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REQUEST FOR PROPOSAL RFP 070/18

NAME & ADDRESS OF FIRM	DATE: September 10, 2018
	REFERENCE: Development of digital map of forest roads of Armenia

Dear Sir/Madam,

We kindly request you to submit your Proposal for the **Development of digital map of forest roads of Armenia** are attached separately as Annex 1a.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal. Proposals need to be submitted on or before **4:00 p.m., 24 September 2018**, local Yerevan time (GMT +4) via email, courier mail to the address below:

Tenders.armenia@undp.org

or

United Nations Development Programme / UNDP
14 Petros Adamyan St., Yerevan 0010, Republic of Armenia

Please note that proposals received through any other e-mail address will not be considered.

Your Proposal must be expressed in the English, and valid for a minimum period of 60 calendar days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format (max size per file 5Mb), and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours, Procurement Unit UNDP
Armenia

Description of Requirements

Context of the Requirement	Development of wildfire management training modules and assistance in introduction of the topic in the curricula for higher education institutions and provision of respective trainings to forestry and nature conservation specialists
Brief Description of the Required Services ¹	Please see attached Terms of Reference (TOR), Annex 1a
List and Description of Expected Outputs to be Delivered	Please see attached Terms of Reference (TOR), Annex 1a
Person to Supervise the Work/Performance of the Service Provider	Vardan Melikyan, Wildfire Management Project Technical Task Leader, United Nations Development Programme
Frequency of Reporting	Monthly
Target start date	October, 2018
Latest completion date	December, 2018
Travels Expected	<input checked="" type="checkbox"/> Not Required
Special Security Requirements	<input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

	In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.											
Partial Quotes	<input checked="" type="checkbox"/> Not permitted											
Payment Terms ³	<table border="1"> <thead> <tr> <th>Output</th><th>Percentage</th><th>Timing</th><th>Condition for payment release</th></tr> </thead> <tbody> <tr> <td>Vector layers of forest road network, adjacent water sources and settlements of Ararat, Vayots Dzor, Syunik, and Kotayk regions, in shape or another GIS format.</td><td>40%</td><td>By the end of 5th week after contract signing</td><td rowspan="2">Within fifteen (30) days from the date of meeting the following conditions: a) UNDP's written acceptance of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr> <tr> <td>Vector layers of forest road network, adjacent water sources and settlements of Tavush, Lori, Gegharkunik, Aragatsotn and Shirak regions, in shape or another GIS format.</td><td>60%</td><td>By the end of 10th week after contract signing</td></tr> </tbody> </table>	Output	Percentage	Timing	Condition for payment release	Vector layers of forest road network, adjacent water sources and settlements of Ararat, Vayots Dzor, Syunik, and Kotayk regions, in shape or another GIS format.	40%	By the end of 5 th week after contract signing	Within fifteen (30) days from the date of meeting the following conditions: a) UNDP's written acceptance of the outputs; and b) Receipt of invoice from the Service Provider.	Vector layers of forest road network, adjacent water sources and settlements of Tavush, Lori, Gegharkunik, Aragatsotn and Shirak regions, in shape or another GIS format.	60%	By the end of 10 th week after contract signing
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Vardan Melikyan, Wildfire Management Project Technical Task Leader, United Nations Development Programme											
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Services <input type="checkbox"/> Long-Term Agreement											
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.											

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> Expertise of the Firm: Maximum obtainable points: 40</p> <ul style="list-style-type: none"> - At least 5 years of proven experience in GIS/mapping, including development of digital maps, max score - 20; - Proven knowledge and understanding of major mapping software and methodologies, max score – 10; - Proven experience in successful completion of at least 3 similar assignments within last 3 years, max score – 10; - Experience in cooperation with public institutions (ministries, regional administration etc.), local self-governing bodies and international organizations is an asset. <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: Maximum obtainable points: 30</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: Maximum obtainable points: 30</p> <ul style="list-style-type: none"> - Expert 1 (Team Leader) with advanced university degree in Geography, GIS or other related areas, least 7 years of working experience in development of digital maps via GIS tools, as well as strong coordination and team leading skills, max score – 20 - Expert 2 with advanced university degree in Geography, GIS or other related areas, least 3 years of working experience in development of digital maps via GIS tools, max score – 5 - Expert 3 with advanced university degree in Geography, GIS or other related areas, least 3 years of working experience in development of digital maps via GIS tools, max score – 5 <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP5	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 1a) <input type="checkbox"/> Others [pls. specify]
Contact Person for Inquiries (Written inquiries only)8	<p>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

Other Information [pls. specify]	
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⁴ *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00*

⁵ *Where the information is available in the web, a URL for the information may simply be provided.*

⁶ *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*

⁷ *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.*

⁸ *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received*

TERMS OF REFERENCE

Scope of services:	Development of digital map of forest roads of Armenia
Duration:	October-December 2018
Location:	Yerevan, Armenia
Project title:	“Addressing climate change impact through enhanced capacity for wildfires management in Armenia” UNDP 00104555

I. Project Background

This project will help address the critical issue of forest and wild fire risks exaggerated under the climate change, by supporting national partners building necessary technical capacity and establishing sustainable practices of monitoring, prevention and coordination of roles and responsibilities during suppression of forest fires. The project thus will contribute to the application of sustainable forest management practices enhancing carbon sink, as well as conservation of carbon in agriculture lands and protection of forest ecosystems’ rich biodiversity.

The stated objectives can be ensured through provision of assistance for improvement and enforcement of the relevant policy and regulatory framework, strengthening forest fire early warning and monitoring systems, establishment of clear roles and responsibilities of corresponding national structures, and developing their technical capacity to execute their mandates. The project will provide for contemporary equipment, technologies, and other capacities to consolidate the efforts of respective stakeholders at regional and national levels.

The project will involve forest neighboring communities in all project activities as key stakeholder and steward for sustainable management of forest resources, including assistance in transfer and application of climate change mitigation innovative technological solutions, e.g. production of pellets and bricks; energy efficient stoves, involving them in agroforestry system through cooperation with technology accelerator, thus generating income, and jobs.

The project builds on a number of past and current UNDP activities in the area of sustainable management of natural resources and disaster risk reduction. The project foresees significant cooperation with the Russian Federation, both through technical and advisory support and in terms of technology transfer.

II. Scope of Work, Terms and Conditions

The overall objective of the assignment is development digital maps of forest roads of the Republic of Armenia in shape or another GIS format.

Implementation of the following tasks is expected for the project purposes:

1. Identification and collection of cartographic information (satellite images, topographical maps, existing digitized data).
2. Digitization of road network (main, forest and field roads) and settlements based on available cartographic information, including database development for special and attribute data.
3. Recording of forest roads and other necessary objects, such as water springs, covered by forest canopy, using GNSS technology.
4. Verification of map sections covered by forest canopy, through conduction of field visits, adding of data collected during field visits to respective database.

III. Expected Outputs

N	Outputs/Deliverables	Cost	Due date
1.	Vector layers of forest road network, adjacent water sources and settlements of Ararat, Vayots Dzor, Syunik, and Kotayk regions, in shape or another GIS format.	40%	By the end of 5 th week after contract signing
2.	Vector layers of forest road network, adjacent water sources and settlements of Tavush, Lori, Gegharkunik, Aragatsotn and Shirak regions, in shape or another GIS format.	60%	By the end of 10 th week after contract signing

IV. Institutional Arrangements

- The contractor will work under the overall guidance of the UNDP SGR Portfolio Analyst and direct supervision of the Project Technical Task Leader, and in close collaboration with the Project team and experts.

- For proper communication and quality assurance, regular meetings will be held between the Project Coordination Unit and the selected company to agree on expectations, scope of work, milestones and the workplan. Regular briefings should be held with the Project Coordination Unit on the task progress and completed milestones, as well as discussing any issues requiring decisions or guidance from UNDP.
- The language of all developed materials should be Armenian, if not indicated in any other language by the Project.

V. Schedule of Payments

- Payment will be done in 2 instalments, upon timely completion of respective Outputs and their acceptance by UNDP based on the signed acceptance acts and narrative reports for each deliverable.
- Evaluation of outcomes is the responsibility of UNDP.
- In case the conditions of the ToR are not met the contract may be terminated or the consultancy fee may be reduced.

VI. Required Qualifications and Application Package

- The company should demonstrate its capability and thorough understanding of the work to be carried out, as outlined in Terms of Reference and present clear methodology for implementing the task, as well as it should be able to mobilize resources and the experts in order to successfully implement the works as per Terms of Reference.

The bidder is required to submit the following:

Expertise of the Company:

- At least 5 years of proven experience in GIS/mapping, including development of digital maps.
- Proven knowledge and understanding of major mapping software and methodologies.
- Proven experience in successful completion of at least 3 similar assignments within last 7 years.
- Experience in cooperation with public institutions (ministries, regional administration etc.), local self-governing bodies and international organizations.

Qualification of key personnel:

- **Expert 1 (Team Leader)** with advanced university degree in Geography, GIS or other related areas, least 7 years of working experience in development of digital maps via GIS tools, as well as strong coordination and team leading skills,
- **Expert 2** with advanced university degree in Geography, GIS or other related areas, least 3 years of working experience in development of digital maps via GIS tools,
- **Expert 3** with advanced university degree in Geography, GIS or other related areas, least 3 years of working experience in development of digital maps via GIS tools.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].
[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Vector layers of forest road network, adjacent water sources and settlements of Ararat, Vayots Dzor, Syunik, and Kotayk regions, in shape or another GIS format.	40	
2	Vector layers of forest road network, adjacent water sources and settlements of Tavush, Lori, Gegharkunik, Aragatsotn and Shirak regions, in shape or another GIS format.	60	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]

Annex 3(attached separately)

General Terms and Conditions