# 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:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms ?** |  |
| * Form A: Technical Proposal Submission Form |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information Form |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Proposal |  |
| * Form F: Confirmation Form |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Financial Proposal Envelope**

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

|  |  |
| --- | --- |
| **Have you duly completed The Financial Proposal ?** |  |
| * Form G: Financial Proposal Submission Form |  |
| * Form H: Financial Proposal Form |  |

# 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) |  |
| * *แบบฟอร์ม B: แบบฟอร์มข้อมูลที่ปรึกษา* (Bidder Information Form) |  |
| * *แบบฟอร์ม C: แบบฟอร์มข้อมูลการร่วมทุน/ความร่วมมือ/สมาคม* Joint (Venture/Consortium/ Association Information Form) |  |
| * *แบบฟอร์ม D: แบบฟอร์มคุณสมบัติที่ปรึกษา* (Qualification Form) |  |
| * แบบฟอร์ม E รูปแบบของข้อเสนอโครงการด้านเทคนิค (Format of Technical Proposal) |  |
| ***คุณได้จัดเตรียมเอกสารที่จำเป็นเพื่อให้สอดคล้องกับเกณฑ์การประเมินในส่วนที่*** *4* ***หรือไม่***  **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

*ซองข้อเสนอโครงการด้านราคา***(Financial Proposal Envelope)**

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

**ต้องยื่นซองแยกจากข้อเสนอโครงการด้านเทคนิค/หรือส่งเป็นอีเมลที่ต้องใช้พาสเวิร์ดในการเปิด**

|  |  |
| --- | --- |
|  |  |
| * *แบบฟอร์ม F: แบบฟอร์มขอยื่นข้อเสนอโครงการด้านราคา* (Financial Proposal Submission Form) |  |
| * *แบบฟอร์ม G: ข้อเสนอโครงการด้านราคา* (Financial Proposal Form) |  |

## **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:

1. 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;
2. 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;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. 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);
5. 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;
6. 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:** BidderInformation Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Are you a UNGM registered vendor?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (***If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Contact person UNDP may contact for requests for clarification during Proposal evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured * Certificate of Incorporation/ Business Registration * 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 * Trade name registration papers, if applicable * Local Government permit to locate and operate in assignment location, if applicable * Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country * Power of Attorney |

## **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] |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [Complete] |

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:** QualificationForm

|  |  |  |  |
| --- | --- | --- | --- |
| 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**

|  |  |  |  |
| --- | --- | --- | --- |
| Contract non-performance did not occur for the last 3 years | | | |
| 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)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| 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 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| 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:**

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. 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. 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).
  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. 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.

* 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.
  1. Description of available performance monitoring and evaluation mechanisms and tools that ensures proper and timely implementation of the Services.
* 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.
  1. 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** |
| **Team Leader** |  |  |  |  |  |  |  |
| **Project Coordinator** |  |  |  |  |  |  |  |
| **Team Members** |  |  |  |  |  |  |  |
| 1- |  |  |  |  |  |  |  |
| 2- |  |  |  |  |  |  |  |
| 3- |  |  |  |  |  |  |  |
| 4- |  |  |  |  |  |  |  |
|  | ***Please add rows as required for the suggested Team Members*** | | | | | | |

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**

|  |  |
| --- | --- |
| Name of Personnel | [Insert] |
| Position for this assignment | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Education/ Qualifications | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert] * Date of certification: [Insert] |
| Employment Record/ Experience | *[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.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| 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. ***See No. 12 in the Terms of Reference.*** |  |
| Bidder understands the potential risks and have the knowledge and experience to develop an effective risk plan. . ***See No. 12 in the Terms of Reference.*** |  |
| Bidder has the capability to manage their Duty of Care responsibilities throughout the life of the contract. ***See No. 12 in the Terms of Reference.*** |  |
| 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)** |
| **Professional Fees** (from Table 2) |  |
| **Other Costs** (from Table 3) |  |
| **Total Amount of Financial Proposal** |  |

**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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Please Mention City As applicable**  (Koh Samui,Chiang Mai, Khon Kaen or Nakhon Ratchasima) | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| 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 **(If Applicable)** |  | Day |  |  |  |
| Local transportation costs **(If Applicable)** |  | Lump Sum |  |  |  |
| Out-of-Pocket **Expenses (If Applicable)** |  |  |  |  |  |
| Other Costs: **(If Applicable please specify)** |  |  |  |  |  |
|  | **Subtotal Other Costs:** | | | |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable/**  **Activity description** | **Time**  (person days) | **Professional Fees** | **Other Costs** | **Total** |
| **Inception Report** that covers at a minimum:   * Understanding of low carbon projects in each city * Review of MRV methodologies likely to be applicable to low carbon projects in the cities. * Multi-year and annual work plan.   *Language:* English with Thai executive summary  *# of hard copies:* 10 per city |  |  |  |  |
| **MRV framework for waste and energy projects** that covers at a minimum:   * Propose MRV for waste, energy efficiency sectors   *Language:* English and Thai  *# of hard copies:* 10 per city |  |  |  |  |
| **MRV framework for transport** that covers the following at a minimum:   * MRV for transport   *Language:* English and Thai  *# of hard copies:* 10 per city |  |  |  |  |
| **Assurance report for GHG baseline for all projects** that covers the following completed activities:   * Consolidated assurance report supplementary by detailed information for each project in each city   *Language:* English and Thai  *# of hard copies:* 30 |  |  |  |  |
| **Assurance report for annual carbon reduction units** that covers the following:   * Consolidated assurance report supplementary by detailed information for each project in each city until 2020.   *Language:* English with Thai executive summary  *# of hard copies:* 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=144-01RopKBc8nfxITIhpjdICuY2_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 | * Route survey to improve service efficiency * Improve urban public transportation system by integrating fixed route with other type of public vehicle such as ‘rod-dang’ to the system. * Pilot test for fuel switching vehicles to the urban public transportation system. | 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 | * Financial/technical support for the development of improved wastewater treatment and drainage system master plan. * Financial support to survey and map Chiang Mai Municipality’s wastewater collection and drainage system. | 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 m3 per day whereas the capacity of the plant is 55,000 m3 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 | * 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. * The project will join a concerted effort with the National Electronics and Computer Technology Center (NECTEC) Smart City project. | 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 | * To install LED or solar lighting | 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**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Low Carbon Activities Supported by the LCC project** | **Status as of Dec 2017** |
| Light Rail Transit (LRT) for Khon Kaen Municipality | * 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. | 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 | * Design and implement greenhouse gas emission reduction system for organic waste management in Khon Kaen area. * Improve organic waste management system for Khon Kaen Municipality. The activities include a study on a better composting technique & organic fertilizer, and a sub-waste transfer demonstration station. | 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 | * Provide recommendations to improve the Waste2Energy incineration plant to enhance efficiency and greenhouse gas emission reduction potential. | Waste-to-Energy plant has been in operation since 2016. |
| Solar Roof Top | * Conduct the feasibility study for the solar rooftop project at the fresh market owned by Khon Kaen Municipality. | 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**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Low Carbon Activities Supported by the LCC project** | **Status as of Dec 2017** |
| Community Waste management system and development of waste management center | * 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. * The expected budget allocation is 4,500,000 THB. | 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.  Therefore, the city and communities have introduced the waste management centers to encourage waste recycle, separation and production of organic fertilizer.  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. |
| Development of pilot wastewater treatment plant at selected site | * Design and install a community wastewater treatment at a selected site to demonstrate onsite waste water treatment. * The expected budget allocation is 2,500,000 THB. | 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. |

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

|  |  |  |
| --- | --- | --- |
| **Activity** | **Low Carbon Activities Supported by the LCC project** | **Status as of Dec 2017** |
| Energy saving for the household sector | * Support an implementation of energy efficiency activities for the household sector to reduce electricity consumption such as the promotion of LED lighting. | 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. |
| Energy efficiency in the water supply system | * Provide recommendations to improve energy efficiency for city’s waterworks. | The current tap water production system consumes high energy, especially due to low efficient motors. The city wishes to receive a set of recommendations to improve energy efficiency of the waterworks system. |
| Low Emissions Building and Carbon Footprint for department stores and malls | * Provide trainings and support the development of carbon footprint for organization for department stores. * Provide recommendations for participating shopping malls to be low emissions buildings. | 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 | * Provide technical assistance for the study on damage cost of traffic congestion in city. | 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 Ratchsima, Ubon Ratchathani and Burrirum. 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.**

1. **PROJECT DESCRIPTION, TYPE, LOCATION AND SCHEDULE**

|  |  |
| --- | --- |
| **OBJECTIVE OF THE PROJECT**  *Describe in not more than 5 lines* |  |
| **PROJECT DESCRIPTION (BASELINE ACTIVITY)**  *About ½ page* |  |
| **PROPOSED ACTIVITIES FOR UNDP/GEF/TGO TO SUPPORT**  *About ½ page* |  |
| **TECHNOLOGY TO BE EMPLOYED[[1]](#footnote-1)**  *Describe in not more than 5 lines* |  |
| **TYPE OF PROJECT** | |
| Greenhouse gases targeted  CO2/CH4/N2O/HFCs/PFCs/SF6  *(mention what is applicable)* |  |
| Type of activities  Abatement/CO2 sequestration |  |
| Field of activities  *(mention what is applicable)*  *See annex 1 for examples* |  |
| **LOCATION OF THE PROJECT** | |
| Province |  |
| City |  |
| Brief description of the location of the project *(No more than 3-5 lines*) and location on the map. |  |
| **KEY PROJECT STAKEHOLDERS** | |
| Name of the Key Project Stakeholder (1) |  |
| Role of the Project Stakeholder (1) | 1. Project Operator 2. Owner of the site or project 3. Owner of the emission reductions 4. Seller of the emission reductions 5. Project advisor/consultant 6. Project investor 7. Other, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organizational category | 1. Government 2. Government agency 3. Municipality 4. Private company 5. Non- Governmental Organization 6. Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contact person |  |
| Address |  |
| Telephone/Fax |  |
| E-mail and web address, if any |  |
| Main activities  *Describe in not more than 5 lines* |  |
| Summary of the financials  *Summarize the financials (total assets, revenues, profit, etc.) in not more than 5 lines* |  |
| Summary of the relevant experience of the Project Participant  *Describe in not more than 5 lines* |  |
| **KEY PROJECT STAKEHOLDER** | |
| Name of the Key Project Stakeholder (2) |  |
| Role of the Project Stakeholder (2) | 1. Project Operator 2. Owner of the site or project 3. Owner of the emission reductions 4. Seller of the emission reductions 5. Project advisor/consultant 6. Project investor 7. Other, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organizational category | 1. Government 2. Government agency 3. Municipality 4. Private company 5. Non-Governmental Organization 6. Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contact person |  |
| Address |  |
| Telephone/Fax |  |
| E-mail and web address, if any |  |
| Main activities  *Describe in not more than 5 lines* |  |
| Summary of the financials  *Summarize the financials (total assets, revenues, profit, etc.) in not more than 5 lines* |  |
| Summary of the relevant experience of the Project Participant  *Describe in not more than 5 lines* |  |
| *Please insert information for additional Key Project Stakeholder as necessary.* | |
| **EXPECTED SCHEDULE** | |
| Earliest project start date  *Year in which the plant/project activity will be operational* |  |
| Expected first year of carbon reduction delivery |  |
| Project lifetime  *Number of years* |  |
| Current status or phase of the project  *Identification and pre-selection phase/opportunity study finished/pre-feasibility study finished/feasibility study finished/negotiations phase/contracting phase etc.*  *(mention what is applicable and indicate the documentation)* |  |
| Current status of project approval  *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*  *(mention what is applicable)* |  |

1. **Methodology**

|  |  |
| --- | --- |
| **ESTIMATE OF GREENHOUSE GASES ABATED/**  **CO2 SEQUESTERED**  *In metric tons of CO2-equivalent, please attach calculations* | Annual (if varies annually, provide schedule): \_\_\_ tCO2-equivalent  2017 - 2021: \_\_\_ tCO2-equivalent  Up to the end of project life: \_\_\_ tCO2-equivalent |
| **BASELINE SCENARIO**  The projects must result in GHG emissions being lower than “business-as-usual”. At the PIN stage questions to be answered are at least:   * Which emissions are being reduced by the proposed project? * What would the future look like without the proposed project?   *About ¼ - ½ page* |  |
| **SECTOR BACKGROUND**  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. |  |
| **METHODOLOGY** | 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. |
| 1. **FINANCE** | |
| **TOTAL CAPITAL COST ESTIMATE (PRE-OPERATIONAL)** | |
| 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 |
| **SOURCES OF FINANCE FOR PROJECT INVESTMENT TO BE SOUGHT OR ALREADY IDENTIFIED** | |
| 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) |  |
| **SOURCES OF CARBON FINANCE**  Name of carbon financiers that your are contacting (if any) |  |
| **TOTAL EMISSION REDUCTION PURCHASE AGREEMENT (ERPA) VALUE** (Optional) | |
| A period until 2021 (end of the project period) | \_\_\_ THB / €/$ |
| End of project life time | \_\_\_ THB / €/$ |
| 1. **EXPECTED ENVIRONMENTAL AND SOCIAL BENEFITS** | |
| **LOCAL BENEFITS**  E.g. impacts on local air, water and other pollution. |  |
| **GLOBAL BENEFITS**  Describe if other global benefits than greenhouse gas emission reductions can be attributed to the project. |  |
| **SOCIO-ECONOMIC ASPECTS** | |
| 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.  *About ¼ page* |  |
| What are the possible direct effects (e.g. employment creation, provision of capital required, foreign exchange effects)?  *About ¼ page* |  |
| 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)?  *About ¼ page* |  |
| **ENVIRONMENTAL STRATEGY/ PRIORITIES OF THE HOST COUNTRY**  A brief description of the project’s consistency with the environmental strategy and priorities of province and Thailand  *About ¼ page* |  |

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. Biodigestor

4e. Wastewater Management

5. Transportation

5a. Fuel switch

5b. Modal switch

5c. others

6. Others

1. 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. [↑](#footnote-ref-1)