.

## 10. COMPETENCE REQUIREMENTS AND ALLOCATION

**Service Providers interested in this assignment should demonstrate:**

- 1) 3 year- experience in low carbon projects and MRV services such as CDM, Thailand Voluntary Emission Reduction Program (T-VER) and other relevant activities
- 2) Solid track record and significant experience in low carbon projects and MRV services such as CDM, Thailand Voluntary Emission Reduction Program (T-VER) and other relevant activities
- 3) Experiences in dealing with cities, low carbon projects, government agencies; and

- 4) Familiarity with Thai' circumstances, especially energy, waste, legal and regulations, policies and strategies, and/or related issues is an advantage.

**Team Leader with the following qualifications:**

- 1) Advanced degree in engineering, energy, environment, economics, public policy or related field with at least 5 years of experience in related field.
- 2) Demonstrated in-depth knowledge on low carbon project development, and carbon credits.
- 3) Proven records in project management.
- 4) Strong analytical, writing and communication skills for both Thai and English.
- 5) Ability to prepare publications, reports and presentations
- 6) Ability to work with a multidisciplinary and multicultural team.
- 7) Focuses on impact and result for the client and responds positively to critical feedback.
- 8) Able to work independently with little or no supervision.

**Project Coordinator with the following qualifications:**

- 1) Degree in engineering, energy, environment, economics, public policy or related field with at least 3 years of experience in related field.
- 2) Demonstrate experience on stakeholder engagement and technical knowledge on strategic planning, low carbon development, project analysis and management, and actions or a related field
- 3) Strong skills in writing and communication for Thai and English languages.

## 11. MANAGEMENT, LOGISTICS AND OTHER ARRANGEMENTS

The Service Provider will report to the Project Director, TGO and the Project Manager, UNDP. The service provider needs also appoint a member of staff to liaise with the Project Management Unit (PMU) on contract management and technical issues.

In terms of logistics, the consulting team will work independently in setting up their own meetings with key stakeholders, arranging transport etc., as per the approved workplan. When appropriate, TGO may assist in accessing government agencies or other key, senior stakeholders if this should prove necessary.

## 12. DUTY OF CARE

- 1) The supplier of the consulting services is responsible for the safety and well-being of their Personnel and Third Parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property. UNDP-GEF and TGO will share available information with the Supplier on security status and developments in provinces where appropriate.
- 2) The Service Provider is responsible for ensuring appropriate safety and security briefings for all of their Personnel working under this contract and ensuring that their Personnel register and receive a briefing as outlined above.
- 3) The Service Provider must develop their Tender on the basis of being fully responsible for Duty of Care. They must confirm in their Tender that:
  - a. They fully accept responsibility for Security and Duty of Care.

- b. They understand the potential risks and have the knowledge and experience to develop an effective risk plan.
- c. They have the capability to manage their Duty of Care responsibilities throughout the life of the contract.

### 13. PROPERTY RIGHTS

The Achieving Low Carbon Growth in Cities through Sustainable Urban Systems Management in Thailand Project shall own all "Project Information" which shall be defined as: all inventions, improvements, discoveries, designs, data, concepts, ideas, processes, methods, techniques, know-how, software and information, including schematics, engineering drawings, marks, mask works and writings respecting the Products conceived, made or produced by Service Provider during the course of performing services under this Agreement, or made or produced as the result of the efforts of Consultant, or the joint efforts of Consultant and the Company, pursuant to this Agreement.

The Service Provider agrees to, and hereby does, assign its entire right, title and interest in all Project Information, know-how and trade secret information conceived or made by the Service Provider and all employees and agents of the Service Provider, in connection with this Agreement. The Service Provider further agrees to execute all assignments and other documentation to evidence such assignment, as may reasonably be requested by the Company. The Service Provider further agrees not to assert any intellectual property right against the Company in relation to the Company's use of any Project Information.

## Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms ?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form F: Confirmation Form	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted separately and must be password protected)**

<b>Have you duly completed The Financial Proposal ?</b>	
▪ Form G: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form H: Financial Proposal Form	<input type="checkbox"/>



## Translation in Thai Language of Section 6: Returnable Bidding Forms / Checklist

แบบฟอร์มนี้ใช้ในการตรวจสอบรายการเอกสารที่ประกอบในข้อเสนอโครงการ  
กรุณาทำให้สมบูรณ์และส่งกลับมาพร้อมกันกับการยื่นข้อเสนอโครงการ  
ไม่อนุญาตให้มีการเปลี่ยนแปลงรูปแบบหรือแก้ไขข้อความใดๆของแบบฟอร์ม ก่อนยื่นข้อเสนอโครงการ  
โปรดตรวจสอบให้แน่ใจว่าสอดคล้องกับคำแนะนำในการยื่นข้อเสนอโครงการ (BDS 22)

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

### ซองข้อเสนอโครงการด้านเทคนิค (Technical Proposal Envelope)

คุณได้กรอกแบบฟอร์มการเสนอราคาที่ต้องส่งครบถ้วนแล้วหรือไม่ (Have you duly completed all the Returnable Bidding Forms?)	
▪ แบบฟอร์ม A: แบบฟอร์มขอยื่นข้อเสนอโครงการด้านเทคนิค (Technical Proposal Submission Form)	<input type="checkbox"/>
▪ แบบฟอร์ม B: แบบฟอร์มข้อมูลผู้ปรึกษา (Bidder Information Form)	<input type="checkbox"/>
▪ แบบฟอร์ม C: แบบฟอร์มข้อมูลการร่วมทุน/ความร่วมมือ/สมาคม Joint (Venture/Consortium/ Association Information Form)	<input type="checkbox"/>
▪ แบบฟอร์ม D: แบบฟอร์มคุณสมบัติผู้ปรึกษา (Qualification Form)	<input type="checkbox"/>
▪ แบบฟอร์ม E รูปแบบของข้อเสนอโครงการด้านเทคนิค (Format of Technical Proposal)	<input type="checkbox"/>
คุณได้จัดเตรียมเอกสารที่จำเป็นเพื่อให้สอดคล้องกับเกณฑ์การประเมินในส่วนที่ 4 หรือไม่ Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

### ซองข้อเสนอโครงการด้านราคา (Financial Proposal Envelope)

(Must be submitted in a separate sealed envelope/password protected email)

ต้องยื่นซองแยกจากข้อเสนอโครงการด้านเทคนิค/หรือส่งเป็นอีเมลที่ต้องใช้พาสเวิร์ดในการเปิด

▪ แบบฟอร์ม F: แบบฟอร์มขอยื่นข้อเสนอโครงการด้านราคา (Financial Proposal Submission Form)	<input type="checkbox"/>
▪ แบบฟอร์ม G: ข้อเสนอโครงการด้านราคา (Financial Proposal Form)	<input type="checkbox"/>

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> </ul>

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ **Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.**

## Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ **Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:**

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Please describe the organization experience in low carbon projects and MRV services such as CDM, Thailand Voluntary Emission Reduction Program (T-VER) and other relevant activities  
Experiences in dealing with cities,  
government agencies and stakeholder participation; and  
Familiarity with Thai' circumstances, especially energy, waste, legal and regulations, policies and strategies, and/or related issues is an advantage.  
Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Organization's commitment to sustainability.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1
  - A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered. The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
  - Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.2 Description of available performance monitoring and evaluation mechanisms and tools that ensures proper and timely implementation of the Services.
- 2.3
  - Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  - Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

- 2.4 Please mention if you have any other comments or information regarding the project approach and methodology that will be adopted.

## SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, **if any**.

## SECTION 3: Management Structure and Key Personnel:

3.1. Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2. Staff Time Allocation: Provide a spreadsheet as shown below, to show the roles and responsibilities of each team member and the time allocated for his/her involvement. (Note: This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.)

Position Assigned	Name of Consultant	Area of Expertise and Number of Years of Experience in that Area	Roles and Responsibilities	Number of Working days In Koh Samui	Number of Working days In Chiang Mai	Number of Working days in Khon Kaen	Number of Working days in Nakhon Ratchasima
<b>Team Leader</b>							
<b>Project Coordinator</b>							
<b>Team Members</b>							
1-							
2-							
3-							
4-							
	<b><i>Please add rows as required for the suggested Team Members</i></b>						

3.3. Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader and Project Coordinator) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the attached CV format below.

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]



<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]  Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

## Form F: Confirmation Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The bidder is required to confirm the following:

Description of Requirement	Confirm Yes/No
Bidder has at least 3 years relevant experience. Bidder has implemented over the last 3 years at least one contract of similar value, nature and complexity.	
Bidder fully accepts responsibility for Security and Duty of Care. <b>See No. 12 in the Terms of Reference.</b>	
Bidder understands the potential risks and have the knowledge and experience to develop an effective risk plan. . <b>See No. 12 in the Terms of Reference.</b>	
Bidder has the capability to manage their Duty of Care responsibilities throughout the life of the contract. <b>See No. 12 in the Terms of Reference.</b>	
Bidder has suggested a Team Leader and Project Coordinator that speaks Thai and English fluently.	

## Form G: Financial Proposal Submission Form: Monitoring, Reporting and Verification (MRV) Services for Low Carbon Projects in Koh Samui, Chiang Mai, Khon Kaen and Nakhon Ratchasima Municipalities - Thailand.

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures and Currency].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

**Form H: Financial Proposal Summary Form:** Monitoring, Reporting and Verification (MRV) Services for Low Carbon Projects in Koh Samui, Chiang Mai, Khon Kaen and Nakhon Ratchasima Municipalities - Thailand.

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal:** [Insert Currency]

### Table 1: Summary of Overall Prices

	Amount(s)
<b>Professional Fees</b> (from Table 2)	
<b>Other Costs</b> (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

### Table 2: Breakdown of Professional Fees

Position	Name	Fee Rate	No. of Days/months/ hours On Site				No. of Days/months/ hours Off Site	Total Amount = (A x B + A x C + A x D + A x E + A x F)
			Koh Samui	Chiang Mai	Khon Kaen	Nakhon Ratchasima		
		A	B	C	D	E	F	
Team Leader								
Project Coordinator								
Team Members:								
1-								
2-								
Please add rows as needed								
Subtotal Professional Fees:								

**Table 3: Breakdown of Other Costs**

<b>Description</b>	<b>Please Mention City As applicable (Koh Samui, Chiang Mai, Khon Kaen or Nakhon Ratchasima)</b>	<b>UOM</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Amount</b>
Venue Fees for a training workshop for around 15 participants	Koh Samui	Day	2		
Venue Fees for a training workshop for around 15 participants	Chiang Mai	Day	2		
Venue Fees for a training workshop for around 15 participants	Khon Kaen	Day	2		
Venue Fees for a training workshop for around 15 participants	Nakhon Ratchasima	Day	2		
Venue Fees for one formal workshop for around 15 participants	Koh Samui	Day	2		
Venue Fees for one formal workshop for around 15 participants	Chiang Mai	Day	2		
Venue Fees for one formal workshop for around 15 participants	Khon Kaen	Day	2		
Venue Fees for one formal workshop for around 15 participants	Nakhon Ratchasima	Day	2		
Subsistence allowance <b>(If Applicable)</b>		Day			
Local transportation costs <b>(If Applicable)</b>		Lump Sum			
Out-of-Pocket <b>Expenses (If Applicable)</b>					
Other Costs: <b>(If Applicable please specify)</b>					
	<b>Subtotal Other Costs:</b>				

**Table 4: Breakdown of Price per Deliverable/Activity**

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
<b>Inception Report</b> that covers at a minimum: <ul style="list-style-type: none"> <li>• Understanding of low carbon projects in each city</li> <li>• Review of MRV methodologies likely to be applicable to low carbon projects in the cities.</li> <li>• Multi-year and annual work plan.</li> </ul> <i>Language:</i> English with Thai executive summary <i># of hard copies:</i> 10 per city				
<b>MRV framework for waste and energy projects</b> that covers at a minimum: <ul style="list-style-type: none"> <li>• Propose MRV for waste, energy efficiency sectors</li> </ul> <i>Language:</i> English and Thai <i># of hard copies:</i> 10 per city				
<b>MRV framework for transport</b> that covers the following at a minimum: <ul style="list-style-type: none"> <li>• MRV for transport</li> </ul> <i>Language:</i> English and Thai <i># of hard copies:</i> 10 per city				
<b>Assurance report for GHG baseline for all projects</b> that covers the following completed activities: <ul style="list-style-type: none"> <li>• Consolidated assurance report supplementary by detailed information for each project in each city</li> </ul> <i>Language:</i> English and Thai <i># of hard copies:</i> 30				
<b>Assurance report for annual carbon reduction units</b> that covers the following: <ul style="list-style-type: none"> <li>• Consolidated assurance report supplementary by detailed information for each project in each city until 2020.</li> </ul> <i>Language:</i> English with Thai executive summary <i># of hard copies:</i> 30				

## Annex A - Project Document

### **The Achieving Low Carbon Growth in Cities through Sustainable Urban Systems Management in Thailand Project**

**Please access to the project document via the following link.**

[https://drive.google.com/open?id=144-01RopKBc8nfxITlhpidICuY2\\_7qAH](https://drive.google.com/open?id=144-01RopKBc8nfxITlhpidICuY2_7qAH)

## Annex B – List of Indicative Low Carbon Projects

List of indicative projects that will be implemented by the city and its partners, who agreed to subsume their respective projects to be among the demonstrations under the Achieving Low Carbon Growth in Cities through Sustainable Urban Systems Management in Thailand Project.

**Table 1. Indicative Low Carbon Projects in Chiang Mai Municipality**

Activity	Low Carbon Activities Supported by the LCC project	Status as of Dec 2017
Improve Public Urban Transport especially the 18 buses currently running on route B1, B2 and B3	<ul style="list-style-type: none"> <li>Route survey to improve service efficiency</li> <li>Improve urban public transportation system by integrating fixed route with other type of public vehicle such as 'rod-dang' to the system.</li> <li>Pilot test for fuel switching vehicles to the urban public transportation system.</li> </ul>	Chiang Mai Municipality (CMM) is providing bus services in the municipality area. There are 3 routes that operate by CMM, B1, B2 and B3. The buses run every 20-40 minutes. The service is not recognized by commuters. Therefore, CMM would like to improve their services and encourage a use of public transport which further reduces GHG emission.
Development of improved wastewater treatment and drainage system master plan	<ul style="list-style-type: none"> <li>Financial/technical support for the development of improved wastewater treatment and drainage system master plan.</li> <li>Financial support to survey and map Chiang Mai Municipality's wastewater collection and drainage system.</li> </ul>	The operational of the wastewater treatment plant was transferred from the Wastewater Management Organization to CMM. The current wastewater input to the treatment plant is only 20,000 m <sup>3</sup> per day whereas the capacity of the plant is 55,000 m <sup>3</sup> per day. The city is uncertain if the wastewater collection system can be improved to match with the designed treatment capacity. Therefore, CMM would like to request TA support to improve its wastewater collection and drainage system.
Development of Smart Traffic Management System for Chiang Mai Municipality Project	<ul style="list-style-type: none"> <li>Software development to process images from CCTV to analyze breach of traffic rules . The objective is to coordinate with traffic police to issue parking tickets to allow better traffic flows in Chiang Mai Municipality area.</li> <li>The project will join a concerted effort with the National Electronics and Computer Technology Center )NECTEC( Smart City project.</li> </ul>	CMM has invested in pneumatic tubes and fiber optics on its road to measure the number of cars passing through the road. This has enable CMM's traffic system to analyze the congestions and manages it traffic signal accordingly. However, the system is not capable of detecting cars that park in the prohibited zones. Hence, CMM would like to use it's the installed CCTVs to detect these cars. By this way, the city hopes that if the violation is eliminated, the traffic flow rate would be increased, hence, less fossil fuel is consumed.



		This technology is viable but not yet available in CMM area.
Efficient lighting system	<ul style="list-style-type: none"> <li>To install LED or solar lighting</li> </ul>	CMM is in the process of surveying suitable places to install LED and solar lighting system.

**Table 2. Indicative Low Carbon Projects Khon Kaen Municipality**

<b>Activity</b>	<b>Low Carbon Activities Supported by the LCC project</b>	<b>Status as of Dec 2017</b>
Light Rail Transit (LRT) for Khon Kaen Municipality	<ul style="list-style-type: none"> <li>The study on design and implementable activities to reduce greenhouse gas emissions from the light rail transit in Khon Kaen area such as the study on Mode shift and Transit Oriented Development-TOD and MRV .</li> </ul>	The Khon Kaen Light Rail Transit Project is a planned for 22.6km, consisting of initial 16 stations. The tender for construction should be issued and awarded by the end of 2017. The full-scale operation expects to be in 2019.
Organic waste management	<ul style="list-style-type: none"> <li>Design and implement greenhouse gas emission reduction system for organic waste management in Khon Kaen area.</li> <li>Improve organic waste management system for Khon Kaen Municipality. The activities include a study on a better composting technique &amp; organic fertilizer, and a sub-waste transfer demonstration station.</li> </ul>	Khon Kaen Municipality (KKM) would like to improve its organic waste management system. There is no efficient or effective technology for organic waste treatment in KKM.
Waste-to-Energy	<ul style="list-style-type: none"> <li>Provide recommendations to improve the Waste2Energy incineration plant to enhance efficiency and greenhouse gas emission reduction potential.</li> </ul>	Waste-to-Energy plant has been in operation since 2016.
Solar Roof Top	<ul style="list-style-type: none"> <li>Conduct the feasibility study for the solar rooftop project at the fresh market owned by Khon Kaen Municipality.</li> </ul>	Electricity from the grid is used at a municipality owned market. The bill exceeds rent collected from vendors. The municipality would like to invest in a solar-rooftop technology at the fresh market as a demonstration project.

**Table 3. Indicative Low Carbon Projects Koh Samui Municipality**

<b>Activity</b>	<b>Low Carbon Activities Supported by the LCC project</b>	<b>Status as of Dec 2017</b>
Community Waste management system and development of waste management center	<ul style="list-style-type: none"> <li>• Provide technical assistance to improve the 4 community-waste management centers, in terms of technology and potential expansion to receive additional waste from additional household or hotels in the area.</li> <li>• The expected budget allocation is 4,500,000 THB.</li> </ul>	<p>The incineration plant in Samui Island has been out of operation since 2010. As a short-term solution, the waste generated is being land filled. Unfortunately, the landfill site will only be able to accommodate the amount of waste generated on the island until June 2018. After that, waste will be transported to and managed in the main land.</p> <p>Therefore, the city and communities have introduced the waste management centers to encourage waste recycle, separation and production of organic fertilizer.</p> <p>The city would like to increase efficiency of demonstration sites and promote wider participation from other communities to accommodate more waste in the near future.</p>
Development of pilot wastewater treatment plant at selected site	<ul style="list-style-type: none"> <li>• Design and install a community wastewater treatment at a selected site to demonstrate onsite waste water treatment.</li> <li>• The expected budget allocation is 2,500,000 THB.</li> </ul>	<p>There is one central wastewater treatment plant in Samui Island. The challenge with wastewater run-off during the rainy season usually occurs. Hence, the municipality would like to introduce a small-scale wastewater treatment plant in order reduce the run-off and engage with communities to increase environmental awareness.</p>

**Table 4. Indicative Low Carbon Projects Nakhon Ratchasima Municipality**

<b>Activity</b>	<b>Low Carbon Activities Supported by the LCC project</b>	<b>Status as of Dec 2017</b>
Energy saving for the household sector	<ul style="list-style-type: none"> <li>• Support an implementation of energy efficiency activities for the household sector to reduce electricity consumption such as the promotion of LED lighting.</li> </ul>	<p>Approximate 40,000 households in the city are using low efficient lightings. The Mayor would like to draw participation from the citizens to change to higher efficiency appliances (i.e. lighting) in their homes.</p>
Energy efficiency in the water supply system	<ul style="list-style-type: none"> <li>• Provide recommendations to improve energy efficiency for city's waterworks.</li> </ul>	<p>The current tap water production system consumes high energy, especially due to low efficient motors. The city wishes to receive a set of</p>

		recommendations to improve energy efficiency of the waterworks system.
Low Emissions Building and Carbon Footprint for department stores and malls	<ul style="list-style-type: none"> <li>• Provide trainings and support the development of carbon footprint for organization for department stores .</li> <li>• Provide recommendations for participating shopping malls to be low emissions buildings.</li> </ul>	Nakhon Ratchasima Municipality (NKM) turns to be a shopping hub of the north-eastern of Thailand. Big brand name shopping malls such as the Central Department Store, The Mall, The Interchange 21 and a few big local stores are all in the city. These mega stores consume more than 1/3 of electricity of the city.
Damage cost study from traffic congestion in the municipality area	<ul style="list-style-type: none"> <li>• Provide technical assistance for the study on damage cost of traffic congestion in city.</li> </ul>	As told, NKM will be working with the Office of Transport and Traffic Policy and Planning (OTP) to conduct the study to identify an appropriate transport model for Nakhon Ratchasima, Ubon Ratchathani and Burirum. The Mayor wishes to incorporate economic costs of traffic congestion into the OTP's study and wishes to receive technical assistance from the LCC project

## Annex C - Project Idea Note (PIN) Template

### **The Achieving Low Carbon Growth in Cities through Sustainable Urban Systems Management in Thailand Project**

This PIN template is subject to be refined and agreed by the International Technical Advisor, the PMU, the Service Providers, the partner cities and key stakeholders during the inception phase.

## PROJECT IDEA NOTE (PIN)

**Name of Project:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_

**Prepared by:** \_\_\_\_\_

### **Description of size and quality expected of a PIN**

Basically a PIN will consist of approximately 5-10 pages providing indicative information on:

- the type and size of the project
- its location
- the anticipated total amount of greenhouse gas (GHG) reduction compared to the "business-as-usual" scenario should be based on a standardised methodology such as the Clean Development Mechanism, T-VER etc.
- the suggested project life time
- the financial structuring (indicating which parties are expected to provide the project's financing)
- the project's other socio-economic or environmental effects/benefits

**While every effort should be made to provide as complete and extensive information as possible, it is recognised that full information on every item listed in the template will not be available at all times for every project.**

## A. PROJECT DESCRIPTION, TYPE, LOCATION AND SCHEDULE

<b>OBJECTIVE OF THE PROJECT</b> <i>Describe in not more than 5 lines</i>	
<b>PROJECT DESCRIPTION (BASELINE ACTIVITY)</b> <i>About ½ page</i>	
<b>PROPOSED ACTIVITIES FOR UNDP/GEF/TGO TO SUPPORT</b> <i>About ½ page</i>	
<b>TECHNOLOGY TO BE EMPLOYED<sup>2</sup></b> <i>Describe in not more than 5 lines</i>	
<b>TYPE OF PROJECT</b>	
Greenhouse gases targeted CO <sub>2</sub> /CH <sub>4</sub> /N <sub>2</sub> O/HFCs/PFCs/SF <sub>6</sub> <i>(mention what is applicable)</i>	
Type of activities Abatement/CO <sub>2</sub> sequestration	
Field of activities <i>(mention what is applicable)</i> <i>See annex 1 for examples</i>	
<b>LOCATION OF THE PROJECT</b>	
Province	
City	
Brief description of the location of the project <i>(No more than 3-5 lines)</i> and location on the map.	
<b>KEY PROJECT STAKEHOLDERS</b>	
Name of the Key Project Stakeholder (1)	
Role of the Project Stakeholder (1)	a. Project Operator b. Owner of the site or project c. Owner of the emission reductions d. Seller of the emission reductions e. Project advisor/consultant f. Project investor g. Other, please specify: _____
Organizational category	a. Government b. Government agency c. Municipality d. Private company e. Non- Governmental Organization f. Other, please specify: _____
Contact person	
Address	
Telephone/Fax	
E-mail and web address, if any	

<sup>2</sup> Please note that support can only be provided to projects that employ commercially available technology. It would be useful to provide a few examples of where the proposed technology has been employed.

Main activities <i>Describe in not more than 5 lines</i>	
Summary of the financials <i>Summarize the financials (total assets, revenues, profit, etc.) in not more than 5 lines</i>	
Summary of the relevant experience of the Project Participant <i>Describe in not more than 5 lines</i>	
<b>KEY PROJECT STAKEHOLDER</b>	
Name of the Key Project Stakeholder (2)	
Role of the Project Stakeholder (2)	h. Project Operator i. Owner of the site or project j. Owner of the emission reductions k. Seller of the emission reductions l. Project advisor/consultant m. Project investor n. Other, please specify: _____
Organizational category	a. Government b. Government agency c. Municipality d. Private company e. Non-Governmental Organization f. Other, please specify: _____
Contact person	
Address	
Telephone/Fax	
E-mail and web address, if any	
Main activities <i>Describe in not more than 5 lines</i>	
Summary of the financials <i>Summarize the financials (total assets, revenues, profit, etc.) in not more than 5 lines</i>	
Summary of the relevant experience of the Project Participant <i>Describe in not more than 5 lines</i>	
<i>Please insert information for additional Key Project Stakeholder as necessary.</i>	
<b>EXPECTED SCHEDULE</b>	
Earliest project start date <i>Year in which the plant/project activity will be operational</i>	
Expected first year of carbon reduction delivery	
Project lifetime <i>Number of years</i>	
Current status or phase of the project <i>Identification and pre-selection</i>	

<p><i>phase/opportunity study</i>  <i>finished/pre-feasibility study</i>  <i>finished/feasibility study</i>  <i>finished/negotiations</i>  <i>phase/contracting phase etc.</i>  <i>(mention what is applicable and indicate the documentation)</i></p>	
<p>Current status of project approval  <i>Letter of No Objection/Endorsement is available; Letter of No Objection/Endorsement is under discussion or available; Letter of Approval is under discussion or available</i>  <i>(mention what is applicable)</i></p>	

## B. METHODOLOGY

<p><b>ESTIMATE OF GREENHOUSE GASES ABATED/ CO<sub>2</sub> SEQUESTERED</b>  <i>In metric tons of CO<sub>2</sub>-equivalent, please attach calculations</i></p>	<p>Annual (if varies annually, provide schedule): ___ tCO<sub>2</sub>-equivalent  2017 - 2021: ___ tCO<sub>2</sub>-equivalent  Up to the end of project life: ___ tCO<sub>2</sub>-equivalent</p>
<p><b>BASELINE SCENARIO</b>  The projects must result in GHG emissions being lower than "business-as-usual". At the PIN stage questions to be answered are at least:</p> <ul style="list-style-type: none"> <li>• Which emissions are being reduced by the proposed project?</li> <li>• What would the future look like without the proposed project?</li> </ul> <p><i>About ¼ - ½ page</i></p>	
<p><b>SECTOR BACKGROUND</b>  Please describe the laws, regulations, policies and strategies of the city that are of central relevance to the proposed project, as well as any other major trends in the relevant sector.</p>	
<p><b>METHODOLOGY</b></p>	<p>This section will be developed and filled in by the MRV developer under the RFP-LCC/GEF5-2018-003: The Monitoring, Reporting and Verification Services for Low Carbon Projects in the Cities.</p>



## C. FINANCE

<b>TOTAL CAPITAL COST ESTIMATE (PRE-OPERATIONAL)</b>	
Development costs	___ THB million (Feasibility studies, resource studies, etc.)
Installed costs	___ THB million (Property plant, equipment, etc.)
Land	___ THB million
Other costs (please specify)	___ THB million (Legal, consulting, etc.)
Total project costs	___ THB million
GEF supported cost	___ THB million
<b>SOURCES OF FINANCE FOR PROJECT INVESTMENT TO BE SOUGHT OR ALREADY IDENTIFIED</b>	
Equity Name of the organizations, status of financing agreements and finance (in THB million)	
Debt – Long-term Name of the organizations, status of financing agreements and finance (in THB million)	
Debt – Short term Name of the organizations, status of financing agreements and finance (in THB million)	
<b>SOURCES OF CARBON FINANCE</b> Name of carbon financiers that you are contacting (if any)	
<b>TOTAL EMISSION REDUCTION PURCHASE AGREEMENT (ERPA) VALUE (Optional)</b>	
A period until 2021 (end of the project period)	___ THB / €/\$
End of project life time	___ THB / €/\$

## D. EXPECTED ENVIRONMENTAL AND SOCIAL BENEFITS

<b>LOCAL BENEFITS</b> E.g. impacts on local air, water and other pollution.	
<b>GLOBAL BENEFITS</b> Describe if other global benefits than greenhouse gas emission reductions can be attributed to the project.	
<b>SOCIO-ECONOMIC ASPECTS</b>	
What social and economic effects can be attributed to the project and which would not have occurred in a comparable situation without that project? Indicate the communities and the number of people that will benefit from this project. <i>About ¼ page</i>	

<p>What are the possible direct effects (e.g. employment creation, provision of capital required, foreign exchange effects)?</p> <p><i>About ¼ page</i></p>	
<p>What are the possible other effects (e.g. training/education associated with the introduction of new processes, technologies and products and/or the effects of a project on other industries)?</p> <p><i>About ¼ page</i></p>	
<p><b>ENVIRONMENTAL STRATEGY/ PRIORITIES OF THE HOST COUNTRY</b></p> <p>A brief description of the project's consistency with the environmental strategy and priorities of province and Thailand</p> <p><i>About ¼ page</i></p>	

#### List of Technologies

##### 1. Renewables

1a. Biomass

1b. Biogas

1c. Bagasse

1d. Wind

1e. Hydro

1f. Geothermal

1g. Photovoltaic

1h. Solar Thermal

##### 2. Fossil Fuel Switch

##### 3. Energy Efficiency

3a. Household

3b. Retail Sector

3c. Wastewater Treatment

3d. Other Energy Efficiency

##### 4. Waste Management

4a. Landfill Gas recovery/utilization

- 4b. Composting
- 4c. Recycling
- 4d. Biodigester
- 4e. Wastewater Management
- 5. Transportation
  - 5a. Fuel switch
  - 5b. Modal switch
  - 5c. others
- 6. Others