

Instructions to Proposers

DATA SHEET

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

DS No. ²	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title :	Mainstreaming Biodiversity into the Management of the Coastal Zone in the Republic of Mauritius Project ID: 00096201 Award ID: 00090446
2		Title of Services:	Review and update of ESA data, maps, policy and management recommendations more specifically in relation to coastal and marine biodiversity in the Republic of Mauritius
3		Country / Region of Work Location:	Mauritius
4	C.13	Language of the Proposal:	English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	Not allowed
6	C.20	Conditions for Submitting Alternative Proposals	Shall not be considered

² All DS number entries in the Data Sheet are cited as reference in the Instructions to Proposers. All DS nos. corresponding to a Data must not be modified. Only information on the 3rd column may be modified by the user. If the information does not apply, the 3rd column must state "N/A" but must not be deleted.



7	C.22	A pre-proposal conference will be held on:	N/A
8	C.21	Period of Proposal Validity commencing on the submission date	120 days
9	B.9.5 C.15.4 b)	Proposal Security	N/A
10	B.9.5	Acceptable forms of Proposal Security ³	N/A
11	B.9.5 C.15.4 a)	Validity of Proposal Security	N/A
12		Advanced Payment upon signing of contract	N/A
13		Liquidated Damages	N/A
14	F.37	Performance Security	Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$) <i>Reference date for determining UN Operational Exchange Rate: September 2018</i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	09 October 2018
17	B.10.1	Contact Details for submitting clarifications/questions ⁴	Focal Person: (i) Nishi Sewurn, Procurement Assistant; and copy to (ii) <u>Parmananda Ragen, Project Manager / Samanta Hardas, Project Assistant</u> E-mail address: <u>nishi.sewurn@undp.org</u> and <u>parmananda.ragen@undp.org / samanta.hardas@undp.org</u>

³ Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UNDP.

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email or fax, and posting on the CO, Procurement and UNGM Website: CO website: http://www.mu.undp.org/content/mauritius_and_seychelles/en/home/operations/procurement.html UNGM https://www.ungm.org/Public/Notice UNDP procurement Website http://procurement-notice.undp.org/
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	<p>Original: One (1) Hard Copy (Financial Proposal and Technical Proposal Envelopes must be completely separate and each must be sealed.)</p> <p>Copies: 1 USB or 1 CD Proposals should be submitted in soft copy in file sizes not exceeding 5 MB.</p> <ul style="list-style-type: none"> a) One CD/USB for Technical Proposals and one CD/USB for Financial Proposals in their separate sealed envelopes. The CDs/USB shall be clearly labelled with the name of project, title of Consultancy services, and name of bidder. b) Financial Proposal and Technical Proposal Envelopes must be completely separate and each must be sealed. c) Each envelope shall be clearly labelled "RFPMAR2018/009 - Review and update of ESA data, maps, policy and management recommendations more specifically in relation to coastal and marine biodiversity in the Republic of Mauritius, Project ID: 00096201 & Award ID: 00090446" and name of bidder. <p>Note if the envelopes are not sealed and marked, the procuring UNDP entity will not assume responsibility for the Proposal's misplacement or premature opening.</p>
20	D.23.1 D.23.2 D.24	Proposal Submission Address	UNDP Mauritius and Seychelles Country Office 6th Floor, Anglo Mauritius House Intendance Street P.O Box 253 Port Louis Mauritius Attention: The Head of Procurement Unit
21	C.21	Deadline of Submission	Date: 19 October 2018



	D.24		Time: 16 00 hrs (Mauritius Local Time)
22	D.23.2	Allowable Manner of Submitting Proposals	Courier/Hand Delivery
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	N/A
24	D.23.1	Date, time and venue for opening of Proposals	Date : 22 October 2018 Time : 10 00 hrs Venue: 5th Floor, Anglo Mauritius House, Intendance Street, Port Louis, Mauritius
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 5 years
27		Other documents that may be Submitted to Establish Eligibility	N/A
28	C.15	Structure of the Technical Proposal (<i>only if different from the provision of Section 12</i>)	
29	C.15.2	Latest Expected date for commencement of Contract	01 December 2018
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	01 December 2018 to 30 November 2019
31		UNDP will award the contract to:	One Proposer only



32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below)
33	E.29.4	Post-Qualification Actions	<input checked="" type="checkbox"/> Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed
34		Conditions for Determining Contract Effectivity	Signature of contract
35		Other Information Related to the RFP ⁵	N/A

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

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50

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

1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial stability - loose consortium, holding company or one firm - age/size of the firm - strength of project management support - project financing capacity - project management controls 	90
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	15
1.4	Quality assurance procedures, warranty	25
1.5	Relevance of: <ul style="list-style-type: none"> - Specialised Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for UNDP/ major multilateral/ or bilateral programmes	120
		300

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
		400

Technical Proposal Evaluation Form 3		Maximum Points Obtainable
Management Structure and Key Personnel		
3.1	Management Structure	
	(a) Structure and composition of team	60
	(b) Discipline of assignments	60
3.2	Key professional staff qualifications and suitability for assignment	
A	Key Expert 1 – Expert in Natural Resources Management with specialisation in Wetlands Biodiversity (Team Leader)	
	(a) General Academic Qualifications	

	• Masters	15
	• PhD	20
	(b) Experience	
	(1) Post degree experience relevant to conservation of Wetlands biodiversity	
	• Less than 10 years	0
	• 10 – 15 years	8
	• More than 15 years	15
	(2) Experience relevant to GIS and Remote Sensing	
	• No experience	0
	• 1- 3 projects	8
	• More than 3 projects	15
	(3) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1- 3 projects	8
	• More than 3 projects	15
	(c) Work experience in Small Island Developing States (SIDS), preferably in Mauritius	15
	(d) Proficiency in English (Mandatory)	10
	(e) Proficiency in French	5
B	Local Expert 1 – Sworn Land Surveyor	
	(a). General Academic Qualifications	
	(1) Sworn and registered as Land Surveyor	15
	(2) Degree	15
	(b). Experience	
	(1) Post degree specific experience in Land survey	
	• Less than 5 years	0
	• 5 - 10 years	5
	• More than 10 years	10
	(2). Working experience in GIS and Remote sensing	
	• No experience	0
	• 1 – 3 projects	5
	• More than 3 projects	10
C	Local Expert 2 – Remote Sensing and GIS Specialist	
	(a). General Academic Qualifications	
	• Degree holder	10
	• Post Graduate	15
	(b). Experience	
	(1) Post degree specific experience in GIS and Remote Sensing	
	• No experience	0
	• 1- 3 projects	5

	• More than 3 projects	10
	(2) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	5
	• More than 3 projects	10
Total Part 3		300

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