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## REQUEST FOR PROPOSAL (RFP 084/18)

NAME & ADDRESS OF FIRM	DATE: September 25, 2018
	REFERENCE: Development of sample forms of passports for public and multi-apartment buildings, and development of Terms of Reference for implementation of software for buildings information system

Dear Sir / Madam:

We kindly request you to submit your Proposal for Development of sample forms of passports for public and multi-apartment buildings, and development of Terms of Reference for implementation of software for buildings information system (the detailed TOR is attached separately as Annex 1a).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before, 10 October 2018, 4:00 pm local Yerevan time (GMT +4) via email, courier mail below (sealed in envelope):

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

Or submit via e-mail to the following e-mail address: **tenders.armenia@undp.org**

Please note that proposals received through any other e-mail address will not be considered. Your Proposal must be expressed in the English, and valid for a minimum period of 90 days calendar days.

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

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

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

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

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

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

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

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

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

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](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	The UNDP-GCF “De-Risking and Scaling-up Investments in Energy Efficient Building Retrofits” Project supports Armenian key stakeholders to develop new forms for building passports as a tool to promote energy efficient investments in public and multi-apartment buildings.
Implementing Partner of UNDP	RA Urban Development Committee, Yerevan Municipality
Brief Description of the Required Services <sup>1</sup>	Conduct elaboration of passport forms for public and multi-apartment buildings and agreeing with key stakeholders as well as reveal occurred barriers related to completing of buildings’ passports based on results of the analysis.
List and Description of Expected Outputs to be Delivered	<p>For better coordination of work intermediary deliverables to be provided in the course of implementation, and namely:</p> <ul style="list-style-type: none"> <li>▪ Report on legal field for buildings passports’ elaboration, international best practice, current situation, barriers, as well as introducing catalysts for the latter’s overcoming, round-table meeting (including presentation materials, summary report, list of participants) in 20 working days after the date of contract signing.</li> <li>▪ Elaborated passport forms for public and multi-apartment buildings in 30 working days after the date of contract signing.</li> <li>▪ Prepared passport forms for two public and two multi-apartment buildings, prepared guideline on elaboration of buildings’ passports and cost estimates for buildings’ passports elaboration process in 40 working days after the date of contract signing.</li> <li>▪ Elaborated and agreed report on legal field for introduction of buildings’ information system, international experience as well as the terms of references for introduction of computer program (software) of the buildings’ information system in 50 working days after the date of contract signing.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager, De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits UNDP-GCF</i>
Frequency of Reporting	<i>As per TOR (Annex 1a) implementation schedule</i>
Progress Reporting Requirements	NA
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	Within 50 working days after contract signing by both parties.
Target start date	17 October 2018

<sup>1</sup> 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.

Latest completion date	30 January 2019			
Travels Expected	NA			
Special Security Requirements	<input checked="" type="checkbox"/> Others Not Required			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted by the Armenian central bank submission day, <a href="http://www.cba.am">www.cba.am</a> )			
Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted			
Payment Terms <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release
	Output 1+2	40%	30 workdays	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Output 3+4	60%	50 workdays	
Person(s) to review/inspect/approve outputs/completed	UNDP-GCF Project Manager, UNDP Climate Change Programme Coordinator			

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

<sup>3</sup> 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.

services and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (max score: 30), including:</p> <ol style="list-style-type: none"> <li><u>Proven Experience</u> in implementation of urban development sector projects and number of past projects (<b>max score: 15</b>)</li> <li><u>Relevant Experience for development of building passports, state registration of building property.</u> Relevance of past projects (<b>max score: 15</b>). Experience of elaborating of urban development field documents (e.g. building codes, standards, methodological guides, manuals etc.) as well as working with local self-governance bodies, multi-apartment buildings' management bodies and homeowners (e.g. state registration of common shared property of multi-apartment building, elaboration of manuals for multi-apartment building management etc.) will be considered as an asset.</li> </ol> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 30), including:</p> <ol style="list-style-type: none"> <li><u>Understanding</u> of existing building passport types (<b>max score: 10</b>)</li> <li><u>Approach:</u> Reasonableness of methodologies to develop the structure and the content for building passports as well as the TOR for buildings' information system. Comprehensiveness and clarity of the technical approach to this project (<b>max score: 10</b>)</li> <li><u>Timetable:</u> appropriateness of work plan, justification of planning, capacity to tackle parallel tasks (<b>max score: 10</b>)</li> </ol> <p><input checked="" type="checkbox"/> Qualification of Key Personnel (<b>max score: 40</b>), including:</p> <ol style="list-style-type: none"> <li><b>Team Leader</b> – One of the below Key Experts should act as a Team Leader - with minimum 5 years' relevant experience in the field and at least two projects with similar scope and level of complexity;</li> <li><b>Key Expert 1. Lawyer specialized in urban development, construction, housing, real estate, public services (e.g. water supply/sewage, solid waste management), community development fields</b> - with minimum 5 years' relevant experience in the field and at least two projects</li> </ol>

	<p>with similar scope and level of complexity – (<b>max score: 10</b>);</p> <p>c. <b>Key Expert 2. Civil/structural Engineer</b> - with minimum 5 years' relevant experience in the urban development field with construction or design activity and at least two projects with similar scope and level of complexity – (<b>max score: 10</b>);</p> <p>d. <b>Key Expert 3. Energy Engineer/Heat, gas supply and air conditioning engineer</b> - with minimum 5 years' relevant experience in the urban development or related fields with construction or design activity and at least two projects with similar scope and level of complexity – (<b>max score: 10</b>);</p> <p>e. <b>Key Expert 4. Specialist with advanced degree (MA or diploma)</b> - with minimum 5 years' relevant experience in the multi-apartment buildings management field and at least two projects with similar scope and level of complexity – (<b>max score: 10</b>).</p> <p><b>Financial Proposal (30%)</b> 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 Service Provider.
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>5</sup> <input type="checkbox"/> Others <sup>6</sup>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p>Procurement Unit, UNDP Armenia  <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a></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]	

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

<sup>5</sup> 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.

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

<sup>7</sup> 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

### Development of sample forms of passports for public and multi-apartment buildings, and development of Terms of Reference for implementation of software for buildings information system

#### I. Background information

At present UNDP Armenia is implementing “De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF/00098348 Project (hereinafter - Project), which goal is to reduce greenhouse gas (GHG) emissions from existing buildings in Armenia.

The Project, addresses both public and residential buildings and focuses on creating a favorable market environment and a scalable business model for investment in energy efficiency retrofits. Existing barriers regarding energy efficient retrofits of buildings are addressed through a combination of policy and financial de-risking instruments and provision of targeted financial incentives to key market players.

More information about the project can be found at the following website: [www.nature-ic.am](http://www.nature-ic.am).

#### II. Sector information

##### General overview

Efficient implementation of measures aimed at maintenance, modernization, including enhancement of energy efficiency for public and multi-apartment buildings, and in the context of the latter - reduction of GHG emissions, is substantially dependent on the availability of sufficient and well-structured information on buildings (including the internal engineering systems).

It should be noted that currently, the lack (absence) of such information limits the capabilities to perform appropriate analytical and decision-making processes, both at the State and at local self-governing body levels, as well as at the level of multi-apartment building management bodies and owners of public buildings, thus giving rise to a number of issues, in particular, related to efficient management of buildings.

Passportization of buildings may be viewed as a measure aimed at mending the mentioned gaps, as the data acquired during this process will be incorporated into an integrated software information system for buildings.

Various formats of **buildings passports** do exist in international practice (technical, energy, sanitary, environmental, fire safety, etc.), which incorporate general information characterizing the building parameters (e.g. date of construction of the building, number of floors, apartments and entrances, structural solutions, type, etc.), as well as the building's targeted functionality aspects. Moreover, to avoid duplication of general data characterizing the buildings in various types of passports, it is advisable to create a single-passport form with relevant inserts (e.g. on technical conditions, energy performance, management activities, etc.).

With this assignment, it is envisaged to develop sample forms for public and multi-apartment buildings (hereinafter - Building) and Terms of Reference for development of Building Information System implementation software.

The existence of such passports would help to achieve the following:

- Provide comprehensive and well-structured information on technical characteristics of buildings (including internal engineering systems),
- Contribute to analytical and decision-making processes in relation to buildings' maintenance and modernization (including enhancing seismic resilience and energy efficiency), as well as to improve the performance outcomes of measures to be taken,
- Contribute to the relevant analysis aimed at fulfillment of requirements for maintenance and exploitation of buildings,
- Development of coordinated support approaches, and
- Assessment and improvement of buildings' management efficiency.

### **III. The scope of the contractor's work, main tasks and actions**

#### **The scope of work**

General assignment:

- development of sample forms for public and multi-apartment buildings and their approval with the stakeholders,
- based on pilot completion of passports, identification of barriers encountered in developing the building passports, and making recommendations to the Project on ways to overcome these barriers,
- preparation of Terms of Reference for development of Building Information System implementation software.

#### **Main tasks and activities**

Scope of services will include the following:

- 1. Review and analysis of data to be included in the sample forms of building passports by segregation of public and multi-apartment buildings.**
  - 1.1 The current effective legislation framework in Armenia, namely:
    - a) the existing forms of building passports (e.g. technical, energy, etc.);
    - b) the existing regulations related to passportization of newly built, as well as existing building stock, as well as the existing regulations concerning the passport (mandatory or voluntary, funding sources, responsible body(ies), their cooperation and the information exchange chain between the information holders, access to information, etc.)
  - 1.2 The existing situation on passportization of buildings in Armenia, reasons/obstacles for implementation/neglecting, entities authorized to carry out implementation,
  - 1.3 Analysis of applicable international best practices of building passportization process (in particular - Russia, Belarus, Baltic and Eastern European countries),
  - 1.4 Report on works described in Point 1.
- 2. Development of sample forms of building passports and pilot completion.**
  - 2.1 Presenting recommendations on the sample forms and structure of building passports considering at least the following sections within the structure:
    - the general profile of the building (including: for public buildings - building ownership form, and for multi-apartment building - form of management, responsible person carrying out building management functions and his/her contact information, etc.),

and inserts on:

- technical condition of the building
- engineering infrastructure (MEP equipment and mapping):



- ✓ Water supply and drainage
- ✓ Electricity supply
- ✓ Gas supply
- ✓ Heat supply
- ✓ Refrigeration
- ✓ Ventilation
- ✓ Lighting (interior and exterior)
- ✓ Telecommunication
- ✓ Elevator
- ✓ Etc.
- Machinery and equipment
  - ✓ Security system
  - ✓ Video surveillance system
  - ✓ Fire alarm system
  - ✓ Etc.
- energy characteristics of the building;
- and other activities related to maintenance and exploitation of the building, etc.

*Sample forms for building passports and their structure should be coordinated with the stakeholder authorities (particularly the RA Urban Development Committee, RA Ministry of Energy Infrastructures and Natural Resources, RA Ministry of Territorial Administration and Development, RA Ministry of Emergency Situations, RA Ministry of Nature Protection and RA Ministry of Health, the Yerevan Mayor's office).*

- 2.2 Pilot completion of passports for four (4) buildings (2 public buildings and 2 multi-apartment buildings as proposed by the Project) based on the survey of building's technical condition and energy audit results, as well as information on compliance with the maintenance requirements (in case with public buildings - information provided by the owner, and in case with multi-apartment buildings - information provided by the management body).
- 2.3 Analysis of pilot completion of building passports, including - identification of institutional, legal and financial obstacles in the course of passportization process (data collection, processing and passport development) and making recommendations on possible solutions.
- 2.4 Valuation of costs for building passportization process, by using the example of passportized buildings by the contractor according to point 2.2.
- 2.5 Development of guidelines for the development of buildings passports.
- 2.6 Round-table discussion with stakeholders on the works presented in point 2 of the report<sup>8</sup> (with presentation of results).

### **3. Investigation, analysis of issues related to implementation of integrated software information system for buildings, and development of terms of reference for implementation of integrated software information system for buildings.**

- 3.1 Analysis of legislation framework related to software information system for buildings (particularly, existing building information systems, their compatibility and the stakeholders engagement, funding sources, community and other existing information systems on buildings, chain of information exchange between the information holders, access to information),

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<sup>8</sup> Organizational costs associated with round-table discussions will be borne at the expense of the Project. The Contractor shall be responsible for the agenda of round-table discussion, drawing up invitations, presentation of reference materials prepared under the assignment, discussion coordination (facilitation) as well as preparation of the relevant debrief/protocol.

- 3.2 Analysis of international best practices in relation to integrated software information system for buildings assessment of the extent of their applicability for Armenia,
- 3.3 Development of Terms of Reference for software information system for buildings and its approval by stakeholders.

#### **Location**

The Contractor will mainly work from office, whereas for passportization of selected public and multi-apartment buildings it will be required to carry out research in the selected multi-apartment buildings<sup>9</sup>. Contractor's active involvement will be expected in the course of working discussions with stakeholders.

#### **Timetable**

**The service shall be delivered within maximum of 50 working days from the date of signing the contract between both parties, based on the below deliverables.**

#### **Reports and outcomes**

The following deliverables should be submitted:

<b>DELIVERABLE</b>	<b>TIMELINE</b>	<b>FUNDING PORTION</b>
1. Analytical Report on the legislative framework related to passportization of buildings in Armenia, current situation, obstacles, applicable international best practices.	20 working days from the date of signing the contract	40%
2. Sample forms of passports for public and multi-apartment buildings developed and agreed with stakeholders.	30 working days from the date of signing the contract	
3. Passports developed for 4 buildings (2 public and 2 multi-apartment buildings). Valuation of costs associated with the implementation of building passportization process (report). Guidelines for building passport compilation/completion.	40 working days from the date of signing the contract	60%
4. Developed and agreed final report on legislation framework related to building information system implementation, international best practice, recommendations and Terms of Reference on building information system software.	50 working days from the date of signing the contract	

#### **Coordination issues**

The Organization will carry out its tasks in close cooperation and coordination with UNDP contact persons.

## **IV. Performance of assignments and contact persons**

Assignments are carried out in the contractor's office and in locations/on-site.

#### **Description of deliverables, format and language**

<b>Description of deliverables</b>	<b>Format</b>	<b>Language</b>
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<sup>9</sup> Results of technical condition assessment and energy audit for 2 public buildings will be shared by the Project with the Contractor organization.

Report on the legislative framework related to passportization of buildings in Armenia, current situation, obstacles, applicable international best practices.	Doc, PDF	Armenian
Developed sample forms of passport designed for public and multi-apartment buildings	Doc, PDF	Armenian
Pilot completion of passports for 4 buildings (2 public and 2 multi-apartment buildings). Guidelines for building passport compilation/completion. Valuation of costs associated with the implementation of building passportization process.	Doc, PDF	Armenian
Final report on legislation framework related to building information system implementation, international best practice, recommendations and Terms of Reference on information system software.	Doc, PDF	Armenian and summary in English (10 page summary, at least 2 pages dedicated for each output)

## 5. Professional Experience

The minimum requirements for qualification for the Building Passports Development Company are listed in 1 through 5 below. Any additional information may be submitted, if it is relevant to the project scope. The Contractor must:

1. Be a registered company with valid license for implementing the requested services for surveying the technical condition of buildings in Armenia (or involve an organization having an appropriate license on a sub-contracting basis);
2. Have experience in urban development programs implementation sector;
3. Provide a description of at least two projects of a similar scope and size implemented for other clients by mentioning the project durations, project budget, and reference/contact information for each of the projects;
4. Provide a chart of the team members with their relevant experience and qualifications relevant to the type of services proposed to provide. Submit the key personnel resumes as an attachment to the service proposal. CVs should be signed by the proposed team member and the team leader regarding that the team member is informed and obliged to take over the fulfillment of the work by himself/herself and will be available during the whole period of the contract in case of winning of the organization in the tender.

Specific requirements to the key personnel:

- The team leader (one of the key experts should act as a team leader) should have a minimum 5 years' professional experience in implementation of urban development, construction, housing, real estate, public services (e.g. water supply/sewerage, solid

waste management), community development sectors, including implementation of at least 2 projects of a similar scope.

- The key staff should include four experts with experience of implementation of at least 2 similar projects each, particularly:
  - i. Lawyer, specialized in urban development, construction, housing, real estate, public services (e.g. water supply/sewerage, solid waste management), community development sectors with at least 5 years of working experience,
  - ii. Civil/structural engineer, with at least 5 years of working experience of construction or design activity in urban development sector,
  - iii. Energy engineer/HVAC specialist, with at least 5 years of working experience of construction or design activity in urban development or related sectors,
  - iv. Specialist, with advanced degree (MA or diploma) - with minimum 5 years' relevant experience in the buildings management sector.

The staff should have excellent knowledge of Armenian (and the team leader as well of good English) and writing skills.

5. The applicant organization should provide a list of two references including the client name, task or project title and contact data. The applicant should briefly describe the type of the service provided for each of the clients.
6. Experience of working with local self-governing bodies, multi-apartment buildings' management bodies and homeowners (e.g. State registration of rights towards the common shared property of building, elaboration of manuals for building management etc.) will be considered as an asset.
7. Experience of elaboration of urban development sector documents (e.g. building norms, standards, methodological instructions, guidelines etc.) will be considered as an asset.

## **Annex 2**

## Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>10</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>11</sup>)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

### A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement or balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, 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

<sup>10</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>11</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

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

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	Output 1+2	40%	
2	Output 3+4	60%	
	Total	100%	

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

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

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

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

*[Designation]*

*[Date]*



*Empowered lives.  
Resilient nations.*

## **Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

**(attached separately)**