



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

NAME & ADDRESS OF FIRM	DATE: February 20, 2019
	REFERENCE: RFP/PNG10-001-19

Dear Sir / Madam:

We kindly request you to submit your Proposal for Provision of PPP Transactions advisory services for a United Nations Office Complex "One UN House" in Papua New Guinea.

Please be guided by the form attached hereto as Annex 1, 2 and 3, in preparing your Proposal. Proposals may be submitted on or before **6th March 2019**. Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

Documents uploaded in the system as part of your quotation must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your proposal is submitted on or before 6th March 2019 using this email address: procurement.png@undp.org

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is uploaded on the UNDP Atlas e-tendering system on or before the deadline. Proposals that are received by UNDP after the deadline, for whatever reason, shall not be considered for evaluation. Kindly ensure that all proposals are 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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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,
UNDP Papua New Guinea
Procurement
20th February 2019

Annex 1

Description of Requirements

Context of the Requirement	Provision of PPP Transactions advisory services for a United Nations Office Complex “One UN House” in Papua New Guinea													
Implementing Partner	United Nation Common Team													
Brief Description of the Required Services	Provision of PPP Transactions advisory services for a United Nations Office Complex “One UN House” in Papua New Guinea													
List and Description of Expected Outputs to be Delivered	<table><tr><th>Deliverable</th><th>Timeline</th></tr><tr><td>Inception Report</td><td>2 weeks after Commencement of services</td></tr><tr><td>Needs Analysis Report culminating in to proposed 3-D Sketch Plans for One UN House</td><td>8 weeks after Commencement of services</td></tr><tr><td>Draft Final Report covering all aspects of PPP; legal and regulatory; technical and financial findings and proposals</td><td>10 weeks after Commencement of services</td></tr><tr><td>Final Report as a revised version of the draft Final Report based on stakeholders’ comments</td><td>13 weeks after Commencement of services</td></tr><tr><td>Draft Bidding Documents</td><td>15 weeks after Commencement of services</td></tr></table>		Deliverable	Timeline	Inception Report	2 weeks after Commencement of services	Needs Analysis Report culminating in to proposed 3-D Sketch Plans for One UN House	8 weeks after Commencement of services	Draft Final Report covering all aspects of PPP; legal and regulatory; technical and financial findings and proposals	10 weeks after Commencement of services	Final Report as a revised version of the draft Final Report based on stakeholders’ comments	13 weeks after Commencement of services	Draft Bidding Documents	15 weeks after Commencement of services
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Draft Bidding Documents	15 weeks after Commencement of services													
Person to Supervise the Work/Performance of the Service Provider	Dang Thi Hien, Operations Manager, UNDP, PNG													
Frequency of Reporting	Refer TOR for detailed information (Annex3)													
Progress Reporting Requirements	Refer TOR for detailed information (Annex3)													
Location of work	Port Moresby, PNG													
Expected duration of work	Refer TOR for detailed information (Annex3)													
Target start date	Refer TOR for detailed information (Annex3)													
Latest completion date	Refer TOR for detailed information (Annex3)													
Travels Expected	Refer TOR for detailed information (Annex3)													

Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Refer TOR for detailed information (Annex3) -
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> PNG Kina or Other currency
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ¹	Refer TOR for detailed information (Annex3)
Person(s) to review/inspect/ approve outputs/completed services and	Dang Thi Hien, Operations Manager, UNDP, PNG

¹ 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.

authorize the disbursement of payment	
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 (31.50%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (21%) <i>(To be technical competent bidder must score minimum 49% out of 70%)</i> <p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (Annex4)
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 2A) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Bid Submission Form (Annex 4)

² 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.

<p>Contact Person for Inquiries (Written inquiries only)³</p>	<p><i>Procurement UNit</i> <i>Email: procurement.pq@undp.org</i></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>Required Documents that must be Submitted to Establish Qualification of Proposers</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past [5 years] <input checked="" type="checkbox"/> CV's of all key personnel proposed for this tender <input checked="" type="checkbox"/> Information about „green“ efforts of the company <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. <input checked="" type="checkbox"/> Signed Bid Submission Form (Annex 4) <input checked="" type="checkbox"/> Signed Financial Proposal (Annex 2A) <input checked="" type="checkbox"/> Signed Technical Proposal (Annex 2)

³ 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.

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

[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. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ 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.*

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

Annex 2

A. Cost Breakdown per Deliverable*

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

Deliverable	Timeline	Payment Percentage
Inception Report	2 weeks after Commencement of services	20%
Needs Analysis Report culminating in to proposed 3-D Sketch Plans for One UN House	8 weeks after Commencement of services	30%
Draft Final Report covering all aspects of PPP; legal and regulatory; technical and financial findings and proposals	10 weeks after Commencement of services	15%
Final Report as a revised version of the draft Final Report based on stakeholders' comments	13 weeks after Commencement of services	15%
Draft Bidding Documents	15 weeks after Commencement of services	20%

B. 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. Team Leader/ Project Manager				
b. Senior Advisor /Officer				
c. Officer/ Advisor				
Add other expert if required				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
6. Others				
Add other expense or amend if required				

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

Annex 4: Bid/ Proposal Submission Form⁶

Date: _____

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services to [Insert tender title] in accordance with your Request for Proposal dated (insert the date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for 120 days. We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we 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 evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

⁶ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Annex 5

Terms of Reference

PROVISION OF PPP TRANSACTION ADVISORY SERVICES FOR A UNITED NATIONS OFFICE COMPLEX “ONE UN HOUSE” IN PAPUA NEW GUINEA

1. INTRODUCTION

The United Nations Development Programme (UNDP), on behalf of the participating UN agencies in Papua New Guinea (PNG), wishes to procure an office complex for the purposes of accommodating all United Nations (UN) Agencies operating in the Capital City, Port Moresby. The transaction will be delivered as a public private partnership (PPP) arrangement under the PPP Act of 2011 in order to optimise efficient delivery of service and to leverage the private sector's expertise, finance, and efficiency, among several advantages. Land for this purpose has been allotted in the prime location of the city centre of Waigani, Port Moresby. The area enjoys convenient proximity to the Prime Minister's Office as well as other Government buildings and various Embassies. Security assessment of the site has been conducted by the UN Department of Security and Safety (UNDSS).

Under the Delivering as One Initiative reforms which were launched in 2006, the UN Secretary General introduced an inter-agency cooperation framework which aims at achieving more efficiency in the way UN Agencies operate. The initiative is made up of five pillars – One Budgetary Framework; One Leader; One Programme; Operating as One; and Communicating as One. In the recent UN Secretary General's report on repositioning the UN System, the Secretary General called for the UN to move towards common UN premises to increase the efficiency and effectiveness of UN programming. The objective entails accommodating multiple Agencies to operate from common premises in an effort to better coordinate and consolidate the work of UN Agencies, Funds and Programmes. In Papua New Guinea, the UN entities participating in the project are: IOM, OHCHR, UNAIDS, UNCDF, UNDP, UNDSS, UNFPA, UNICEF, UN-WOMEN, (collectively known as the “UN System”). Headcounts including foreseen future growth and preliminary space calculations have been conducted by UNDP and the RCO, in accordance with CMP space standards.

2. OBJECTIVES

The objectives for this assignment are to recruit transactions advisors, referred to herein as Advisors, who will assist UNDP in the development and implementation of the assignment:

- a. To determine the technical, legal, financial and environmental feasibility of constructing an Office Complex, One UN House, as a PPP arrangement. The study will come up with a PPP Options report which will recommend the best way to structure the PPP;
- b. To support UNDP in identifying the private partner to design, finance, construct, operate and transfer the required office infrastructure and facilities.

3. SCOPE OF WORK

The scope of work for the Advisors is as follows:

3.1 Phase 1: Feasibility Study

The Advisor is required to undertake a comprehensive feasibility analysis for the UN to establish the viability and affordability of constructing the One UN House in Port Moresby. The analysis will include an assessment of the viability of developing the project through a PPP arrangement and will include, among others, the following components:

- a. Specific analysis into the feasibility of executing this project as a PPP in consideration of both the lifecycle costs and revenue streams;
- b. Preliminary Sketch Plans (Office Concept) detailing design and layout, and confirming size have already been made by UNDP. The consultant will review, and if needs be, with the concurrence of UNDP, propose a maximum of three alternative Sketch Plans or Scenarios;
- c. Design options for a “green building” to create a safe, healthy and natural environment. The Advisors will also provide the associated cost impact analysis;
- d. Financing options for the Project;
- e. An assessment of the affordability limits from the users’ perspective in regard to the income likely to be required by the investor. The income will include user fees from occupants, the UN System, and might also include other sources;
- f. A PPP Options Report which will include the full identification and allocation of transaction risks to both the public and private parties. The allocation will be based on who is best placed to manage the risks. In other words, the allocation will be a reflection of the comparative or relative ability of each party to address a specific risk. The allocation will also set out how the risk allocation impacts on the transaction;
- g. Establishing that the One UN House PPP proposal delivers value-for-money for the Contracting Authority, the UN in country; affordable rates for the users, UN Agencies; and at the same time provides an acceptable return on investment to the investor.
- h. Local market sounding and investment promotion meetings for the purposes of gauging investment appetite for the transaction and its proposed structure;
- i. The Advisor shall prepare request for expression of interest (REoI) (or request for prequalification) and request for proposal (RFP) documentation in accordance with international best practice. The documentation shall concisely set out:
 - i. Brief description of the project.
 - ii. The output specifications for the private party to meet;
 - iii. Requirements for compliant bids;
 - iv. A risk profile as established in the feasibility study;
 - v. The payment mechanism;
 - vi. The bid process;
 - vii. Evaluation criteria;
 - viii. Bidder communication systems;
 - ix. Draft Agreement.
- j. Any other matter that may have a material impact on any element of the Project.

3.2 Phase 2: PPP Procurement

If, on the basis of a feasibility study, a PPP solution is considered an optimal solution, and if the Client opts to proceed to the procurement stage after obtaining all necessary approvals, the Advisors may be required to provide the necessary technical, legal and financial advisory support

for the procurement of the private partner to design, finance and develop the complex. All activities shall comply with the provisions of the PPP Guidelines and Procedures Manual and other applicable procurement and PPP principles and regulations.

The Advisors shall provide the PPPC with all the bidding administrative support necessary including advertising, bidder communication, drafting and other administrative support for the entire procurement process to the highest standards of efficiency, quality and integrity.

3.2.1 Administration of the Bidding Process

The Advisors will provide all necessary administrative support to the PPPC for the efficient and professional management of the bidding process. This includes managing a data room and/or information memorandum, facilitating structured engagement between the PPPC and bidders, helping the PPPC to communicate effectively with bidders, and receiving bids.

3.2.2 Evaluation of Bids

An Evaluation Team comprising various stakeholders, assisted by the Advisors, will evaluate the bids following guidance given in the Bid Procedures. A best and final offer (BAFO) process should be assumed. When costing this phase, the transaction advisor must allow for the possibility of administering BAFO processes. If there is no BAFO process, the Advisors' remuneration will be adjusted accordingly.

3.2.3 PPP Agreement Negotiations

The Advisors will assist the PPPC in the final negotiations with the preferred bidder. This will involve categorizing issues appropriately, developing timelines for completion, and planning negotiation strategies and processes for reaching an effective agreement. The Advisor must ensure that all agreements reached are incorporated into appropriate financial, commercial and legal documentation, and must assist with drafting the necessary and related correspondence.

The final terms of the agreements, each as negotiated with the preferred bidder, must be submitted to the PPPC and UNDP, along with the PPP agreement management plan for the construction/procurement of the office complex for approval. The Advisors are responsible for compiling the necessary submissions for the PPPC and UNDP to obtain this approval.

The Advisors will submit a close-out report for the procurement of the private investor which will be a confidential document of the PPPC and UNDP.

4. TIMELINES FOR DELIVERABLES

The timelines for deliverables covering the scope presented above is presented below:

Item	Deliverable	Timeline
1	Inception Report	2 weeks after Commencement of services
2	Needs Analysis Report culminating in to proposed 3-D Sketch Plans for One UN House	8 weeks after Commencement of services
3	Draft Final Report covering all aspects of PPP; legal and regulatory; technical and financial findings and proposals	10 weeks after Commencement of services
4	Final Report as a revised version of the draft Final Report based on stakeholders' comments	13 weeks after Commencement of services
5	Draft Bidding Documents	15 weeks after Commencement of services

The service provider should appoint a qualified project team and provide their qualifications and experience carried out by the relevant staff, including on-going assignments indicating responsibilities assumed by them, and their qualifications and experience. Consisting of a team of experts with in-depth work experience in PNG. Team members should comprise the following:

- a. **Team leader/ Project Manager** - The team leader should hold a minimum of a post-graduate degree in the field of engineering, or a related field. He/she should have at 5 years of experience working for International Development Organizations in similar or related fields of work.
- b. **Senior Advisor/ Officer** – bachelor's degree in the field of engineering, or a related field. He/she should have at 3 years of experience working for International Development Organizations in similar or related fields of work.
- c. **Officer/ Advisor** – bachelor's degree in the field of engineering, or a related field. He/she should have at 2 years of experience working for International Development Organizations in similar or related fields of work.

1. Technical Evaluation Criteria

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

Expertise of the Firm/Organization			Points obtainable
1.1	Reliability and history of the Firm/Organization’s competence, technical and financial and proof of sustainability/ Reputation of Organization and Staff / Credibility / Industry Standing		20
1.2	General Organizational Capability which is likely to affect implementation:	Sub-score	50
	- Number of personnel and available facilities/expertise to produce a report of this nature	30	
	- Types of undertaken activities	20	
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills)		10
1.4	Quality assurance procedures, warranty		20
1.5	Past experience:	Sub-score	130
	1.5.1. A minimum of 5 years progressive experience in similar work	40	
	1.5.2. Proven project work experience of 5 years at least	50	
	1.5.3. Advance knowledge of PNG market with 5 years of experience with different stakeholders	40	
1.6	Organizational Commitment to Sustainability - Organization demonstrates significant commitment to sustainability		20
Total Section 1			250

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	To what degree does the Proposer understand the task? Have the important aspects of the task been addressed in sufficient detail? - Proposed methodology in carrying out the required tasks and delivering the required outputs – description of activities.	60
2.2	Does the proposal demonstrate an understanding of the project environment and has this been properly used in the preparation of the proposal?	60
2.3	To what degree does the Proposer's have the technical understanding of the requirements of this engagement?	50
2.4	To what degree does the Proposer's approach to technical assistance including training and mentoring that meet the requirements	50
2.5	Is the conceptual framework adopted appropriate for the task?	60
2.6	Are the different components of the project adequately weighted relative to one another?	50
2.7	Is the scope of the task well defined and does it correspond to the TOR?	60
2.8	Is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	60
Total Section 2		450

Section 3. Management Structure and Key Personnel				Points obtainable
3.1	Team Leader and Team Members - Description of the project team and their qualifications (Refer TOR)			300
	Team Members:		Sub-Score	
	3.1.1. Team Leader/ Project Manager		150	
	<ul style="list-style-type: none">The team leader should hold a minimum of a post-graduate degree in the field of engineering, or a related field.	80		
	<ul style="list-style-type: none">He/she should have at 5 years of experience working for International Development Organizations in similar or related fields of work.	70		
	3.1.2 Senior Advisor/ Officer		Sub-Score	
	<ul style="list-style-type: none">Bachelor’s degree in the field of engineering, or a related field.	40	75	

	<ul style="list-style-type: none"> He/she should have at 3 years of experience working for International Development Organizations in similar or related fields of work. 	35		
	3.1.3 Officer/Advisor		Sub-Score	
	<ul style="list-style-type: none"> Bachelor's degree in the field of engineering, or a related field. 	40		
	<ul style="list-style-type: none"> He/she should have at 2 years of experience working for International Development Organizations in similar or related fields of work. 	35	75	
	Total Section 3			300

2. Submission Instructions

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

Completed proposals should be submitted using this email address: procurement.png@undp.org , no later than 6th March, 2019.

For any clarification regarding this assignment please write to Procurement Unit on procurement.pg@undp.org

Annex 6

Contract for Professional Services

THIS IS UNDP'S TEMPLATE FOR CONTRACT FOR THE PROPOSER'S REFERENCE. ADHERENCE TO ALL TERMS AND CONDITIONS IS MANDATORY.

United Nations Development Programme



Empowered lives.
Resilient nations.

Contract for Goods and/or Services
Between the United Nations Development Programme and [insert name of the Contractor]

1. Country Where Goods Will be Delivered and/or Services Will be Provided:	
2. UNDP <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:	
3. Contract Reference (e.g. Contract Award Number):	
4. Long Term Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> indicate as appropriate	
5. Subject Matter of the Contract: <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services	
6. Type of Services:	
7. Contract Starting Date:	8. Contract Ending Date:
9. Total Contract Amount: [insert currency and amount in figures and words]	
9a. Advance Payment: [insert currency and amount in figures and words or indicate "not applicable"]	
10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods <i>or</i> Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods <i>and/or</i> Services) – UNDP General Terms and Conditions for Contracts apply	
11. Payment Method: <input type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. Contractor's Name: Address: Country of incorporation: Website:	
13. Contractor's Contact Person's Name:	

Title: Address: Telephone number: Fax: Email:
14. UNDP Contact Person's Name: Title: Address: Telephone number: Fax: Email:
15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address: Bank SWIFT Code: Bank Code: Routing instructions for payments:

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNDP Special Conditions [~~delete if not applicable~~].
3. [UNDP General Terms and Conditions for Contracts] [UNDP General Terms and Conditions for Institutional (de minimis) Contracts] [~~delete if not applicable and remove square brackets~~].
4. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount [~~delete if not applicable~~].
5. Technical Specifications for Goods [~~delete if not applicable~~].
6. The Contractor's Technical Proposal and Financial Proposal, dated [~~insert date~~], as clarified by the agreed minutes of the negotiations meeting, dated [~~insert date~~]; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.
7. Discount Prices [~~to be used in cases where the Contractor is engaged on the basis of an LTA; delete if not applicable~~].

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

For the Contractor		For UNDP	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	