



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

United Nations Development Programme UN House, Marine Gardens, Christ Church, Barbados	DATE: December 10, 2018
	REFERENCE: BBRFP56409

Dear Sir / Madam:

We kindly request you to submit your Proposal for the provision of an Innovative Community Wi-Fi Network for Disaster Response.

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

Your proposal, comprising of a Technical and Financial Proposal, should be submitted in accordance with Annex 1, through UNDP eTendering online system (<https://etendering.partneragencies.org>), or via electronic submission (email) to procurement.bb@undp.org, depending on "Allowable Manner of Submitting Proposals" indicated in this document below.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than ten (10) days after the publication of this notice. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

Proposals that are received by UNDP after the deadline indicated in the etendering system, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit
12/10/2018

Description of Requirements

Context of the Requirement	Investment Facility
Implementing Partner of UNDP	UNDP
Brief Description of the Required Services ¹	Innovative Community Wi-Fi Network for Disaster Response
List and Description of Expected Outputs to be Delivered	Please see Section I of TOR.
Person to Supervise the Work/Performance of the Service Provider	<i>Head of Office, UNDP Project Office, Commonwealth of Dominica</i>
Frequency of Reporting	<i>Every two weeks</i>
Progress Reporting Requirements	Reporting on Progress, including challenges, risk and mitigating measures
Location of work	<input checked="" type="checkbox"/> Exact Address/es - Commonwealth of Dominica <input type="checkbox"/> At Contractor's Location
Expected duration of work	160 days
Target start date	15 th February 2019
Latest completion date	15 th October 2019
Travels Expected	Internal of Dominica
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

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

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Online bidding in eTendering module.
Bid submission address	<input checked="" type="checkbox"/> Online: https://etendering.partneragencies.org
Deadline of Bid Submission	Date and Time: As specified in the system (<i>note that time zone indicated in the system is New York Time zone</i>). PLEASE NOTE:- 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.

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

Payment Terms ³	Please see Section I of TOR.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Head of Office, UNDP Project Office, Commonwealth of Dominica</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 17.5% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 31.5% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 21% <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁶ [pls. specify]

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

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

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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

<p>Contact Person for Inquiries (Written inquiries only)⁷</p>	<p>Focal Person in UNDP: Procurement Unit Email address dedicated for this purpose: procurement.bb@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information [p/s. specify]</p>	<p>Request for clarifications/questions must be made at least 7 working days before submission date (January 18 2019)</p>

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].
[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

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

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

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

Terms of Reference (TOR)

A. Innovative Community Wi-Fi Network for Disaster Response

B. *Project Description*

- a) Prior to Hurricane Maria, Dominica was served through the UNDP Barbados and the OECS Multi Country Office (MCO). Following Maria and in order to implement recovery activities, UNDP established a Project office in Dominica, formally from January 2017, having established a presence on the ground the week after Maria impacted Dominica. UNDP's initial attention was in support of the Crisis Management Unit (CMU) and to advance an Early Recovery program addressing emergency livelihoods, the post disaster needs assessment, post disaster debris management and support to the restoration of buildings particularly homes. Also central to UNDP's mission was the provision of strategic advice including preparation for the CARICOM-UN High Level Pledging Conference in November 2017 and the coordination of the logistics for the PDNA.
- b) UNDP Administrator has decided to establish a new facility that provides a reserved amount of funds for Country Offices to carry out activities in 2018-2019 specifically targeted for catalytic investments in Areas of growth and business development – such as resource mobilization activities with non-traditional, diverse, new partners; or formulating new types of partnerships with local and/or national governments and existing donors and/or areas of visionary interest and innovation– these activities are targeted for longer term benefits particularly in the areas of innovation, modernization, and/or technology. These activities may not have a short term/immediate benefit, but enable the CO to invest in innovations related to achieving the SDGs; for example, an investment in solar panels, or other alternative forms of energy, or investment in a new digital platform in a CO where other means of communication are challenging. These could be new areas that the CO may not otherwise have the funds or risk appetite to undertake.
- c) UNDP approved Dominica's project office proposal to this facility. Based on the findings from the building damage assessment which took place between October 2017 and January 2018 provided data that was analyzed and presented to the Government of Dominica and NGOs to formulate and guide policy decisions around building relief materials. Difficulties in obtaining accurate and reliable data post a major disaster provided the impetus for this solution.
- d) As part of the widest post-disaster recovery programme, the project proposes the design and set up of a resilient community Wi-Fi network, aiming to capture accurate data in the community, and provide a facility for rapid assessment of needs, damage. Post a major disaster conventional communication networks are destroyed. Rapid needs and damage assessment relies heavily on having an effective communication network that can function independently of any major utility company.
- e) The purpose of the project is to empower communities to better manage their response to disasters

by ensuring an effective, reliable and resilient communication network is in place in the very early stages after the occurrence of a disaster. This will entail deploying solar powered Wi-Fi nodes forming point to point and point to multipoint wireless links throughout the community. After adequate capacity building a local server will also be deployed that will allow the communities to capture meaningful data and provide notices and updates in the early stages post a major disaster. It will further allow lifesaving communications among the community members and foster greater interaction and information sharing in the aftermath of a disaster. The project aims:

- To build a resilient community network that can be easily deployed, easily dismantled before an impending disaster, and easily redeployed post disaster by none skilled personnel.
- To deploy a community network and platform that can function independently of both the telecommunications and electrical utility companies by provisioning local community servers and solar powered kits with lithium ion battery backups
- To afford the greatest adoption of the network by relying on the ubiquitous nature of WIFI which would allow anyone with a smart phone or WIFI enabled device to communicate on the network. Residents would need no special equipment to participate.
- to engineer an innovative network solution where the WIFI nodes or access points would be powered by solar panels with lithium ion battery backup designed to allow at least two days of service without sunlight. The mounting points of these nodes will be strategically placed on safe/resilient rooftops and available poles. The technology is sufficiently mature and familiar to allow for easy adoption by the community with very little training.
- To deploy a local chat server such as <https://rocket.chat/> or similar which is open source and free which will allow residents to communicate via voice, text or video without the internet.
- To build a community portal and host it locally with redundant backup power so in the event of a disaster the community would be able to function independent of the internet and independent of the power utility company. All local servers would be replicated outside of the community such that in the event of total catastrophic failure a back would be available to first responders and the community once they are back online.
- To design a user-friendly platform to assess damage, loss and needs of the community accompanied by the relevant community training for the usage of same. This will facilitate rapid post disaster assessments and utilize free and open source tools including kobo toolbox or open data kit. This will allow the community leaders to build forms, capture responses from residents including gps coordinates, and the state of key metrics like health, damage to property, and loss of utilities for example 8. To provide an opportunity for practical skills training by partnering with the Dominica state college and the center of excellence allowing students and community residents to build a truly transformative platform
- To train and encourage the residents to adopt and use the platform through local community workshops, town hall meetings and technical training sessions. The project would foster greater community spirit and provide an initiative to galvanize the community around. The expertise to build, manage and troubleshoot the system will be borne out of individuals from within the community and from leveraging the students from the Dominica state college, and the center of excellence
- to increase community resilience by designing AN EASILY REPLICABLE, GREEN AND LOW COST SOLUTION to post disaster contexts and testing its applicability

In this context, the UNDP Project Office is requiring the expertise of an experienced Firm or entity to design and support the implementation of the resilient community network.

C. *Scope of Services, Expected Outputs and Target Completion*

- a) Prepare a design for a community network to exchange and disseminate information using an open-source platform that can function independently of both the telecommunications and electrical

utility companies by provisioning local community servers and solar powered kits with lithium ion battery backups.

- b) To engineer an innovative network solution where the WIFI nodes or access points would be powered by solar panels with lithium ion battery backup designed to allow at least two days of service without sunlight. The mounting points of these nodes will be strategically placed on safe/resilient rooftops and available poles in three (3) selected communities in Dominica. Such technology should be sufficiently mature and familiar to allow for easy adoption by the community with very little training. Experiences from similar projects in other countries should be reviewed and considered if applicable.
- c) Advise to design the technical specifications of the network components to be used to inform the procurement plan.
- d) Provide technical guidance for the network platform implementation and installation, which includes a list and specification for the necessary equipment, test and adjustment of the network set up.
- e) Conduct training sessions to UNDP, government and community members on the system administration and operation.
- f) Identify communities and community leaders to conduct the pilot programs, as well as to draft and organize community protocols for the operation of the system. Enlist the major activities expected to be undertaken by Service Provider, focusing on various parameters (e.g., sequence of tasks, scope and quality standards, etc.).
- g) Provide training manuals suit to train communities, in a clear and appropriate language for non-specialists.

E. Institutional Arrangement

- a) The work of the entity will be conducted under direct supervision of the UNDP Dominica Project office, in coordination with the telecommunications sector and disaster risk reduction authorities.
- b) The entity will engage, in coordination with UNDP Dominica Project Office, with selected communities, community leaders and stakeholders to agree on workplans and community engagement processes to implement the project and coordinate the network set-up, as well as planning of trainings.
- c) The entity will be responsible to keep and maintain an organized log and file of meetings, minutes and reports pertaining the engagements and implementation of the project.
- d) The entity will set up its own office space and its own equipment for the project. UNDP will support liaison a contact with national and local authorities.
- e) Periodic meetings to report on progress, including challenges, risks and mitigating measures shall be organized at least fortnightly

F. Duration of the Work

- a) Duration of the engagement with the entity will be of 160 days starting on the date of signature of the contract.

G. Location of Work

- a) The project will be implemented in the Commonwealth of Dominica, in 3 communities.

H. Qualifications of the Successful Service Provider at Various Levels

- a) The firm or entity (or principle members of the team) should have at least a proven track and experience implementing community-based projects in the Caribbean region for at least 2 years. Desirable areas of expertise include innovation, technological literacy, capacity building, disaster risk reduction. Experience in Dominica is a plus.

- b) The firm or entity must provide a pool of experts in the following areas (noting the first two elements could be combined):
- A Team leader, with experience of at least 3 years as a trainer/facilitator, with at least 2 years of specific experience working with communities and groups.
 - An engineer with at least 5 years of experience in project development and project management, data management, telecommunications & networks, software development, engineering-related field. Having a CCNA (Cisco Certified Network Associate) certification is a plus.
 - A junior engineer / technician or team with experience in programming, networking and systems installation.

The team must:

- Have good organizational skills, proven experience in coordinating with national stakeholders and expert teams, organizing multi-stakeholder consultation processes, gathering documentation of results
- Have good analytical and organizational skills of baseline documentation gathering, organization and communication to support experts
- Have good understanding of national policy and institutional structures, and ability to advice on institutional capacities and relations
- Good interpersonal abilities
- Ability to work on own initiative as well as part of a team
- Fully proficient in the following software applications: Word, Excel, Visio or similar, PowerPoint, Software Development Tools.
- Excellent verbal and writing communication skills in English.

I. Scope of Proposal Price and Schedule of Payments

a) The contract is a fixed output-based price based on the following table of deliverables:

Deliverables	Description	Delivery Dates	Payment
1	Project workplan and project timeline that includes community engagement and planning workshop methodology for each selected community.	10 days after the signature of contract	10%
2	System design and proof of concept of the following elements: Network 1.1 User friendly community portal and local chat server 1.2 User friendly platform to assess damage, loss and needs of the community, to be downloadable both in Android and iOS 1.3 Network diagram, system architecture and blueprints 1.4 Technical requirements list and detailed technical specifications of the system components (equipment)	50 days after contract signature	30%
3	Deployment and testing of the following elements: 3.1 Network 3.2 Community portal and local chat server 3.3 Platform to assess damage, loss and needs of the community, both in Android and iOS devices 3.4 System programme manuals, network diagram, system architecture, system blueprints	90 days after contract signature	10%

4	4.1 Training of community members in use of App 4.2 Training of designated personnel to setup and take down equipment – security of equipment 4.3 Training of national disaster management structure in the management of the data and integration into the response/monitoring database 4.4 Design and implementation of awareness campaign Extensive training on the use/maintenance of the system, organization and implementation of community drills to test the system in line with local preparedness/contingency plans, including existing EWS	100 days after contract signature	30%
5	Final report including community engagement report, operative procedures, training and training manuals Systematization of the process and qualitative analysis of the impact on the field; to facilitate the replicability of the initiative	160 days after contract signature	20%

Proposals must be prepared on an all cost-included basis (professional fees, travel, living allowances, taxes, etc.)

J. Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	17.5%	250
2.	Proposed Methodology, Approach and Implementation Plan	31.5%	450
3.	Management Structure and Key Personnel	21%	300
Total			1000

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff/Credibility/Reliability/Industry Standing	30 (10 points for each recommendation letter, up to 3)

1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - age/size of the firm - strength of project management support - project financing capacity - project management controls 	80 20 20 20 20
1.3	Quality assurance procedures, warranty	40
1.4	Relevance of: <ul style="list-style-type: none"> - Specialised Knowledge - Experience on Similar Programme / Projects - Work for UNDP/ major multilateral/ or bilateral programmes 	100 40: 5 pts per project 50: 10 points per year experience 10
		250

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	40
2.2	Have the important aspects of the task been addressed in sufficient detail?	35
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	70
2.5	Is the conceptual framework adopted appropriate for the task?	80
2.6	Is the scope of task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
		450

Technical Proposal Evaluation Form 3		Points Obtainable
Management Structure and Key Personnel		
3.1	Task Manager	140
		Sub-Score
	General Qualification	120
	Suitability for the Project	
	- International Experience	25
	- Training Experience	20
	- Professional Experience in the area of specialisation	45
	- Knowledge of the region	30
	- Language Qualifications	20
		140

3.2	Technical Expert			120
			Sub-Score	
	General Qualification		100	
	Suitability for the Project			
	- International Experience	15		
	- Training Experience	15		
	- Professional Experience in the area of specialisation	45		
	- Knowledge of the region	25		
	- Language Qualifications		20	
			120	
3.3	Junior Expert			40
			Sub-Score	
	General Qualification		30	
	Suitability for the Project			
	- International Experience	5		
	- Training Experience	5		
	- Professional Experience in the area of specialisation	10		
	- Knowledge of the region	10		
	- Language Qualification		10	
			40	
Total Part 3				300

K. Recommended Presentation of Proposal

Proposals must at least include the following sections:

- Expertise of the firm
- Proposed Methodology, Approach and Implementation Plan
- Management structure and personnel.

L. Criteria for Selecting the Best Offer

The selection of the Best Offer will be based on the Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%

<p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p>
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$$\begin{array}{r} \text{(TP Rating) x (Weight of TP, e.g. 70\%)} \\ + \text{(FP Rating) x (Weight of FP, e.g., 30\%)} \\ \hline \text{Total Combined and Final Rating of the Proposal} \end{array}$$