



REQUEST FOR PROPOSAL (RFP)
Provision of Civil Engineering Services at Bangsamoro Autonomous Region
of Muslim Mindanao (BARMM)

	DATE: June 5, 2019
	REFERENCE: PHL-RFP-2019-085

Dear Sir / Madam:

We kindly request you to submit your Proposal for "Provision of Civil Engineering Services at Bangsamoro Autonomous Region of Muslim Mindanao (BARMM)".

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

Proposals may be submitted on or before Tuesday, June 18, 2019 and via email at Procurement.ph@undp.org

Your Proposal must be expressed in the English Language, 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. 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 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,



Alka Arreja
Procurement Specialist

6/5/2019

Description of Requirements

Context of the Requirement	<i>Provision for the Civil Engineering Services at BARMM</i>
Brief Description of the Required Services ¹	Refer to Attached Terms of References (ToR)
List and Description of Expected Outputs to be Delivered	Refer to attached Terms of References (ToR)
Person to Supervise the Work/Performance of the Service Provider	<i>UNDP Project Manager</i>
Frequency of Reporting	<i>weekly, monthly, and/or as needed</i>
Progress Reporting Requirements	Refer to attached Terms of References (ToR)
Location of work	Refer to attached Terms of References (ToR)
Expected duration of work	10 months
Target start date	June 30, 2019
Latest completion date	March 2020
Travels Expected	Refer to attached Terms of References (ToR)
Special Security Requirements	<input checked="" type="checkbox"/> Comprehensive Insurance of the contractors' resources
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 completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes

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.

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

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 ³	<p>Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions, based on list of outputs as detailed below:</p> <p>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.</p> <table><tr><th>Outputs</th><th>Timelines</th><th>Percentage</th></tr><tr><td>1. Completion of design and cost estimates</td><td>Within two (2) months from issuance of contract</td><td>20%</td></tr><tr><td>2. Selection of construction and pre-fab contractors</td><td>2 months from output 1</td><td>20%</td></tr><tr><td>3. Supervision of the construction</td><td>5 months from output 2</td><td>3 tranches of 10% each, every two months</td></tr><tr><td>4. Completion of works</td><td>Final payment</td><td>30%</td></tr></table>			Outputs	Timelines	Percentage	1. Completion of design and cost estimates	Within two (2) months from issuance of contract	20%	2. Selection of construction and pre-fab contractors	2 months from output 1	20%	3. Supervision of the construction	5 months from output 2	3 tranches of 10% each, every two months	4. Completion of works	Final payment	30%
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3. Supervision of the construction	5 months from output 2	3 tranches of 10% each, every two months																
4. Completion of works	Final payment	30%																
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Project Manager																	
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 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	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30%																	

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.

	<input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% Financial Proposal (30%) 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
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	<i>Robert Quilala</i> <i>Procurement Associate</i> <i>Procurement.ph@undp.org</i> 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.
Other Information [pls. specify]	

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)

[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.

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**

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 <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
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]
[Date]*

Terms of Reference

Provision of Civil Engineering Services at Bangsamoro Autonomous Region of Muslim Mindanao

A. BACKGROUND

After more than 40 years of the conflict in Mindanao, a historical milestone was achieved when the Philippine Congress passed the Bangsamoro Organic Law (BOL) in July 2018. Subsequently, the Government of the Philippines (GPH) conducted plebiscites on 21st January and on 6th February 2019 to obtain the citizen's feedback on the ratification of the BOL—to which there was positive response and even the inclusion of additional cities and municipalities under the newly established Bangsamoro Autonomous Region of Muslim Mindanao or BARMM. The President has also appointed the members of the Bangsamoro Transitional Authority (BTA) as interim government until the establishment of the Bangsamoro Government, which is envisioned to be up and running by July 2022. To help advance the successful transition towards peace and to prevent a step backwards, urgent assistance for the Normalisation Phase is deemed crucial.

Through the generous support of the Government of Japan, UNDP will provide technical and administrative support to enhance the capacities of the Joint Peace Security Teams (JPSTs). One of the contributions of this project is to construct 10 JPST stations in the BARMM. The Joint Normalization Committee (JNC) and the Office of Presidential Advisor on Peace Process (OPAPP) will decide sites for construction.

This Request for Proposal (RFP) intends to identify a Civil Engineering Firm that will oversee and be involved in the design phase, bidding phase for the pre-fabricated materials, construction phase, and monitoring phase of activities under the project.

Tentative Proposed locations (Maximum 10 sites)

1. Operation Center, Cotabato City
2. Bango-inged, Pikit
3. Ganasi, North Upi
4. Gadungan, Talitay
5. Kitango, Datu Saudi Ampatuan
6. Libutan, Mamasapano
7. Barko-Barko, Columbio, Sultan Kudarat
8. Datu Tumanggong, Tungawan, Zamboanga Sibugay
9. Panggao, Munai, Lanao Del Norte
10. Bubong Cadapaan, Balindong, Lanao Del Sur

Requirement for each JPST station -

1. Site preparation
2. Access road
3. JPST Building
4. Fences
5. Water supply, drainage and sewerage.
6. Electricity (Solar panel, Generator and Commercial)

B. SCOPE OF WORK

STAGE 1: Designs and cost estimates

- Formulating the Brief, Feasibility & Cost Planning and setting an appropriate budget for the procurement process. Likely scope consists of site visits, photos & discussion of possibilities and alternatives, planning sketches & budget costing, timeframes & planning.
- Based on the existing information and as per the requirement of UNDP; taking into consideration the land survey, the soil investigation (if required) etc., the Civil Engineering Firm will prepare draft measured plans, reviewing options with pictorial drawing (if required) and submit for UNDP approval.
- Together work with UNDP on the type of construction material to be used to ensure that the end result is cost effective and easy to maintain.
- Incorporate changes or refinement, further completing the model of design, drafting of detailed plans, elevations & sections, Prepare basic materials & finishes schedule and all architectural, structural and service drawings and submit for UNDP approval as detailed below.
- Prepare the Bills of Quantities (BOQ) as well as the engineering estimate.

STAGE 2: Assisting Identification of Construction Contractor(s)

UNDP will carry out the procurement process in identifying the companies providing pre-fabricated structures. Following type of assistance might be expected;

- Participate together with UNDP for selection of small local construction firms for site preparation for pre-fab construction
- Prepare and submit the BOQ, Drawings, and implementation schedules/timeline
- Support UNDP in finalizing the contract with the pre-fab provider for technical specifications, suitability of material and design.
- Review and finalise the detailed implementation schedule with the contractor and pre-fab firm for UNDP approval.

STAGE 3: Supervision of Construction

- Approve contractor's working drawings

- Supervision of the Contractors' work plan and request for revision to ensure timely completion of the works.
- Propose to UNDP measures to be taken if the work progress is behind schedule.
- Ensure testing and quality control of the works according to Philippine Building Code Standards.
- Involves in the joint measurements with the contractors, check and certify the measurement in invoices submitted by the contractors for the miles stone payments for submission to UNDP with relevant documentary evidence.
- Organize regular construction site management meetings, write the minutes of the meeting and send the minutes of the meeting to the contractor and to UNDP within 48 hours following the meeting.
- Write and submit to UNDP Monthly Project Reports including narrative, financial and photographic reporting within the 5th working day of the following month.
- Advise UNDP on any potential risks to the respect of the project timeline, project budget and quality of the works.
- Ensure that appropriate safety measures are taken on site to minimize the risk of accident to the workers and the public.
- Advise the contractor on measures to be taken to ensure proper storage and security of its material and equipment.

STAGE 4: Work Completion

- Inform UNDP of the tentative date for Substantial Completion of the works at least 15 days in advance
- Organize and carry out all the required and relevant testing of all the systems installed/completed work as well as ensures surveys to prepare as-built drawings where ever required and provide UNDP with test certificates and drawings
- Preparation of Substantial Completion Certificate
- Provide, in collaboration with UNDP, to the contractor a defect/unattended work list upon substantial completion of the works
- Ensure that all defects/unattended works are fixed by the contractor within agreed days from the date of issue of the Substantial Completion Certificate
- Facilitate the handover of the completed facilities to the local authorities and beneficiaries

C. Expected Outputs

STAGE 1: Designs and cost estimate

- Brief report of the pre-design services incorporates pre site visit, photos & discussion of possibilities, planning sketches & budget costing, timeframes, local council controls & planning issues
- Land survey, soil investigation reports (if available / where ever required)
- Draft measured plan or mode that incorporates the Design process, reviewing options with pictorial drawing (if required)
- Lay out plan to fit into an A3 sheet for each proposals of work
- Complete set of architectural drawings (scale 1:100) and sections and detail drawings (1:50 or 1:20) (based on relevant department standards)

- Complete set of structural drawings (same scale as for Architectural drawings).
- Complete set of service drawings consisting of:
 - Plumbing drawings;
 - Drainage drawings;
 - Lighting and Electrical layout drawing;
 - Lightning protection drawings;
 - Security fence & gate drawings
 - Antenna drawings
 - Any other drawing as required
- Complete set of Bills of Quantities (BOQ) with relevant specifications
- Complete set of an Engineering Cost Estimate

STAGE 2: Assisting Identification of Construction Contractor(s)

- Complete set of contractual documents such as Contractual BOQ, detailed cost estimates, drawings and construction timelines

STAGE 3: Supervision of Construction

- Regular construction site management meetings minutes as well as any other minutes of the meetings.
- Forecast Variation Orders (VO) (for the approval of UNDP).
- Monthly Project Reports including narrative, financial and photographic reporting.

STAGE 4: Work Completion

- Test certificates and as-built drawings.
- Complete report of defect/unattended work list upon substantial completion of the works.
- Complete report of the work prior to issue of final certificate (after it is ensured that all defects/unattended works are fixed by the contractor within agreed days from the date of issue of the Substantial Completion Certificate).
- Final project report (narrative, financial and photographic).

D. The workforce (Minimum staffing) requirement shall be as follows:

▪ Senior Project Engineer/Team Leader –

Will supervise design of the facilities, cost estimation, procurement of contractors and the monitoring of construction activities and conduct the final inspection.

- At least 10 years relevant experience as Civil Engineering (B. Sc.), specialized in building, roads and electricity, irrigation and water supply;
- Extensive knowledge and experience on project management to construct facilities;
- Preferably with knowledge and experience of working in post-conflict areas;
- Good command of English Language (oral and written, communication);
- Willing to travel to BARM.

▪ **Architect for site survey and design**

- At least 5 years of experience as architect;
- Knowledgeable and has experienced in planning and designing infrastructure related projects;
- Good command of English Language (oral and written, communication);
- Willing to travel to BARMM.

▪ **Civil Engineer(s) for construction supervision**

- At least 5 years relevant experience Civil Engineering (B. Sc.), specialized in building, roads and electricity, irrigation and water supply;
- Has knowledge and experience working in post-conflict areas in the past;
- Good command of English Language (oral and written, communication);
- Willing to travel to BARMM.

E. Institutional Arrangement

The assignment will be managed by the UNDP. UNDP will support when necessary, the coordination of the firm with relevant departments and agencies for the successful execution of the assignment

Responsibilities of the Consultant:

- The Civil engineering firm will be expected to organize accommodation and transport on their own to and from the field.
- The Civil engineering firm should provide their own personal computers, communication equipment and will be expected to make quality reports/drawings and other required documents in English.

F. Duration of Contractual Assignment

The duration of the contractual assignment will be until 17th March 2020.

G. Competencies of the Successful Service Provider

The ideal Service Provider will have the following attributes.

- The firm must have at-least 5 years consultancy experience in the required field.
- Must be well versed in Philippine Building Code standards.
- Preferably must have experience with multiple stakeholder such as government projects, private sector projects, NGO/INGO projects and UN agency projects etc. – to submit evidence of at least three past contracts of similar nature.
- The Service Provider is expected to be well established in the Philippines

- Upon selection and award of contract by UNDP, the Civil Engineering firm may be required to open a temporary office in BARMM
- Have a suitable Project management, Engineering, administrative staff to provide services as detailed in the ToRs.
- Staff assigned to this project should possess communication skills (both written & spoken) in Tagalog/Cebuano/Mindanaon and English.

