



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Consultant - Consultancy services for preparation of BOQ, specifications and drawings and supervision of civil work contracts

Reference No.: UNDP/PN/01/2019

Date: 16 January 2019

Country: NEPAL

Description of the assignment: As per the attached Terms of Reference (ToR) – Annex 1.

Project name: Common Service Unit, UNDP

Period of assignment/services (if applicable): Long Term Agreement initially for one year with the provision of extension for two additional years, based on satisfactory performance and availability of funds.

Proposal should be submitted by email to **procurement.np@undp.org** not later than **1700 hours (Nepal Standard Time) on 28 January 2019** mentioning reference No. **UNDP/PN/01/2019 – Consultancy services for preparation of BOQ, specifications and drawings and supervision of civil work contracts.**

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: query.procurement.np@undp.org mentioning Procurement Notice Ref: **UNDP/PN/01/2019: Consultancy services for preparation of BOQ, specifications and drawings and supervision of civil work contracts**, on or before **21 January 2019**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

1. BACKGROUND

The common services unit manages the UN House premises in Pulchowk, Lalitpur, Nepal. There are 7 buildings inside the compound with parking and green areas. Time and again, we need to carry out maintenance as well as new projects which might be related to civil, electrical, sanitary etc.

In this regard, UNDP is seeking the services of an individual consultant having experience of providing consultancy services with special focus on preparing layout designs, specifications, Bill of Quantity (BOQ) and cost estimates for construction as well as repair and maintenance work.

The assignment includes preparation of all documents including the detailed designs, specifications, related BOQs, estimated costs, monitoring and supervision of the works and final certification of work done.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor of Engineering (Civil)

II. Years of experience:

- Minimum 5 (five) years of professional experiences in consultancy work in preparing layout designs, specifications, Bill of Quantity (BOQ) for construction works

III. Competencies:

- The Contractor should be able to advise for the best quality of services with best designs and better quality of materials to be used in the BOQ.
- Have excellent presentation and communication skills.
- Have the ability to work with deadlines in a challenging working environment.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work

Note:

- a) Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

- **Financial Proposal**
- **Personal CV including past experience in similar projects and at least 3 references**

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
• Criteria A Bachelor in Civil Engineering	25%	25
• Criteria B Minimum 5 years of professional experiences in consultancy work in preparing layout designs, specifications, Bill of Quantity (BOQ) for construction works	30%	30
• Criteria C Past experience working with the UN system, as well as major development agencies and organizations - 10	10%	10
• Criteria D Excellent written and oral communication skills in English and Nepali - 5	5%	5
<u>Financial</u>	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS



UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE

I. Position Information

Title: LTA for the consultancy works for preparation of BOQ, Specification and drawings and supervision of Civil Works Contract

Department/Unit: Common Services

Reports to : Manager, Common Services

Duty Station : Kathmandu

Expected Places of Travel (if applicable): N/A

Duration of LTA: The duration of LTA is 1 year initially with an option to extend for additional two years based on satisfactory performance and availability of funds.

☐ √ partial

The contractor is expected to prepare layout designs, specifications, Bill of Quantity (BOQ) of Civil Works Contract including supervision of the contract and final certification to UNDP that all works are in line with the approved designs as per BOQ and international standards of construction.

II. Background Information

The common services unit manages the Un House premises in Pulchowk. There are 7 buildings inside the compound with parking and green areas. Time and again, we need to carry out maintenance as well as new projects which might be related to civil, electrical, sanitary etc.

In this regard, UNDP is seeking the services of a Consultant having experience of providing consultancy services with special focus on preparing layout designs, specifications, Bill of Quantity (BOQ) and cost estimates for construction as well as repair and maintenance work.

The assignment includes preparation of all documents including the detailed designs, specifications, related BOQs, estimated costs, monitoring and supervision of the works and final certification of work done.

III. Objectives of Assignment

The objective is to design and prepare BOQ/Specifications/Cost estimates and supervise the construction works and certify the work of the contractor after the completion of the project.

The services will be expected on an ON-CALL basis whenever required.

Deliverables Expected

- Detailed design/ layout planning
- Preparation of a detailed BOQ documents, Drawings and Specifications, Cost Estimates.
- Support UNDP in evaluation
- Monitor and supervise construction/maintenance ensuring adherence to approved designs.
- Issue certification upon completion of the work.

Further to the printed materials as list above, same drawings/ documents are required to be submitted in the relevant digital formats for reference;

- Drawing in PDF
- Specification, BOQs, estimates and final report in PDF and excel.

V. Recruitment Qualifications

Experience:	<p>The consultant should:</p> <ul style="list-style-type: none"> • have Bachelor of Engineering (Civil) with minimum 5 years of professional experiences in consultancy work in preparing layout designs, specifications, Bill of Quantity (BOQ) for construction works • The Contractor should advise for the best quality of services with best designs and better quality of materials to be used in the BOQ. • Have excellent presentation and communication skills. • Have the ability to work with deadlines in a challenging working environment.
Financial Proposal	<ul style="list-style-type: none"> • The consultant shall submit daily rate in NPR as a consultancy fee for the Construction and Civil Works Contract considering 8 working hours in a day.
Time Schedule and reporting	The contractor shall complete the assigned scope of work within the defined time period and the specified deliverables shall be submitted to UNDP, during and at the completion of the design work.
Administrative Control	Participate in meeting between UNDP and the awarding company.

VI. OTHER SELECTION CRITERIA

The UNDP will be closely consulted and involved in the selection process of the contractor.

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

UNDP/PN/01/2019 : Consultancy services for preparation of BOQ, specifications and drawings and supervision of civil work contracts

Date _____

United Nations Development Programme
UN House
Pulchowk,
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **National Consultant - Consultancy services for preparation of BOQ, specifications and drawings and supervision of civil work contracts** under the **Common Service Unit, UNDP**.

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.
- D) I hereby propose to complete the services based on the following payment rate:

☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

- G) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;
- H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- I) If I am selected for this assignment, I shall [*please check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

- J) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- K) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- L) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- M) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

- O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

- P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

- Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

- R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components			Daily Rate for the service fee in NPR.
I. Personnel Costs			
Professional Fees			
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station	N/A		
Living Allowance	N/A		
Travel Insurance	N/A		
Terminal Expenses	N/A		
Others (pls. specify)	N/A		
III. Duty Travel			
Round Trip Airfares	N/A		
Living Allowance	N/A		
Travel Insurance	N/A		
Terminal Expenses	N/A		
Others (pls. specify)	N/A		
Total			
IV. Field visits outside duty station	Applicable travel cost for field visit will be borne by UNDP, if any.		

B) Breakdown of Cost by Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Amount in NPR.
Total	100%	NPR.

**Basis for payment tranches*

¹ The costs should only cover the requirements identified in the Terms of Reference (TOR)

² Travel expenses are not required if the consultant will be working from home.