



REQUEST FOR PROPOSAL (RFP)
RFPSYC2019-001 (GCCA Project) Design and Supervision of drainage
and coastal erosion infrastructures for GCCA+ project on La Digue
Island Seychelles
(For Low-Valued Services)

NAME & ADDRESS OF FIRM: UNDP Mauritius & Seychelles	DATE: March 22, 2018
	REFERENCE: RFPSYC2019-001 (GCCA+ Project) Design & Supervision of drainage

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Design and Supervision of drainage and coastal erosion infrastructures for GCCA+ project on La Digue Island Seychelles**.

Please be guided by the form attached hereto as Annex 1, in preparing your Proposal.

Proposals may be submitted on or before Friday, April 12, 2019, at 13:00 hrs (Local Seychelles Time) and via email to Procurement Unit at procurement.mu@undp.org

United Nations Development Programme

Attention: Procurement Unit

Your Proposal must be expressed in English, and valid for a minimum period **of 90 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. When 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 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,


Sujitha Sekharan
International Operations Manager
3/22/2019

Description of Requirements

Context of the Requirement	<p>The Global Climate Change Alliance Plus (GCCA+) is a European Union flagship initiative which is helping the world's most vulnerable countries to address climate change. This EU initiative helps mainly Small Islands Developing States (SIDS) and Least Developed Countries (LDCs) increase their resilience to climate change.</p> <p>The GCCA+ climate change adaptation project in Seychelles has two components where component A addresses policy and component B focuses on Climate change adaptation. Under the Component B, the project aims at supporting adaptation to climate change to increase coastal and flood protection in the vulnerable areas of La Digue Island, through integrated shoreline management in place, enhanced stream channel and wetland productivity and flood buffering capacity, enhanced shoreline protection, and mitigation of saltwater contamination. Works required under this request for proposal focuses of result 2 which addresses coastal flooding and result 3 which addresses coastal erosion issues on the island of La Digue.</p>
Implementing Partner of UNDP	Ministry of Environment, Energy & Climate Change
Brief Description of the Required Services ¹	<p>The main services required included the design of 5 major outlets and connecting drains, stabilization of embankment, desilting of part of "Lanmar soupap". It will also include the design of a coastal erosion mitigation using grey engineering and the design of two walkways. Services for supervision will also be required for the above mentioned during their implementation phase.</p>
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Preparation of design and BOQ for 5 box culverts with associated drains (As indicated in annex 1.) 2. Preparation of design and BOQ of Stabilization of embankment at areas of "Lanmar soupap". 3. Preparation of design and BOQ for coastal erosion measure at L'Union Estate 4. Preparation of design and BOQ for two walkways across beach dune. 5. Supervision of related works

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.

	6. Risk management Civil Works analyze
Person to Supervise the Work/Performance of the Service Provider	<i>GCCA+ Project Manager</i>
Frequency of Reporting	monthly
Progress Reporting Requirements	Monthly updates by phone/ email / site visit
Location of work	At Contractor's Location and on project site for supervision
Expected duration of work	7 weeks
Target start date	6 May 2019
Latest completion date	30 June 2019
Travels Expected	N/A
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
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	<input checked="" type="checkbox"/> Required

completing the services																					
Currency of Proposal	<input checked="" type="checkbox"/> Seychelles Rupees																				
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"/> 90 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 ²	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>1.Final Planning of deliverables, Methodology and Risk management analyze</td> <td>10%</td> <td>Within 1 weeks after signature of the agreement</td> <td rowspan="5"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>2. Preparation of design and BOQ for 5 box culverts with associated</td> <td>30</td> <td rowspan="4">Within 7 weeks after signature of the agreement</td> </tr> <tr> <td>3. Preparation of design and BOQ of Stabilization of embankment</td> <td>10</td> </tr> <tr> <td>4. Preparation of design and BOQ for coastal erosion measure</td> <td>10</td> </tr> <tr> <td>5. Preparation of design and BOQ for 2 walkways</td> <td>10</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	1.Final Planning of deliverables, Methodology and Risk management analyze	10%	Within 1 weeks after signature of the agreement	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	2. Preparation of design and BOQ for 5 box culverts with associated	30	Within 7 weeks after signature of the agreement	3. Preparation of design and BOQ of Stabilization of embankment	10	4. Preparation of design and BOQ for coastal erosion measure	10	5. Preparation of design and BOQ for 2 walkways	10
Outputs	Percentage	Timing	Condition for Payment Release																		
1.Final Planning of deliverables, Methodology and Risk management analyze	10%	Within 1 weeks after signature of the agreement	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.																		
2. Preparation of design and BOQ for 5 box culverts with associated	30	Within 7 weeks after signature of the agreement																			
3. Preparation of design and BOQ of Stabilization of embankment	10																				
4. Preparation of design and BOQ for coastal erosion measure	10																				
5. Preparation of design and BOQ for 2 walkways	10																				

² 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.

	<table><tr><td>6. Supervision of works</td><td>30% based on periodical period to be determined</td><td>Periodically between June 2019 to April 2020 according proposal</td><td></td></tr></table>	6. Supervision of works	30% based on periodical period to be determined	Periodically between June 2019 to April 2020 according proposal	
6. Supervision of works	30% based on periodical period to be determined	Periodically between June 2019 to April 2020 according proposal			
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	GCCA+ project manager				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) with the minimum passing technical score of 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion 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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <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.				
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 (this template is also utilized for Long-Term Agreement ³ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)
Contract General Terms and Conditions ⁴	<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 Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)
Contact Person for Inquiries (Written inquiries only) ⁵	Sujitha Sekharan, Operations Manager, at sujitha.sekharan@undp.org and copy to Roland Alcindor, Programme Manager at roland.alcindor@undp.org
Other Information	N/A

³ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁴ 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.

⁵ 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 PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

Seychelles
[insert: Date]

To: The Procurement Unit

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 3/22/2019, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider – See criteria on ToR

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 – See Criteria on ToR

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.

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel – See Criteria on ToR**

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

- a) *Names and qualifications of the key personnel that will perform the services*
- 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***

NO	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive) SCR
1	Preparation of design and BOQ for 5 box culverts with associated	30	
2	Preparation of design and BOQ of Stabilization of embankment	10	
3	Preparation of design and BOQ for coastal erosion measure	10	
4	Preparation of design and BOQ for 2 walkways	10	
5	Supervisor of civil works under deliverables 1,2,3 and 4 above	30	
6	Final Planning of deliverables, Methodology and Risk management analyze	10	
Total		100%	

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

E. Cost Breakdown by Cost Component

[This is only an Example and description of activity can be customized]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services				
a. Expertise 1 – Civil engineer				
b. Expertise 2 – Quantity Surveyor				
Etc				
II. Out of Pocket Expenses IF APPLICABLE (JUSTIFY IN METHODOLOGY)				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				
Administrative costs				

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

Terms of Reference (TOR)

Design and Supervision of drainage and coastal erosion infrastructures for GCCA+ project on La Digue Island Seychelles

Type of Contract:	Face Sheet for Professional Services
Language required:	English
Duration:	7 weeks for BoQ and supervision to be planned during execution stage
Location:	Homebased/office based and on project site

1. Background:

The Global Climate Change Alliance Plus (GCCA+) is a European Union flagship initiative which is helping the world's most vulnerable countries to address climate change. This EU initiative helps mainly Small Islands Developing States (SIDS) and Least Developed Countries (LDCs) increase their resilience to climate change.

The overall objective of the programme is: "To ensure that the people, economy and environment of Seychelles are able to adapt to and develop resilience to climate change and its effects, thereby safeguarding the sustainable development of Seychelles". The specific objective (purpose) of the EU support is to contribute to the implementation of the Seychelles Climate Change Strategy (SCCS) through: (i) Strengthening the climate change sector policy framework (Component A) and (ii) Supporting adaptation to climate change in coastal areas (Component B).

The GCCA+ climate change adaptation project component B focuses on Climate change adaptation on the island of La Digue, the third most populated island of the Seychelles Archipelago. Under Component B the project is supporting adaptation to climate change to increase coastal and flood protection in the vulnerable areas of La Digue Island. This is being achieved through 4 main results;

Result 1 - Integrated shoreline management plan

Result 2 - Enhanced stream channel and wetland productivity and flood buffering capacity

Result 3 - Enhanced shoreline protection

Result 4 - Mitigation of saltwater contamination.

The works required under this Request For Proposal falls under results 2 and 3 of the project.

2. Activities, Responsibilities, and Deliverables

The selected entity will work closely with Business Call to Action to deliver the following deliverables: Deliverables expected from the contractor are:

1. Preparation of design and BOQ for 5 box culverts with associated drains
2. Preparation of design and BOQ of Stabilization of embankment at areas of "Lanmar soupap".
3. Preparation of design and BOQ for coastal erosion measure at L'Union Estate.
4. Preparation of design and BOQ for two walkways across beach dune at identified sites.

5. Supervision of civil works in deliverables 1,2,3 and 4 above.
6. Develop Final Planning of deliverables, Methodology and Risk management analyze

Deliverable	Indicative date of delivery to BCtA Members
1. Preparation of design and BOQ for 5 box culverts with associated drains	24/06/2019
2. Preparation of design and BOQ of Stabilization of embankment at areas of "Lanmar soupap".	24/06/2019
3. Preparation of design and BOQ for coastal erosion measure at L'Union Estate.	24/06/2019
4. Preparation of design and BOQ for two walkways across beach dune at identified sites	24/06/2019
5. Supervision of civil works in deliverables 1,2,3 and 4 above	Periodically from June 2019 to April 2020
6. Final Planning of deliverables, Methodology and Risk management analyze	1 week after signature of the agreement

3. Contract Duration

The duration of the contract will be for a period of **7 weeks** for BOQs upon the signature of the contract for deliverables 1,2,3 and 4. The supervision component is expected to last through the construction phase of the project which is expected to end in April 2020.

4. Site visit

In order to fully understand the scope of work and other specific details, **a half day site visit will be required to the project sites on the island of La Digue for all interested applicants.** Contact: Mr Roland Alcindor, Programme Manager at roland.alcindor@undp.org and the GCCA Project Manager for all information related.

5. Staffing

The service provider shall make available a team composed of minimum 2 or 3 resource persons in the following areas of expertise:

- Civil engineering/quantity surveying

6. Institutional Arrangements

- The service provider will be engaged by UNDP through a Contract for Goods and/or Services. The contract will be managed by UNDP Mauritius and Seychelles, which is based in Port Louis Mauritius.
- The service provider will provide weekly progress reports over the phone and email to the GAAC+ project manager.

- All deliverables will be transmitted to the UNDP Mauritius and Seychelles team in soft copy.

7. Qualifications of Successful Contractor

- An entity with at least 5 years of experience working in the field of civil engineering and quantity surveying
- An entity with at least 5 years of experience in supervision of civil works
- A track record of successful delivery and facilitation of similar contracts design, preparation of BOQ and supervision of civil works.
- Experience in drainage civil works.
- Experience of previous work on La Digue is an advantage.

FIRM

- Engineering Firm with at least 5 years of similar experience in terms of design and supervision of civil works (provide three references letters for similar contract and all administrative requirements – copy of legal docs – see Annex 2-point A)
- Financial capacity (Provide list of the last three most important contracts)

KEY PERSONNAL: (PROVIDE CVS)

CIVIL ENGINEERING

- Degree in Civil Engineering is required
- Eight (8) years minimum experience designing and creating construction documents for similar projects
- Proficiency in AutoCAD and Civil 3D or ability to effectively utilize others to do so
- Although structural engineering is not a requirement, it would be highly beneficial to have experience with walkway, coastal erosion wall related projects.
- Experience in grading, drainage, and utility design for roads and site development
- Proficient in Microsoft Word and Excel

QUANTITY SURVEYOR

- Degree or Diploma in Building / Civil Engineering or equivalent
- Minimum 3 to 5 years of relevant experience
- Experience in measurements for quantities; Evaluation of price comparison
- Experience site supervision, preparing Progress Claims and Sub-Contract Progress Payments, monitoring of Project Variations, conducting site measurements
- Ability to identify continuous improvement and innovation to improve the effectiveness and efficiency
- In addition to the above-mentioned duties and responsibilities, any other assignments given occasionally or on a daily basis by the immediate Superior

