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REQUEST FOR PROPOSAL

Technical Assistance and Advisory Service on Fuel Cell and Fuel Cell Components Related Technology

RFP No.: RFP-CHN-2018003

Project: Accelerating the Development and Commercialisation of Fuel Cell Vehicles in China

Country: China

Issued on: 5 November 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 bids.china@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: Xiao Yi
Title: Procurement Assistant
Date: **November 5, 2018**

Approved by:



Name: Ge Yunyan
Title: Operations Manager
Date: **November 5, 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>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>

4. Conflict of Interests	<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 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>
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	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<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 Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible 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.</p>
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> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <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>

<p>15. Only One Proposal</p>	<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> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or 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.
<p>16. Proposal Validity Period</p>	<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>
<p>17. Extension of Proposal Validity Period</p>	<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>
<p>18. Clarification of Proposal</p>	<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>
<p>19. Amendment of Proposals</p>	<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>

	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.
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> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
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	<p>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.</p> <p>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.</p> <p>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.</p>
Hard copy (manual) submission	<p>22.4 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

	<p>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> <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> <p>Email Submission</p> <p>22.5 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. 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>eTendering submission</p> <p>22.6 Electronic submission through eTendering, 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 and each of them must be uploaded individually and clearly labelled. 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. 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. 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>	<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>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<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</p>

	<p>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 (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
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

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> c) 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; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) 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 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 style="text-align: center;">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 style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">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</p>

	<p>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 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, Repairable 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

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>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> <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	<p>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.</p>
44. Payment Provisions	<p>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.</p>
45. Vendor Protest	<p>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:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>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.</p> <p>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.</p> <p>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</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

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: 10-11AM, Beijing time</p> <p>Date: November 8, 2018 10:00 AM</p> <p>Venue: UNDP Large Conference Room, No2, Liangmahe Nanlu, Beijing/北京朝阳区亮马河南路 2 号联合国大院</p> <p>The UNDP focal point for the arrangement is:</p> <p>Xiao Yi</p> <p>Telephone: 86-10-85320866</p> <p>E-mail: bids.china@undp.org</p>
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Local currency-Renminbi Yuan

11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Xiao Yi Address: No2, Liangmahe Nanlu, Beijing E-mail address: bids.china@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the websites: www.ungm.org and www.undp.org
14	23	Deadline for Submission	2PM, 19 November 2018, Beijing time
14	22	Allowable Manner of Submitting Proposals	✓ Submission by email
15	22	Proposal Submission Address	bids.china@undp.org <u>Please mark:</u> United Nations Development Programm in China No. 2 Liangmahe Nanlu, Chaoyang District, Beijing 100600 北京朝阳区亮马河南路 2 号, 邮编 100600 Mark: RFP – CHN – 2018003
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 technical proposal <u>must</u> not be provided to UNDP until the date as indicated in No. 14 (<i>for email submission only</i>) ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 5M ▪ Mandatory subject of email: RFP – CHN – 2018003
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	<i>December 3, 2018</i>
19		Maximum expected duration of contract	60 actual working days (excluding home-based work) over 16 months starting from signing the service contract, while subject to adjustments per the requirement of UNDP (Latest completion date: 2 April 2020).
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and 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	<i>n/a</i>

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	Vendor is a legally registered entity.	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.	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
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
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 3 years of relevant experience.	Form D: Qualification Form
	Minimum 1 contract of similar value, nature and complexity implemented over 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.

	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
Financial Standing	Minimum average annual turnover of USD100,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	400
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	<p>Brief description of the organization, reputation of Organization and Staff Credibility/ Reliability / Industry Standing</p> <p>The bidder can also be a consortium of experts (international and/or domestic) with specific expertise in FC and FCV technology development and applications, but not limited to the automotive manufacturing industry.</p>	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	40
1.3	Relevance of specialized knowledge and experience on similar engagements in improving the technical capacity for the manufacturing of FC membrane, FC catalyst, membrane electrode assembly, bi-polar plate, air compressor, hydrogen recirculation pump, FCV high voltage DC/DC converter and other key FC components, particularly reflecting the requirements mentioned in the above "Duties and Responsibilities" section of the TOR.	50
1.4	Demonstrated understanding of the technical barriers facing FC component manufacturing in China and experience in facilitating technical assistance for China in addressing the challenges	10
1.5	Quality assurance procedures and risk mitigation measures	50
1.6	<p>Organizational Commitment to Sustainability (mandatory weight)</p> <ul style="list-style-type: none"> -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
Total Section 1		200

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?		80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference		100
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		70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract		50
Total Section 2			400

Section 3. Management Structure and Key Personnel			Points obtainable
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.		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		120
	Education: an advanced degree in engineering in general or specifically related to relevant areas such as hydrogen energy, automotive engineering, fuel cell vehicles/fuel cell manufacturing or project management	15	
	Technical experience: 5 years of professional experience in the field of hydrogen FCV or environment and energy, particularly the experience working on FC, clean energy vehicle Research & Development and manufacturing;	40	
	Advisory experience: hands-on experience in providing technical advisory services for FC/FCV technology (design, engineering, and manufacturing) taking into the consideration of local specifics	30	
	Experience working in industrial and commercial development in China and its government, experiences working in international organisations in China or abroad is a strong asset.	5	
	Proven managerial and coordination skills, including abilities to coordinate with multiple stakeholders, managing conflicts of interests and developing large and complex projects	15	

	Fluency in written and spoken English	10	
	Fluency in spoken Chinese	5	
3.2 b	Senior Expert		160
	Education: an advanced engineering degree in or related to hydrogen energy, automotive engineering or related fields, preferably in fuel cell vehicles/fuel cell manufacturing or project management.	15	
	8 years of professional experience in the field of environment and energy, particularly experience working on FC, clean energy vehicle R&D, and manufacturing;	60	
	Hands-on experience in providing technical advisory services for FC/FCV technology (design, engineering, and manufacturing);	60	
	Experience in working in industrial and commercial development in China and its government, experiences working in international organisations in China or abroad is a strong asset.	10	
	Fluency in written and spoken English	10	
	Fluency in spoken Chinese	5	
3.2 c	Junior Expert		60
	Education: an advanced engineering degree in or related to hydrogen energy, automotive engineering or related fields, preferably in fuel cell vehicles/fuel cell manufacturing or project management.	15	
	3 years of professional experience in the field of environment and energy, particularly experience working on FC, clean energy vehicle R&D, and manufacturing;	20	
	Hands-on experience in providing technical advisory services for FC/FCV technology (design, engineering, and manufacturing);	10	
	Fluency in written and spoken English	10	
	Fluency in spoken Chinese	5	
Total Section 3			400

Section 5. Terms of Reference

Project duration: The consultancy assignment should be no less than a total of 60 actual working days (excluding home-based work) over 16 months starting from signing the service contract, while subject to adjustments per the requirement of UNDP (Latest completion date: 2 April 2020).

Location of work: Homebased + travels to any of the 5 pilot cities under the GEF FCV plus visits to other cities with hydrogen FC programme in China

Destination/s:

The consultant(s) appointed or designated by the bidder may need to travel to various cities in the country, such as, but not limited to: Beijing, Shanghai, Foshan City (Guangdong Province), Yancheng City (Jiangsu Province), and Zhengzhou City (Henan Province), etc. as required by UNDP/PMO. The consultant(s) will meet with government officials, project participants, and other stakeholders to acquire project information and implementation. The travel schedule and logistics will be developed by PMO in consultation with UNDP.

I. Background

In 2015, world leaders agreed to 17 goals, namely the Sustainable Development Goals (SDGs) for a better world by 2030. These goals have the power to end poverty, fight inequality and stop climate change. Guided by the goals, it is now up to all of us, governments, businesses, civil society, and the general public to work together to build a better future for everyone. The 13th of the SDGs, Climate Action, calls for taking urgent action to combat climate change and its impacts. SDG #7 Affordable and Clean Energy; and SDG #11 Sustainable Cities and communities, promise to take an effort to ensure access to affordable, reliable, sustainable and modern energy for all, and make cities and human settlements inclusive, safe, resilient and sustainable.

The United Nations Development Assistance Framework for the People's Republic of China (UNDAF) 2016-2020 is in line with the SDGs. It has set improved and sustainable environment as one of the key priority areas to achieve the outcome that more people enjoy a cleaner, healthier and safer environment as a result of improved environmental protection and sustainable green growth.

The United Nations Development Programme (UNDP) promotes sustainable development to help build resilient nations and to empower people to live better lives. In its Country Programme Document (2016-2020) for China, UNDP positions itself as a policy advisor to support China's reform. For more than a decade, UNDP China has been working on promoting a hydrogen-based clean energy solution. Together with the Ministry of Science and Technology (MOST) of the People's Republic of China, it has been working on the development of hydrogen fuel cell vehicles (FCV) in China since 2003, with the support of the Global Environment Facility (GEF). In 2106, UNDP and Chinese partners launched the third phase of the project to help commercialise FCVs in China and help reduce greenhouse gas emissions from the transportation sector.

The GEF approved project on Accelerating the Development and Commercialisation of Fuel Cell Vehicles in China (hereinafter "the Project") is a climate change mitigation project that will be implemented by UNDP in collaboration with MOST as implementing partner.

The project's objective is to facilitate commercialisation of fuel cell vehicles (FCVs) in China. It will achieve this through a multi-pronged approach that enables China to (a) "leapfrog" in its FCV durability/performance improvements and cost reductions far beyond what would be achieved in the

baseline scenario and (b) get many more FCVs on the road by end of the project than would occur in the baseline scenario. The strategy will consist of components covering the areas of:

- (1) FCV and FC technology improvement/cost reduction (raising technical abilities and international sourcing connections of China's FCV manufacturers, raising technical abilities of its FCV component manufacturers and demonstrating 109 FCVs across 5 demo cities);
- (2) hydrogen production and hydrogen refuelling stations (introducing in China renewable energy-based hydrogen production of substantial scale and demonstrating at least 4 hydrogen refuelling stations with varied business models);
- (3) policy (covering national FCV Roadmap, standards and certification, expedited approval processes, and stabilised and expanded incentive policies, including two policy pilots);
- (4) awareness and information dissemination (addressing the general public, government officials, etc. and ensuring replication); and
- (5) capacity building (covering FCV and hydrogen refuelling station O&M and the financial sector's knowledge of and ability to assess investments and loans in FCV-related areas).

As the programme coordinating agency and executing agency for GEF's national projects, UNDP China is seeking a service provider for the provision of technical assistance and advisory services on FC components and FCV related technology, to ensure the timely and effective delivery of this project during the implementation period.

II. Objectives of the contract

In line with the Project's strategies, the objective of this contract is to enhance China's local capacity in FC and FC technology, through the delivery of one-on-one technical assistance.

It seeks a competent service provider that will deploy international consultant(s) to:

- Conduct a comparative assessment of the current levels and features of the processes for the design, engineering, manufacturing and performance testing of FCVs and FCV components in China and those from developed countries that have a robust FCV industry;
- Provide expertise on the application of state-of-the-art FCV and FC design, engineering and manufacturing technologies and facilitate international FCV and FC components sourcing connections that can adequately supply such components at reasonable costs thereby contributing to reduction in FCV production cost. The scope of technical assistance and international cooperation will focus mainly on improving technical capabilities of China-based FC membrane, FC catalyst, membrane electrode assembly, bi-polar plate, air compressor, hydrogen recirculation pump, FCV high voltage DC/DC converter component manufacturers as well as other companies on the FC/FCV supply chain.
- Provide substantive contribution to the awareness and information dissemination activities of the project to promote the up-scaling and replication of FCV applications for the local vehicle manufacturing industry, but also to the financial sector, government officials, and the general public.
- Facilitate joint venture or other cooperative relationship between selected China-based FCV manufacturers and international manufacturers on FCV and/or FCV components manufacturing/sales.

III. Duties and responsibilities

Under the overall supervision of the Programme Director of the Livelihood and Resilience Portfolio under the Sustainable Development – Energy and Environment Team at UNDP China, together in close consultation with the Project Executive Director (PED) and the Project Management Office (PMO), the service provider will deploy a team of qualified and competent international consultant(s) to provide technical assistance and advisory services on FC technologies application, with focus on the improvements that will be recommended based on the comparative assessment that it will carry out at the start of the consultancy assignment, and specifically on enhancements in the design, engineering and application of state-of-the-art or advanced FC membrane, FC catalyst, membrane electrode assembly(MEA), bi-polar plate, air compressor, hydrogen recirculation pump, FCV high voltage DC/DC converter component related technologies. The sub-contractor shall also assist China-based FCV manufacturers in finding international sourcing connections for the cost-effective supply of high quality and high-performance FC and FCV components.

The selected service provider will designate a task manager/focal point in the team that it will deploy who will also be in charge of the coordination and organisation of all activities relevant to the consultancy assignment. This is in addition to appointing consultant(s) to render technical advice and inputs to the relevant project stakeholders (e.g., MOST, government authorities of demonstration cities) and project beneficiaries (e.g., FCV manufacturers, FC/FCV component manufacturers), and the PMO, assuring a consistent approach. The selected service provider's contact person and its appointed consultant(s) will communicate with UNDP in a timely manner over the duration of the consultancy assignment. Considering their identified and recommended feasible and applicable improvements in the current trends, practices and approaches employed in the local FC and FCV manufacturing industries in the country, the service provider, through its appointed FC and FCV experts shall provide the following services:

1. Scope of technical work:

(1) FC membrane

- Provide technical advice and assistance to Chinese PE membrane manufacturers on approaches/techniques for optimizing production cost (at high and low volumes) and improving PEM product quality/performance in the form of one-on-one technology transfer, on-site technical guidance etc.; with specific aspects, but not limited to the following:
 - increased membrane durability, especially on the anode side
 - optimized membrane thickness, but resistant to thinning/erosion
 - improved hydrogen cross-over performance
 - cost-effective application of ionomer membranes
 - membrane performance and manufacturing quality enhancements
 - other relevant aspects that are identified and recommended from the comparative assessment of the FC/FCV design, engineering, and manufacturing in China and in developed countries.
- Provide technical advice and assistance to Chinese MEA manufacturers in reducing cost through scaling up of production/demand from the current level to further leverage manufacturer's vertical integration (from mine to membrane) cost advantage. The technical expertise is required for the following:
 - assessment of current production processes and membrane quality and development of an action plan to implement recommendations based on the assessment;
 - one-on-one technical assistance to improve membrane production and performance testing;
 - assessment and application of approaches towards improving the capability of local membrane manufacturers to procure internationally available high quality and more reliable FC membrane quality testing/assessment equipment;
 - facilitation of joint venture or other cooperative relationship with international PE membrane manufacturers;

- facilitation of expanded opportunities with potential international FCV clients.
- other relevant aspects of PE membrane manufacturing and procurement that are identified and recommended from the comparative assessment of the FC/FCV design, engineering, and manufacturing in China and in developed countries.

(2) FC catalyst

- Provide technical assistance to Chinese FC catalyst manufacturers to achieve improved processing and scale-up and thus enabling them to offer a lower cost catalyst source to FCV manufacturers, who are currently importing FC catalysts.
- Provide technical advice on how to leverage local manufacturer's platinum trading and recycling platforms, to achieve 20 to 30 percent cost advantage over international sources. The technical assistance will consist of but not limited to:
 - assessment of current manufacturing process and quality of FC catalyst products and preparation of action plan to implement the recommendations resulting from the assessment;
 - one-on-one technical advice and assistance to improve production and testing;
 - assessment and application of feasible approaches towards improving the capability of local FC catalyst manufacturers to procure single fuel cell test platform and high quality/performance catalyst manufacturing equipment, and obtain related training on the proper use of these;
 - assessment and application of feasible approaches towards improving the capability of local FC catalyst manufacturers to purchase pilot preparation platform (to facilitate a move from the laboratory to batch production) and higher quality/enhanced FC catalyst manufacturing equipment and obtain required training on the proper use of these.
 - facilitation of joint venture or other cooperative relationship with international FC catalyst manufacturers

These tasks are intended to achieve target performance improvement from the current level of 0.6 mg Pt per cm² to the international level of 0.3 mg Pt per cm², or even beyond (0.2 mg Pt per cm²).

(3) Membrane electrode assembly (MEA)

Provide technical advice and assistance to Chinese MEA manufacturers to improve processing and reduce discard rate from current 20% in China to internationally competitive 2%, thereby enabling provision of lower cost MEA to FC stack and FCV manufacturers.

Technical assistance will consist of:

- assessment of current production process and quality of MEA and development of an action plan based on recommendations emerging from the assessment;
- one-on-one technical assistance to improve local MEA production based on the action plan; and
- facilitation of joint venture or other cooperative relationship with international MEA manufacturers.

(4) Bi-polar plate

- Provide technical assistance to Chinese manufacturers of FC bi-polar plates to improve process and technology for coating and stamping (and for welding and sealing, if needed) for the intention of lowering production cost, thereby enabling provision of lower cost high quality and performance bi-polar plate to local FC stack and FCV manufacturers. The target in stamping is the reduction of plate thickness from China's current level of 0.7 mm to an international level of 0.4 mm, thus increasing power density to international level of 3.1 kW per L. Technical advice is also expected for improved techniques for coating stainless steel to reduce corrosion and possibly achieved extended lifetime as compared to current locally available bi-polar plates.
- Technical assistance will consist of:
 - assessment of current bi-polar plate manufacturing processes and product quality and development action plan to implement recommendations emerging from the assessment;
 - one-on-one technical assistance to improve the technology and manufacturing process; and
 - facilitation of joint venture or other cooperative relationship with international manufacturers of

bi-polar plates.

(5) Air compressor

- Provide technical assistance to Chinese FCV air compressor manufacturers improve quality control processes, technology, and sourcing of air compressor parts/components for the intention of lowering production cost, thereby enabling provision of lower cost to FCV manufacturers for globally competitive FCV air compressor. Improvements may include those in the aspects of air bedding and use of better high-speed motors. This is to increase power density and durability (lifetime) to internationally competitive levels.
- Assistance will consist of:
 - assessment of local manufacturing processes of, quality of, and sourcing of parts for the FCV air compressor and development of an action plan based on recommendations emerging from the assessment;
 - one-on-one technical assistance to air compressor manufacturers to improve the quality and performance of products; and
 - facilitation of joint venture or other cooperative relationship with international FCV air compressor manufacturers.

(6) Hydrogen recirculation pump

- Provision of technical advice and assistance in the design/engineering of H₂ recirculation pump production/processing facilities. Domestic production of hydrogen recirculation pump (currently unavailable in China) is intended to lower the unit cost and other reduce/eliminate design, engineering and production difficulties faced by Chinese FCV manufacturers in sourcing this component.
- The technical assistance will consist of:
 - identification and vetting of China-based manufacturers currently interested in the production of hydrogen recirculation pump, resulting in a selection of one manufacturer;
 - assessment of needs of the selected manufacturer in launching production of quality hydrogen recirculation pump and development of an action plan to implement recommendations emerging from assessment;
 - one-on-one technical assistance to enable the selected manufacturer to design and set up a manufacturing line and ensure quality products; and
 - facilitation of joint venture or other cooperative relationship between selected manufacturer and international manufacturer of hydrogen recirculation pumps.

(7) FCV high voltage DC/DC converter

- Provision of technical advice and assistance in the design/engineering or improvement of production/processing facilities for FCV high voltage DC/DC converter. The technical assistance is intended for lowering unit cost of FCV high voltage DC/DC converter and alleviate other difficulties faced by Chinese FCV manufacturers in sourcing this component.
- The technical assistance will consist of:
 - identification and vetting of China-based manufacturers currently producing or interested in producing high voltage DC/DC converter for FCVs, resulting in a selection of one manufacturer;
 - assessment of needs of the selected manufacturer in launching or improving production of high voltage DC/DC converter for FCVs and development of an action plan to implement recommendations emerging from assessment;
 - one-on-one technical assistance to enable the selected manufacturer to launch production; and
 - facilitation of joint venture or other cooperative relationship between selected manufacturer and international high voltage DC/DC converter manufacturer.

(8) Other relevant work

- Provision of technical inputs on project implementation, especially inputs to FC technology

- promotion and transfer related activities;
 - Facilitation of an international conference and information exchange on FC membrane manufacturing;
 - Design and conduct of training courses about state-of-the-art FC development worldwide in the five pilot cities as per the specific request from the PMO;
 - Provision of technical assistance to local manufacturers of FC and FC components in the improvement of the design, engineering, and manufacturing of high quality and performance FC products;
 - Provision of technical assistance in the design, engineering, implementation, operation and evaluation of feasible FC/FCV manufacturing techniques demonstrations;
 - Deliver presentations on FC and hydrogen economy in workshops in China as required
2. Scope of work related to awareness and information dissemination and facilitating cooperation
- Provision of technical assistance in the presentation of the deliverables and achievements in the consultancy assignment;
 - Facilitation of discussions between UNDP/PMO and other international experts in the manufacturing of FC membrane, MEA, fuel cell stack, bi-polar plate, FCV air compressor, FC catalyst, hydrogen recirculation pump and FCV high-voltage DC/DC converter as required;
 - Timely communication with UNDP energy and environment team members for project progress and any possible program opportunity;
 - Other ad-hoc tasks required by the project's PED or UNDP. (
3. Key deliverables for the service provider's performance
- Technical reports from the various technical advice and assistance work completed under the consultancy assignment to be submitted by UNDP/PMO as required;
 - Documented contributions to project activity report to be submitted upon completion of missions/project activities, such as training sessions, workshops, presentation at large conferences, with relevant documents such as ppts, and handouts attached;
 - Inputs (and reports, if applicable/required) to the implementation of the project as required.

*Language of the reports are expected to be in English.

*The service provider shall appoint at least 4 consultants for the above-mentioned tasks as appropriate. It is allowed but not required to designate a different consultant for each technical task listed under III.1.(1) to III.1.(8).

IV. Management and reporting

1. Person to Supervise the Work/Performance of the Service Provider

ZHANG Weidong, Programme Director at SD-Energy & Environment, UNDP CO, who will be working in close consultation with Mr. Wu Zhixin, the PED and Ms. YU Dan, Programme Manager, PMO.

2. Frequency of Reporting

While on duty, verbal communication/reporting with the PMO and UNDP is expected to be daily. Technical reports shall be submitted achieving the agreed objectives as requested by UNDP/PMO. Other written reports such as project activity contribution reports and inputs for project implementation are expected to **be submitted within 3 working days after the completion of each sub-assignment.**

V. Payment

The payment is comprised of 2 parts, namely 1) the service fee, per the agreed home-based/fieldwork rates and the actual situation; and 2) direct travel cost, including flights (economy class) and rail tickets (per the UNDP standard and terms and conditions), accommodation and any allowances, if applicable.

The payment of the service fee will be done in 2 instalments with 20% of payment for service fee made upon signing the service contract while the second payment of 80% of the service fee made upon satisfaction over the performance of service by the UNDP service contract supervisor, who will have full range of consultation with who will be in consultation with Mr. Wu Zhixin, the PED and Ms. YU Dan, Programme Manager, PMO. The direct travel cost will be paid or reimbursed upon the completion of each trip implementing the contract.

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 16.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input checked="" type="checkbox"/>
▪ Form B: Bidder Information Form	<input checked="" type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input checked="" type="checkbox"/>
▪ Form D: Qualification Form	<input checked="" type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input checked="" 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 checked="" type="checkbox"/>
▪ Form G: Financial Proposal Form	<input checked="" type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-CHN-2018003		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

- 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"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-CHN-2018003		

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]
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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 date
RFP reference:	RFP-CHN-2018003		

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 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

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

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

Financial Standing

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

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<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 the 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.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-CHN-2018003		

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, reputation of Organization and Staff Credibility/ Reliability / Industry Standing
- 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 in improving the technical capacity for the manufacturing of FC membrane, FC catalyst, membrane electrode assembly, bi-polar plate, air compressor, hydrogen recirculation pump, FCV high voltage DC/DC converter and other key FC components, particularly reflecting the requirements mentioned in the above "Duties and Responsibilities" section of the TOR.
- 1.4 Demonstrated understanding of the technical barriers facing FC component manufacturing in China and experience in facilitating technical assistance for China in addressing the challenges.
- 1.5 Quality assurance procedures and risk mitigation measures.
- 1.6 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 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?
- 2.2 Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.
- 2.3 Details on how the different service elements shall be organized, controlled and delivered Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 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 Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic.
- 2.6 Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract.

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(3.2a Team Leader, 3.2b Senior Expert, 3.2c Junior Expert) 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> <ul style="list-style-type: none"> ▪ 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-CHN-2018003		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

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-CHN-2018003		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Fixed amount for service fees (from Table 2)	
Travel cost to project sites (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Fixed amount for service fees:

The Proposers are requested to provide a total fix amount for the advisory and technical assistance service as well as the preparation of requested reports. Please provide breakdown for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Remuneration per Unit of Time (RMB/day)	Total Period of Engagement (days)	No. of Personnel	Total Rate for the Period (RMB)
I. Personnel Services				
1. Services from Home Office (per expertise i.e. general coordination, FC membrane, FC catalyst, MEA etc.)				
a. ...				
b. ...				
c. ...				

2. Services in Field Offices (per expertise i.e. general coordination, FC membrane, FC catalyst, MEA etc.)				
a. ...				
b. ...				
II. Out of Pocket Expenses				
1. Communications				
2. Reproduction				
3. Any Others cost necessary				
Grand total of fixed amount/RMB				

Table 3: Travel cost to project sites

The consultant(s) appointed or designated by the bidder may need to travel to various cities in the country, such as, but not limited to: Beijing, Shanghai, Foshan City (Guangdong Province), Yancheng City (Jiangsu Province), and Zhengzhou City (Henan Province), etc. as required by UNDP/PMO. The consultant(s) will meet with government officials, project participants, and other stakeholders to acquire project information and implementation. The final destination, travel schedule and logistics will be determined by PMO in consultation with UNDP.

Five field travels to Beijing, Shanghai, Foshan City (Guangdong Province), Yancheng City (Jiangsu Province), and Zhengzhou City (Henan Province), might be conducted. In this connection, for the purpose of financial assessment and price comparison in the evaluation process, UNDP will use this figure to calculate travel cost.

The Proposers are requested to use below table and quote an average domestic travel cost per person and a grand total:

Unit price on average travel cost including ticket and accommodation per person/RMB	Assume 4 persons will be travelling each time	Assume 7 days are needed for a travel	Estimated times of travel	Grand total/RMB
Please indicate	4 persons	7 days	5 times (once for each destination)	Please calculate