



REQUEST FOR PROPOSAL

Multi-Hazard Structural and Non-Structural Evaluation of Selected Hospitals and Health Facilities

RFP No.: RFP/2018/04

Project: Improving the Resilience of Hospitals (BEHTAB)

Issued on: 8 October 2018



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Section 1. Letter of Invitation

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

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

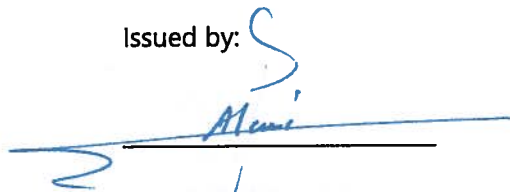
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o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

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

Please acknowledge receipt of this RFP by sending an email to gagik.gevorkian@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

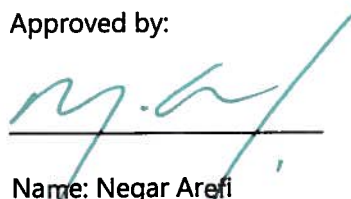
UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Nazli Alavi
Title: Procurement Analyst
Head of Procurement
Date: October 8, 2018

Approved by:



Name: Negar Arefi
Title: Deputy Resident Representative a.i.
Operations Manager
Date: October 8, 2018

Section 2. Instruction to Bidders

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

	<p>conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
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B. PREPARATION OF PROPOSALS

5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible</p>

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

	<p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or</p> <p>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p>

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

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

eTendering submission	<p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two</p>

	(2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; They are able to comply fully with UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to</p>

	<p>their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any</p>

	<p>arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>

E. AWARD OF CONTRACT

35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other

	proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United

	States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
46.2	UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
46.3	The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&refer er

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time: 10:00 a.m.</p> <p>Date: October 15, 2018</p> <p>Venue: United Nations Common Premises</p> <p>The UNDP focal point for the arrangement is: Mr. Nazli Alavi Telephone: 0098 21 22860691 – 4 (Ext: 312) E-mail: nazli.alavi@undp.org</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: 0.5%</p> <p>Max. number of days of delay 30 days, after which UNDP may terminate the contract.</p>
9	40	Performance Security	Not Required

10	18	Currency of Proposal	Local currency, Iranian Rial
11	31	Deadline for submitting requests for clarifications/questions	4 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Ms. Nazli Alavi Address: No.8, Shahrzad Boulevard, Darrous, Tehran – Iran Telephone: 0098 21 22860691 – 4 (Ext: 312) Fax: 0098 21 22869547 E-mail address: nazli.alavi@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	October 22, 2018 – 16:30 Tehran local time For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>Business Unit Code:</u> IRN10 <u>Event ID:</u> 0000002704
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	Early November 2018

19		Maximum expected duration of contract	Six months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	<p>Currency of the Contract:</p> <p>For the local service providers the contract will be issued and the payment(s) will be made in local currency (Iranian Rial).</p> <p>For the International Bidders the order will be issued in Euro in accordance with the prevailing UN operational rate of exchange on the last day of submission of Offers. The payment will be also made in Euro.</p> <p>Please refer to below website for the updated exchange rates:http://treasury.un.org/operationalrates/OperationalRates.aspx.</p>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

- Appropriate signatures
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Should be legally registered as an engineering consulting private firm or be part of a consortium or a joint venture of consulting engineers with at least one member legally registered as a consulting engineers' private firm.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3. Vendor is not in black list of Iranian Planning and Budget Organization and Ministry of Health and Medical Education	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
	Any additional criteria if required	
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

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

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	<ul style="list-style-type: none"> - Minimum 12 years of relevant experience in retrofit and/or structural design and related field; - Have had a minimum five contracts in retrofitting and rehabilitation similar in nature and complexity over the last 12 years; - Should be qualified in engineering corresponding to Planning and Budget Organization Grade I Consultancy; <p>• <i>In case a joint venture is established between Iranian and non-Iranian consultancy firms, at least one party to the joint venture should be a registered Iranian firm.</i></p> <p>• <i>If the leading company in a joint venture is international, it should have minimum qualifications corresponding to Iranian Planning and Budget Organization qualifications for Grade I in retrofit engineering.</i></p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Minimum required Key staff	<p><u>One team leader with below minimum qualifications:</u></p> <ul style="list-style-type: none"> - Should possess minimum PhD degree in civil engineering, architecture or related fields; - Minimum of 15 years of experience in design, retrofit and construction of public facilities; - Good command of English language and fluency in Farsi. <p><u>Two Senior Experts with below minimum qualifications:</u></p> <ul style="list-style-type: none"> - Having MSc degree in structural engineering, structural design, earthquake engineering, architecture or related fields, - Minimum of 10 years of experience in design, retrofit and construction of public facilities; - Good command of English language and fluency in Farsi. <p><u>Other Experts:</u></p> <p>Component A (RVA)</p> <ul style="list-style-type: none"> - 2 Structural Engineers with BSc degree and 5 years of relevant experience - 1 Architect with BSc in the Architecture and 5 years of relevant experience - 1 Mechanical/Electrical engineer with BSc in the related fields and 10 years of relevant experience - 1 Geotechnical Engineer with BSc in or related fields and 5 years of relevant experience <p>Component B (Preliminary Engineering Analysis)</p> <ul style="list-style-type: none"> - 3 Structural Engineers with MSc and 10 years of relevant experience in vulnerability analysis - 1 Architect with M. Arch. and 10 years of relevant experience in retrofit design - 1 Hazard Analysis Expert with MSc in Earthquake Engineering and 5 years of relevant experience <p>Component C (Non-structural Hazard Mitigation)</p>	

	<ul style="list-style-type: none"> - 2 Structural Engineers with MSc and 10 years of relevant experience in non-structural vulnerability assessment <p>Component D (Urban Resilience Analysis)</p> <ul style="list-style-type: none"> - One Urban Planner with MSc in urban planning, urban design, architecture or related fields and 5 years of experience in urban planning 	
Financial Standing	<p>Minimum average annual turnover of USD285,000 (approx. IRR 10,000,000,000) for period of 3 years within the last 5 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	450
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	20
1.2	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	50
1.3	Organizational Commitment to Sustainability (mandatory weight) - Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points - Organization is a member of the UN Global Compact -5 points - Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
1.4	Quality assurance procedures and risk mitigation measures	30
1.5	Have a good record of past experiences as demonstrated by former clients and/or certificate of appreciation, awards, etc.	20
1.6	Relevance of specialized knowledge and experience on similar engagements done in the region/country	100
Total Section 1		250

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	50
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	75
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50

2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	25
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		150
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader (minimum one)		100
	Possessing a PhD degree in structural engineering or related fields	25	
	Working experience in retrofit design and construction of hospitals and health facilities	50	
	Working experience with UN agencies	10	
	Good command of English for reporting and communication and fluency in Persian	15	
3.2 b	Technical Experts (minimum two)		100
	A minimum of 10 years of experience in design, retrofit and construction of public facilities.	30	
	Working experience in design and construction of hospitals and health facilities will be an asset.	50	
	Working experience with UN agencies	10	
	Good command of English for reporting and communication and fluency in Persian	10	
3.2 c	Structural Engineers for Component B (three)		100
	Three Structural Engineers with MSc	50	
	10 years of relevant experience in vulnerability analysis	50	
Total Section 3			450

Section 5. Terms of Reference

Improving the Resilience of Hospitals (BEHTAB) Multi-Hazard Structural and Non-Structural Evaluation of Selected Health Facilities

Introduction

As demonstrated by recent earthquakes and other disasters, the majority of the health facilities in Islamic Republic of Iran are vulnerable to for diverse hazards. As one of its main priorities, Ministry of Health and Medical Education of Islamic Republic of Iran has sought cooperation of UN-Habitat to conduct inventory, multi-hazard performance evaluation and feasibility studies for selected health facilities in Iran to reach long-term investment plans for improving resilience of health infrastructure. The Project for Improving the Resilience of Hospitals (BEHTAB) includes extensive surveys and analyses with due consideration for structural, non-structural, architectural, mechanical and electrical equipment. The project also includes several capacity development activities and consultations to elaborate diverse guidelines employing innovative methodologies and technologies. These will then serve as the basis for sustained investments in retrofitting and rehabilitation of essential assets, as well as institutional reforms to improve the resilience of health sector.

The BEHTAB Project will be implemented through a three-tier governance structure. UN-Habitat will engage and remain in communication with high-level of the stakeholders at two oversight and technical levels through the Project Oversight Committee and Project Technical Working Group, respectively.

The activities of the project will be coordinated by the Project Coordination Committee composed of the UN-Habitat Project Coordinator, National Project Coordinator and Project Manager. The National Project Coordination Team established within MoHME will assist the NPC in undertaking day-to-day activities carried out by the Project Management Team established on part of UN-Habitat Tehran Office.

Objective

The objective of this assignment is to contribute to the BEHTAB project activities by undertaking structural and non-structural evaluation of selected hospitals as explained in the scope of services below and health facilities in three Iranian cities as detailed below, as well as providing necessary material on the methodology and findings of these activities.

Scope of Services

This assignment includes four main components:

- A. Vulnerability and risk assessment for a number of hospitals and health centres as detailed below;
- B. Preliminary engineering analysis for a selected number of hospitals and health centres selected according to the results of Component A; and
- C. Non-structural evaluation for hospitals and health centres as detailed below.
- D. Urban resilience analysis

The hospitals and health care centres are located in or in the periphery of Tehran, Tabriz and Isfahan cities as detailed below.

The services required for each of the four components are detailed below.

A. Rapid Visual Assessment

To evaluate physical vulnerability of an existing health facility, performance acceptance criteria should be checked for each structural component. If the existing structure does not satisfy performance criteria to an acceptable level, it would be necessary to opt for retrofitting options. On the other hand, performance-based design approach therefore has to be adopted for design and construction of new health facility. To this end, the following steps have to be followed:

No. 8, Shahrzad Blvd, Darrous, 1948773911 Tehran, I.R. Iran (P.O. Box 15875-4557)

Tel: (98 21) 2286 0691-4, 286 0925-8, Fax: (98 21) 22869547, Email: registry@undp.org, website: www.ir.undp.org

- **Step 1 Pre-field vulnerability and risk assessment**

Pre-field assessment includes review of the calculation reports, software models, detailed-design drawing, as-built drawings, supervision documents, soil and geotechnical reports, material-test results, implementation permits and other available documents necessary for accurately determining structure characteristics. The services of this stage include but are not limited to:

- Collecting all existing document of the health facility
- Reviewing preliminary drawings
- Reviewing the as-built drawings
- Reviewing relevant technical reports, geotechnical reports and calculation reports
- Checking the tender documents and technical specifications
- Checking the supervision documents and material test result
- Checking analysis vis-à-vis applicable building codes and standards
- Verifying shortcomings, vulnerabilities and problems and aftermath problems with design and construction
- Preparation of a final report on the outcomes of the study with recommendations.

- **Step 2 Field visit and Rapid Visual Assessment (RVA)**

This step treats judgmental aspects and facilitates the data collection process. The services of this stage include:

- Concluding pre-field data and information such as technical documents, as-built drawings, etc. of the health facility and complete the relevant checklist(s)
- Field visit at the building site and complete field inspections from the site, adjacency, building, interior space, stories, roofs and other areas of the health facility
- Preparing a list of evident damages and deteriorations and their location
- Preparing a list of exterior falling hazards
- Describing soil properties, type and other evident geological hazard
- Identifying building type, structural system, plan and vertical irregularity, number of stories, path loads, discontinuation in the lateral system and complete the relevant checklist(s)
- Taking accurate photographs of the all screened items
- Determining differences and conflicts between existing conditions and pre-field data and drawings
- Sketching the building and its site plan including peripheral buildings and streets
- Potential limits for test or retrofitting solutions
- Explaining health facility occupancy, social conditions and observations
- Final report on outcomes of the field study of this step

- **Step3: Risk Scoring and Combined Assessment**

Pursuant to the completion of steps 1 and 2, the consultant shall carry out risk assessment and scoring based on the methodologies approved by the Client, including:

- Conducting risk assessment studies for each structure
- Providing clear recommendations for screening and prioritization of hospitals and health facilities.
- Preparing a report explaining all findings, calculations and recommendations

- **Step 4 Selection and prioritization**

This step is based on the estimated vulnerability and other parameters. These parameters include:

- Selected buildings should cover a variety of building types and structural systems
- Selected buildings should cover a variety of earthquake zoning, geological hazard and risk categories
- Selected buildings should cover a variety of plans and vertical irregularities and number of stories

- Results of the analysis for selected building should be applicable to other hospitals and health facilities

A synthesis report should be prepared on the outcomes of this prioritization exercise.

B. Preliminary Engineering Analysis

A set of prioritized hospitals and health facilities will be selected by the client as the result of pre-field and field vulnerability and risk assessments undertaken under the previous steps.

• Step 1 Preliminary Engineering Analysis (PEA)

Preliminary Engineering Analysis (PEA) and retrofitting calculation for the facilities has to be performed in accordance with Performance Based Design (PBD) instructions. For each hospital or health facility selected under Component A above, two PEA should be conducted assuming two performance levels identified for two levels of three seismic hazard levels corresponding to the return periods of 475, 975 and 2475 years, respectively. In addition to the analysis and controls mentioned above, correspondence to the requirements of the latest versions of *Iranian National Building Code* and *Seismic Design Code* (Standard 2800, version 4) has to be checked. The services of this stage include, but is not limited to:

- Concluding field data and information of the health facilities and preparing list of requirements to continue the study
- Controlling structures based on the *Iranian Seismic Code* (Standard 2800, version 4) and the *Iranian National Building Code* especially chapters 6,9,8
- Determining performance objective, existing performance and hazard levels
- Determining existing information level(s) and knowledge factor
- Identifying regional and site-specific information with respect to causative faults, the geologic and geotechnical characteristics, and the specified Seismic Hazard Levels
- Identifying material properties, element sections, component characteristics and other assumptions of structures
- Determining modelling parameters, load pattern, load combinations, stiffness, strength, acceptance criteria and analysis methods in accordance with limitations of each method
- Modelling and analysis of the structures in accordance with selected analysis method (linear and/or non-linear analysis)
- Checking the acceptance criteria for each elements based on effort and displacement
- Preparing a report containing recommendations for assessing 'need or no need' for retrofit

Step 2 Preparation of retrofitting drawings, Bill of Quantities and bidding documents

Once the consultant conducted analysis and completed the buildings vulnerability assessment, the consultant shall prepare the structural retrofitting designs and architectural upgrading designs along with BoQs, Costs estimates, Tender Documents etc. The work will be include but not limited to:

- Reviewing retrofitting strategies based on building specifications
- Proposing retrofit options (at least two alternatives)
- Preparing technical and financial comparison and suggesting best option
- Complete modelling and analysis of the selected option, considering all assumptions, details and parameters
- Checking of acceptance criteria
- Presenting calculations and other required controls
- Preparing retrofit drawings and calculation reports
- Preparation of Architectural upgrading drawings required by structural retrofitting and modifications.
- Preparing bill of quantities and cost estimation report in accordance with Iranian price index
- Cost analysis of the new items

- Preparing tender documents in accordance with templates supplied by Client.

C. Non-Structural Evaluation

Non-structural components of a building are those system, parts, elements, or components that are not part of the structural load-bearing system, but are subjected to the building dynamic environment causes by, for example, an earthquake. As demonstrated by recent earthquakes despite the advances in structural design, non-structural components in medical centres are rarely designed with the same care or under the same degree of scrutiny as buildings. Therefore, hospitals that remain structurally sound after a strong earthquake are often rendered unserviceable due to damage to their non-structural components. The process for this study is conducted into three Steps:

• Step 1: Analysis of existing situation

- Evaluating non-structural risks by conducting a detailed assessment according to the checklist approved by the client
- Preparation of a list of equipment categorized for architectural, electrical, mechanical and critical systems
- Indicating the exact description, technical specifications, anchorage conditions and the exact location in the building for the list of equipment described above
- Preparing architectural plan(s) showing the exact location of the equipment indicated in the list above
- Screening piping system for the condition of joints, racks and probable corrosion
- Assessment of medical equipment with potential of radiation hazard
- Assessment of preservation situation for hazardous materials, blood banks, toxic and non-toxic critical drugs
- Assessment of evacuation passages
- Assessment of fire alarm and firefighting systems
- Estimated required floor space necessary for setting up emergency field hospital(s) or expanding existing health facilities
- Examining disaster management systems such as administrative, functional, fire etc. in each assessed hospital or health centre
- Recommendations for protecting hospital archives especially financial, administrative and patients' documents

• Step 2: Detailed design for implementing rehabilitation/retrofit plans

- Proposing retrofit and rehabilitation plan(s) for each category of equipment
- Preparing working drawings, bill of quantities and bidding documents for implementation of proposed retrofit and rehabilitation plan(s) for each category of equipment as approved by the client
- Developing emergency procedures especially evacuation procedures, plans and instructions in addition to proper signage, etc.
- Preparing post-disaster protocols

D. Urban resilience of hospital grids

Study and analysis of the resilience of hospitals and health care facilities within the city context based on City Resilience Profiling Tool (CRPT). Accordingly, the analysis is required to contain five key dimensions including Physical, Functional, Spatial and Organizational dimensions as well as the Time factor. The data delivered by the consultant should correspond to the GIS-based dataset and mapping provided by the client in which diverse dimensions have to be considered, but are not necessarily limited to the following array of 'attributes':

- Physical attributes

- Site plan
- Hard infrastructure (roads, water supply, sanitation, sewerage, bridges)
- Built-up area index
- Functional attributes
 - Land use and zoning taking into account major community building including religious, markets, historic, and critical infrastructure including hospitals, fire stations, police stations, government offices in the city
 - Economic and Social processes
 - Transportations systems and traffic flows into and within the city including personnel, people, goods services
- Spatial attributes
 - Accessibility
 - Proximities
 - Built-up area index
 - Development plans and projects
- Organizational attributes
 - Institutional structure
 - Serviceability of hospitals and health facilities
 - Hospital levels and their distribution within the city
- Dynamic attributes
 - The changing of the facilities' role over time and in correspondence to changes in implementation of development plans and urban projects.

Scope of work

The tentative scope of work for each step indicated above is given in the table below:

Component	Task Description	Maximum Number
A	Rapid Vulnerability and risk assessment	75 Hospitals 100 Health Care Centres
B	Preliminary Engineering Analysis	20 Hospitals 45 Health Care Centres
C	Non-Structural Hazard Mitigation	20 Hospitals 45 Health Care Centres
D	Urban Resilience of Hospital Grids	3 hospitals

It should be noted that:

1. The mean area of hospitals is around 8000 sq. m. and the mean area for health facilities is approximately 500 sq. m.
2. Hospitals and health facilities selected are located in or in the periphery of Tehran, Tabriz and Isfahan cities as selected by the client. The distribution of hospitals and health centres are given under the section titled "Location".
3. Resilience analysis (Component D) has to be done for a maximum of three central or national hospitals located in or in the periphery of Tehran, Tabriz and Isfahan cities as selected by the client

Deliverables

The main outputs expected to be achieved as the result of this assignment are the reports prepared for each component of this study.

Reporting and Presentation

The consulting company is expected to prepare based on the material included in the delivered reports, training material and presentation(s) for conferences, peer review sessions, stakeholder meetings, and/or training workshops. These meetings or workshops will be organised by the client in three cities.

Detailed deliverables required for each component explained above include, but are not limited to:

A. Vulnerability and Risk Assessment

The main outputs expected to be achieved as the result of this assignment are the following reports:

- a. A report on the outcomes of Step 1, Component A above on pre-field and field vulnerability and risk assessment study with clear recommendations for screening and prioritization of hospitals and health facilities.
- b. A report on outcomes of the field study of Step 2, Component A.
- c. A report on risk scoring and combined assessment of hospitals and health facilities according to step 3, Component A.
- d. A synthesis report explaining all findings, calculations and recommendations from steps 1, 2, 3 and 4 of Component A.

B. Preliminary Engineering Analysis

- a. A synthesis report on the outcomes of Step1, Component B above on the vulnerability selection and prioritization assessment of the buildings including recommendations for 'need' or 'no need' for retrofit of the building(s) in question.
- b. A Report and working drawings for Step1, Component B on preliminary engineering analysis containing:
 - Conclusions and recommendations for assessing 'need or no need' for retrofit of selected health facilities
 - Retrofitting strategies based on building specifications
 - Retrofit options for at least two alternatives including calculation sheets and cost analysis for all alternatives
 - Retrofit drawings
 - Structural models for elements including foundation and soil
 - Retrofit calculation sheets
 - Detailed design of non-structural elements
 - Cost estimates and bill of quantities in accordance with latest Iranian price indices and cost analysis of the items not included in the indices
 - Draft bidding documents
 - Other calculations, controls and miscellaneous data

C. Non-Structural Hazard Mitigation

Step 1: Needs assessment and planning reports

1. A report explaining all steps described under Step 1 above. This report should contain existing conditions including data for floor spectrum for all building levels; inventory list, and floor plans showing locations of critical, architectural and medical components.

Step 2: A Technical Manual and Rehabilitation Designs

- The Technical Manual explaining instructions for implementing rehabilitation/retrofit plans, especially:
 - Non-structural hazard mitigation measures for all electrical, architectural and critical systems
 - Post-disaster protocols

- The rehabilitation design report explaining the details for implementing rehabilitation/retrofit plans, especially:
 - Description of retrofit/rehabilitation measures
 - Working drawings and bill of quantities, cost estimates and bidding documents for retrofit/rehabilitation measures

D. Urban Resilience of Hospital Grids

GIS maps with layers and data including the set of attributes referred to above.

Implementation plan

The consultant should prepare an implementation plan keeping in mind the provisional schedule is of activities given below. To meet these deadlines, the consultant should deliver the results of RVA studies on a 'batch by batch' basis enabling PEA studies to start earlier. It should be noted however, that the planned dates may change according to the Project requirements and unforeseen circumstances.

	Description	Target Date
Implementation plan	Timetable of activities	November 2018
Component A	Structural Evaluation	
Step 1	Pre-field vulnerability and risk assessment	November 2018
Step 2	Physical survey and Rapid Visual Assessment	December 2018
Step 3 and 4	Risk scoring and combined assessment Selection and prioritization	December 2018
Component B	Preliminary Engineering Analysis	
Step 1	Preliminary Engineering Analysis (PEA)	December 2018
Step 2	Preparation of retrofitting drawings, bill of quantities and bidding documents	March 2019
Component C	Non-Structural Hazard Mitigation	
Step 1	Analysis of existing situation	December 2018
Step 2	Detailed design for implementing rehabilitation/retrofit plans	March 2019
Component D	Urban resilience analysis	
	GIS dataset and mapping	January 2019

Qualifications

1. To undertake the services detailed above, the consultancy firm is expected to have the following qualifications/experiences:
 - Should be legally registered as an engineering consulting private firm or be part of a consortium or a joint venture of consulting engineers with at least one member legally registered as a consulting engineers' private firm;
 - Having a well-established financial and management system;
 - Be qualified in engineering corresponding to Planning and Budget Organization Grade I Consultancy;
 - In case a joint venture is established between consultancy Iranian and non-Iranian firms, at least one party to the joint venture should be a registered Iranian firm.
 - If the leading company in a joint venture is international, it should have minimum qualifications corresponding to Iranian Planning and Budget Organization qualifications for Grade I or above in retrofit engineering.
 - Minimum 12 years of relevant experience in retrofit and/or structural design and related field;

No. 8, Shahrzad Blvd, Darrous, 1948773911 Tehran, I.R. Iran (P.O. Box 15875-4557)

Tel: (98 21) 2286 0691-4, 286 0925-8, Fax: (98 21) 22869547, Email: registry@undp.org, website: www.ir.undp.org

- Have had a minimum five contracts in retrofitting and rehabilitation similar in nature and complexity over the last 12 years;
 - Should be qualified in engineering corresponding to Planning and Budget Organization Grade I Consultancy
 - Have a good record of past experiences as demonstrated by former clients and/or certificate of appreciation, awards, etc.
 - Have adequate number of qualified administrative and technical staff to undertake the assignment. The minimum number of staff and their qualification are detailed below:
2. The following qualifications will be considered as an advantage:
- Familiarity with MoHME's internal system;
 - Previous experience of working/collaboration with UN agencies and knowing their exigencies;
 - Previous experiences in health facility structural design
 - Demonstrated ability in the areas of reporting and documentation and quality assurance and quality control capacity.
3. The consultancy firm is required to mobilise a team of minimum number and qualifications as detailed below.

KEY STAFF

- **One Team leader:**
 - The head of the team should possess minimum a PhD degree in structural engineering or related fields
 - A minimum of 15 years of experience in design, retrofit and construction of public facilities
 - Working experience in design and construction of hospitals and health facilities will be an asset
 - Working experience with UN agencies is an asset
 - Good command of English for reporting and communication and fluency in Persian
- **Two Senior Experts:**
 - At least two individuals for leading activities enumerated under Components A and B and Components C and D with the following qualifications to carry out field visits, support data analysis and handle consensus meetings:
 - Having MSc degree in structural engineering, structural design, earthquake engineering, architecture or related fields,
 - A minimum of 10 years of experience in design, retrofit and construction of public facilities.
 - Working experience in design and construction of hospitals and health facilities will be an asset.
 - Working experience with UN agencies is an asset;
 - Good command of English for reporting and communication and fluency in Persian.
- **Other Experts:**
 - The minimum number of other staff and their qualifications are detailed in the table below:

COMPONENT		MINIMUM NUMBER
COMPONENT A: VULNERABILITY AND RISK ASSESSMENT	Structural Engineers with BSc degree and 5 years of relevant experience	2
	Architect with BSc in the Architecture and 5 years of relevant experience	1
	Mechanical/Electrical engineer with BSc in the related fields and 10 years of relevant experience	1
	Geotechnical Engineer with BSc in or related fields and 5 years of relevant experience	1
COMPONENT B: PRELIMINARY ENGINEERING ANALYSIS (PEA)	Structural Engineers with MSc and 10 years of relevant experience in vulnerability analysis	3
	Architect with M. Arch. and 10 years of relevant experience in retrofit design	1
	Hazard Analysis Expert with MSc in Earthquake Engineering and 5 years of relevant experience	1
COMPONENT C: NON-STRUCTURAL HAZARD MITIGATION	Structural Engineers with MSc and 10 years of relevant experience in non-structural vulnerability assessment	2
COMPONENT D: URBAN RESILIENCE ANALYSIS	Urban Planner with MSc in urban planning, urban design, architecture or related fields and 5 years of experience in urban planning	1

In case necessary, the consultant should be able to mobilise additional staff required to undertake the services and deliver the deliverables according to the time and period specified below.

Time and Period

The Consultant shall commence the performance of the Services not later than one week after award of contract and shall complete the Services by 15 March 2019. The estimated period to fulfil this contract is five months with parallel activities as detailed below. The consultant is expected to mobilise human resources adequate for delivery of services in a timely manner.

Components	Description	Estimated Duration (weeks)
Implementation plan	Timetable of activities according to schedule	2
Component A	Vulnerability and risk assessment	8
Component B	Preliminary Engineering Analysis (PEA)	14
Component C	Non-Structural Analysis	12
Component D	Urban Resilience Analysis	4

Location

The Consultant can work at his/her own preferable location providing availability of smooth communication ways. The consultant is required to visit each and every hospital and health facility. The table below indicates the estimated number of hospitals and health facilities located in or in the periphery of three main cities of Tehran, Tabriz and Isfahan. It should be noted however, that the estimated figures given below may be modified by twenty per cent according to the Project requirements and/or unforeseen circumstances.

Component	Task Description	Estimated Number in Each Location			Maximum Number
		Tehran	Tabriz	Isfahan	
A	Vulnerability and risk assessment	40 Hospitals 50 HCCs	25 Hospitals 30 HCCs	10 Hospitals 20 HCCs	75 Hospitals 100 Health Care Centres
B	Preliminary Engineering Analysis	13 Hospitals 20 HCCs	5 Hospitals 15 HCCs	2 Hospitals 10 HCCs	20 Hospitals 45 Health Care Centres
C	Non-Structural Hazard Mitigation	13 Hospitals 20 HCCs	5 Hospitals 15 HCCs	2 Hospitals 10 HCCs	20 Hospitals 45 Health Care Centres
D	Urban Resilience of Hospital Grids	1 Hospital	1 Hospital	1 Hospital	3 Hospital

Direct supervision

The tasks will be performed under direct supervision of UN-HABITAT Tehran Office.

Verification

Conformity of the contract implementation process and results as per the Terms of Reference defined here will be verified by UN-HABITAT Tehran Office.

Terms & Remuneration

In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP on behalf of UN-HABITAT shall pay the Consultant the total offered and approved amount, subject to the following conditions:

- 1) All payments will be made by UNDP on behalf of UNHABITAT directly to the contractor in Iranian Rials for National service providers and in EUR to international services providers;
- 2) The total contract amount is expected to cover travel costs, communication costs, costs of translation, typing and preparing the soft and hard copies of required documents and any other relevant costs regarding this activity;
- 3) Payments will be made according to UNDP regulations as explained in the contract documents;
- 4) UN-HABITAT will inform the Consultant on the results of technical review of submitted report(s) within 15 days from the date of receiving the reports as explained in the contract documents;
- 5) Each payment will be made by UNDP within 30 days from the date of receiving UN-HABITAT's acceptance of the reports;
- 6) Upon receiving and verification of deliverables, payments will be transferred by UNDP to the account number of the Consultant, introduced through a signed and stamped vendor form and a bank certificate;
- 7) The Consultant shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the total contract amount.

- 8) The payments will be made upon certification that the services have been satisfactorily performed and according to the payment instalments of the table below:

Deliverables		Target Date	% of total contracted amount
Implementation plan	Timetable of activities	November 2018	15
Component A	Structural Evaluation		
Step 1	Pre-field vulnerability and risk assessment	November 2018	5
Step 2	Field Visit and Rapid Visual Assessment	December 2018	10
Step 3	Risk scoring and Combined Assessment	December 2018	5
Step 4	Selection and prioritization	January 2019	5
Component B	Preliminary Engineering Analysis		
Step 1	Preliminary Engineering Analysis (PEA)	December 2018	15
Step 2	Retrofit drawings, BoQs and bidding documents	March 2019	20
Component C	Non-Structural Hazard Mitigation		
Step 1	Analysis of existing situation	December 2018	5
Step 2	Detailed design for implementing rehabilitation/retrofit plans	March 2019	15
Component D	Urban resilience analysis		
	GIS dataset and mapping	January 2019	5

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	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

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

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/2018/04		

We, the undersigned, offer to provide services for Improving the Resilience of Hospitals (BEHTAB) Multi-Hazard Structural and Non-Structural Evaluation of Selected Health Facilities in accordance with your Request for Proposal No. RFP/2018/04 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

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

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

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

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

Name: _____

Title: _____


Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	<ul style="list-style-type: none"> ▪ List of ten major similar contracts during the last 15 years ▪ Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Bidder is not a corporation ▪ List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation; ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. ▪ Certification of Planning and Budget Organization Grade I Consultancy in engineering

- 
- Audited financial statements of the last five years or Bank certificate on Annual Turnover of the company for the last five years.
 - C.V. of all senior assigned staff for the work of this project
 - Working license for the rest of assigned staff

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/2018/04		

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: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select
RFP reference:	RFP/2018/04		

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

Historical Contract Non-Performance

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 15 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 in IRR	Start Date of Contract	Period of activity and status	Types of activities undertaken

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

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

Financial Standing

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

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

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

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

If the company has not been audited during the last five years, the Bank Certification on annual turnover of the company for the three years during the last five years shall be submitted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/2018/04		

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

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

- 2.7 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 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/2018/04		

We, the undersigned, offer to provide the services for provide services for Improving the Resilience of Hospitals (BEHTAB)Multi-Hazard Structural and Non-Structural Evaluation of Selected Health Facilities in accordance with your Request for Proposal No. RFP/2018/04 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].

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 G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/2018/04		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an separate file 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: IRR

Table 1: Breakdown of Professional Activities

Tasks	Personnel	Estimated Duration (weeks)	Number of staff	Fee/week (IRR)	Total Cost-IRR
Overall management	Team Leader	24	1		
	Senior Expert	24	2		
	Other staff				
Total cost of Overall Management					
Component A Structural Evaluation	Structural Engineers with BSc	8	2		
	Architect with B. Arch	8	1		
	Mechanical/Electrical engineer with BSc	8	1		
	Geotechnical Engineer with BSc	8	1		
	Other staff				
Total cost of Component A Structural Evaluation					
Component B: Preliminary Engineering Analysis	Structural Engineers with MSc	14	3		
	Architect with M. Arch	14	1		
	Hazard Analysis Expert with MSc	14	1		
	Other staff				
Total cost of Component B: Preliminary Engineering Analysis					
Component C: Non-Hazard Structural Mitigation	Structural Engineers with MSc	12	2		
	Other staff				

Total cost of Component C: Non-Structural Hazard Mitigation					
Component D; Urban resilience analysis	Urban Planner with MSc	4	1		
	Other staff				
Total cost of Component D; Urban resilience analysis					
Total cost of Professional Fee					

Table 2: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
National flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 3: Breakdown of Price per Deliverable/Activity

Comp onent	Task Description	Maximum Number and area	Unit cost-IRR (per sq. m.)	Total cost-IRR
A	Rapid Vulnerability and risk assessment	600,000 sq. m. Hospitals (approximately 75 hospitals)		
		50,000 sq. m. Health Care Centres (approximately 100 Health Care Centres)		
B	Preliminary Engineering Analysis	160,000 sq. m. hospitals (approximately 20 hospitals)		
		22,500 sq. m. . Health Care Centres (approximately 45 Health Care Centres)		
C	Non-Structural Hazard Mitigation	160,000 sq. m. hospitals (approximately 20 Hospitals)		
		22,500 sq. m. m Health Care Centres (approximately 45 Health Care Centres)		
D	Urban Resilience of Hospital Grids	24,000 sq. m. hospitals (approximately 3 hospitals)		
Total offered Cost-IRR				