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Resilient nations.*

REQUEST FOR PROPOSAL

Introduction of BAT/BEP and Socially and Environmentally Sound ASGM Practices

RFP No.: **RFP/UNDP/ISMIA-GOLD/78160/024/2019**

Project: ISMIA-GOLD, UNDP

Country: Indonesia

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Dear Sir/Madam,

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>)

Event ID: 4638

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE: The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1.**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED.**

NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets.).

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking "**Accept Invitation**" but not later than **22 October 2019**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

Username: event.guest

Password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached "Instructions Manual for the Bidders". Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to rida.trisha@undp.org cc. yusef.millah@undp.org.

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notices/resources/>. You can also access the instruction from youtube with link: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>.

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

No hard copy or email submissions will be accepted by UNDP.

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Yours sincerely,



John Benjamin
Operations Manager
14 October 2019

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

You may utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

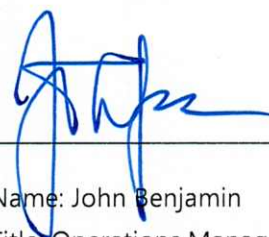
UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Agneta Silvia
Title: Procurement Unit
Date: **October 14, 2019**

Approved by:



Name: John Benjamin
Title: Operations Manager
Date: **October 14, 2019**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS		
1. Introduction	1.1	Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2	Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3	As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1	UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
	2.2	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3	In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
	2.4	All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf
3. Eligibility	3.1	A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2	It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

4. Conflict of Interests	4.1	Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they: a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
	4.2	In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.
	4.3	Similarly, the Bidders must disclose in their proposal their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.
	4.4	The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.
B. PREPARATION OF PROPOSALS		
5. General Considerations	5.1	In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
	5.2	The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP
6. Cost of Preparation of Proposal	6.1	The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1	The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents	8.1	The Proposal shall comprise of the following documents:

Comprising the Proposal		a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1	The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1	The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.
	10.2	The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.
	10.3	Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP
	10.4	When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1	The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.
	11.2	Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
	11.3	Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1	A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.
	12.2	The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.
	12.3	If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.
	12.4	In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.
	12.5	The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions: a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: i. to sign the Contract after UNDP has issued an award; or

	12.6	to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	13.1	All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals: a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	14.1	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
	14.2	After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.
	14.3	The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.
	14.4	The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.
	14.5	A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association.
	14.6	Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
	14.7	JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

15.Only One Proposal	15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture. 15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16.Proposal Validity Period	16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive. 16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17.Extension of Proposal Validity Period	17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal. 17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal. 17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
18.Clarification of Proposal	18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received. 18.2 UNDP will provide the responses to clarifications through the method specified in the BDS. 18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.
19.Amendment of Proposals	19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments

		will be made available to all prospective bidders.
	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1	When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS		
22. Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

		iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS. If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal. 22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows: a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. 22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows: a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
Email Submission		
eTendering submission		
23. Deadline for Submission of Proposals and Late Proposals	23.1 23.2	Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
24. Withdrawal, Substitution, and Modification of Proposals	24.1 24.2	A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission. Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by

		an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION" 24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos. 24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened
25. Proposal Opening	25.1	There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS		
26. Confidentiality	26.1	Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
	26.2	Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.
27. Evaluation of Proposals	27.1	The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
	27.2	Evaluation of proposals is made of the following steps: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	28.1	UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification	29.1	Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
	29.2	In general terms, vendors that meet the following criteria may be considered qualified: a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;

		b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required. 30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive. 30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score. 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows: <u>Rating the Technical Proposal (TP):</u> TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 <u>Rating the Financial Proposal (FP):</u> FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 <u>Total Combined Score:</u> Combined Score = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)	
31. Due Diligence	31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:	

		a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal. 32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP. 32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.	
33. Responsiveness of Proposal	33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. 33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.	
34. Nonconformities, Repairable Errors and Omissions	34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation. 34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal. 34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related	

		to an arithmetic error, in which case the amount in figures shall prevail.
	34.4	If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
E. AWARD OF CONTRACT		
35. Right to Accept, Reject, Any or All Proposals	35.1	UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1	Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1	At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1	Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1	40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1	Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default

43. Liquidated Damages	43.1	If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1	Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1	UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
	46.2	UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
	46.3	The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Date/Time: Tuesday, 22 nd October 2019 starting 1330 (GMT+7) Place: Aceh Meeting room, 7th Floor Menara Thamrin Building, Jl. MH. Thamrin Kav. 3 Jakarta 10250 The UNDP focal point for the arrangement are: Agneta Silvia <agneta.silvia@undp.org>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Required in the amount of USD 12,000
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.5% Max. number of days of delay 1 month, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	USD for International Bidder and IDR for Local Bidders

11	31	Deadline for submitting requests for clarifications/ questions	3 (three) days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Agneta Silvia/Yusef Saiful Millah Address: UNDP Indonesia, 7 th Floor, Menara Thamrin Building, Jl. M. H. Thamrin Kav. 3 Jakarta Pusat 10250 E-mail address: agneta.silvia@undp.org / yusef.millah@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website http://www.id.undp.org/content/indonesia/en/home/procurement.html
14	23	Deadline for Submission	as indicated in eTendering system. Note that system time zone is in EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	✓ e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>Insert BU Code: IDN10 and Event ID number : 4638</u>
16	22	Electronic submission (email or eTendering) requirements	- Format: PDF files only - File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. - All files must be free of viruses and not corrupted. - Password for financial proposal must not be provided to UNDP until requested by UNDP - Max. File Size per transmission: N/A - Mandatory subject of email: N/A
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>December 1, 2019</i>
19		Maximum expected duration of contract	10 months
20	35	UNDP will award the contract to:	One Proposer Only

21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	<u>NOTE: While entering the financial proposal in the eTendering system, always mention your bid price as 1. Please do not mention the value of your financial proposal in the eTendering system. It should only be mentioned in the password-protected forms on Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G). The proposals of the companies who will reveal the value of their financial proposal in the eTendering system will automatically be disqualified.</u>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 2 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 2 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Previous Experience	Minimum 2 (two) years of relevant experience.	Form D: Qualification Form
	Minimum 2 (two) contracts of similar value, nature and complexity implemented over the last 10 (ten) years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 250.000 for the last 2 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	350
4.	Company Presentation of Technical Proposal on the proposed methodology	150
Total		1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.	The contracting company shall have at least 2 years' experience working on mining sector	90
2.	The company should have a proven record/experience working on technical survey and socio-economic survey, experience on DED development and related permits for mining	80
3.	Company should have a strong network to collaborate with national and local government.	30
Total Section 1		200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
1	Understanding of the requirement: have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	60
2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	50
3	Details on how the different service elements shall be organized, controlled and delivered	50
4	Description of available performance monitoring and evaluation mechanism and tools; how they shall be adopted and used for a specific requirement	40
5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50
6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		300

Section 3. Management Structure and Key Personnel		Points obtainable	
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		15
3.2	Qualification of key personnel proposed		
3.2.a	Team Leader		35
	Master degree or higher in Environmental Engineering, Chemical Engineering, Socio-economic studies or other related fields;	10	
	Ten (10) years of demonstrable experience in environmental management and project management	10	
	Five (5) year experience as a Team Leader.	5	
	Knowledge on mining Sector	5	
	Actively communication in English and Bahasa Indonesia	5	
3.2.b	Socio-Economic Expert		40
	Qualification/Experience:		
	Minimum Bachelor degree or higher in socio-economic, Policy, Gender, or other related fields	10	
	Ten (10) years of relevant experience working in policy, social and economic research or other relevant disciplines	10	
	Preferably good knowledge of mining communities	10	
	Direct field experience working with local communities	5	
	Actively communication in English and Bahasa Indonesia	5	
3.2.c	Training Expert		40
	Minimum Bachelor degree or higher in socio-economic, material sciences, chemical sciences, environmental studies	10	
	Ten (10) years of relevant experience working in capacity building and training or other relevant disciplines	10	
	Preferably good knowledge of mining communities	10	
	Direct field experience working with local communities	5	
	Actively communication in English and Bahasa Indonesia	5	
3.2.d	Mineral/Chemical Engineering Expert		40
	Minimum Bachelor degree or higher in Chemical Engineering, Metallurgy/Mineral Science	10	
	Ten (10) years of relevant experience working in soil characterizations or other relevant disciplines	10	
	Preferably good knowledge of mining communities	10	
	Direct field experience working with local communities	5	
	Actively communication in English and Bahasa Indonesia	5	

3.2.e	Environmental Engineering Expert		35
	Minimum Bachelor degree or higher in Environmental Engineering or Environmental Science	10	
	Ten (10) years of relevant experience working in environmental or natural resource management	10	
	Preferably good knowledge of mining communities	5	
	Direct field experience working with local communities	5	
	Actively communication in English and Bahasa Indonesia	5	
3.2.f	GIS Expert :		35
	Minimum Bachelor degree or higher in Geography Science, Physic Science, Civil Engineering or other related fields	10	
	Ten (10) years of relevant experience working in spatial planning, geographic information system, remote sensing, database management or other relevant disciplines	10	
	Preferably good knowledge of mining communities	5	
	Direct field experience working with local communities	5	
	Actively communication in English and Bahasa Indonesia	5	
3.2.g	Civil Engineer / Architect :		30
	Minimum Bachelor degree or higher in Civil, Architect, Design Engineering	10	
	Ten (10) years of relevant experience working in design architecture, Plant processing or other relevant disciplines	10	
	Preferably good knowledge of gold processing plant or mineral processing plant	5	
	Actively communication in English and Bahasa Indonesia	5	
3.2.h	Statistic Specialist :		35
	Minimum Bachelor degree or higher in Statistic, Math Science or Science	10	
	Five (5) to ten (10) years of relevant experience working in statistical analysis or other relevant disciplines	10	
	Preferably good knowledge of data processing and data analysis	10	
	Actively communication in English and Bahasa Indonesia	5	
3.2.i	Two (2) Enumerators		25
	Minimum bachelor degree or higher in social studies, chemical sciences, environmental studies or science discipline	10	
	Six (6) years working experience in data collection and survey	10	
	Good knowledge of field survey, data collection methods and communication with local community	5	

3.2.j	project assistant		20
	Bachelor degree or higher in management, business administration, industrial engineering.	5	
	Minimum one (1) year experience in project	10	
	Proficient with data analysis	5	
Total Section 3			350

Section 4.		Points obtainable
Company Presentation of Technical Proposal on the proposed methodology		
The company gives presentation on the technical proposal by proposed Team Leader. The team leader must be able to elaborate on technical proposal content from approach and methodology, Project implementation plan & activities in project timeline and others company proposed activities		100
English Proficiency on giving the presentation		50
Total Section 4		150

Section 5. Terms of Reference

TERM OF REFERENCE

Introduction of BAT BEP Socio-Economic Sound ASGM Practices

I. Background Information

Worldwide ASGM is the largest global source of anthropogenic mercury releases into the environment (35%). Mercury can travel long distances, contributing to global mercury pollution and contaminating the world's ecosystems and fisheries. Exposure to mercury may cause serious health problems, and it is a particular threat to the development of the child in utero and early in life. Phasing-out mercury from the ASGM sector is therefore of the utmost importance, however ASGM is a very important source of jobs and livelihoods. ASGM accounts for about 17-20% of the world's annual gold production with 15 million people directly participating in ASGM activities and another 100 million depending on ASGM for their livelihoods.

The objective of the project is to reduce/eliminate mercury releases from the Indonesian Artisanal and Small-scale Gold Mining (ASGM) sector by (i) Strengthening institutions and the policy/regulatory framework for mercury-free ASGM; (ii) Increasing the access of mining communities to finance to enable the procurement of mercury-free processing technologies; (iii) Increasing the capacity of mining communities for mercury-free ASGM through the provision of technical assistance, technology transfer and support for formalization; and, (iv) raising awareness and disseminating best practices and lessons-learned on mercury phase-out in the ASGM sector.

The project will support 6 ASGM communities (Yogyakarta, Nusa Tenggara Barat, Gorontalo, Sulawesi Utara, Maluku Utara and Riau) in Indonesia to reduce mercury use by at least 5 metric tonnes/year starting in year Six (6) of the project, which over the life-span of the project will result in a mercury release reduction of at least 15 tonnes.

In order for mercury reduction efforts and the adoption of alternative technologies to be cost-effective and sustainable. The project will support ASGM miners in their formalizing processes to be able to access formal financing to purchase cleaner technologies. Formalization also leads to more sustainable income opportunities and safer working conditions and this will benefit the sustained phase-out of mercury in the long-term. Therefore, the project need a collaboration with third party to support the assessment on formalization process , review the socioeconomic on the miners village communities, developing training , assess the mercury inventory and ore production and introducing Best Available Technology (BAT) and Best Environmental Practices (BEP) and socially and environmentally sound ASGM practices in six project sites.

II. Objectives of the Program

1. To conduct socio-economic baseline surveys (including collection of sex-disaggregated data) and mercury/gold mass balance inventories and ore assessment and accumulated data amount of gold produced and amount of mercury used/released for each of the Six (6) project sites :
 - a. Desa Hargorejo & Desa Kalirejo , Kecamatan Kokap, Kabupaten Kulonprogo

- , Provinsi Yogyakarta
 - b. Desa Buwun Mas & Desa Pelangan , Kecamatan Sekotong, Kabupaten Lombok Barat, Provinsi Nusa Tenggara Barat
 - c. Desa Anggai + 1 Nearby desa, Kecamatan Obi , Kabupaten Halmahera Selatan, Provinsi Maluku Utara
 - d. Desa Logas + 1 Nearby desa, Kecamatan Singingi, Kabupaten Kuantan Singingi, Provinsi Riau
 - e. Desa Hulawa + 1 Nearby Desa, Kecamatan Sumalata Timur, Kabupaten Gorontalo Utara, Provinsi Gorontalo
 - f. Desa Tatelu + 1 Nearby Desa, Kecamatan Dimembe, Kabupaten Minahasa Utara, Provinsi Sulawesi Utara
2. To identify the most formalized, organized and committed mining groups (containing 20% women) selected for project participation.
 3. To assess ore and production means and outstanding (technology) needs at Six (6) project sites
 4. To assess complete of existing analytical, consulting, training and equipment resources and services present in the regions of the Six (6) project sites (e.g. (regional) universities, analytical labs, geoscience consulting firms, and equipment suppliers/manufacturers).
 5. To identify ASGM service providers trained in providing better and needed services to mining groups to support them in their formalization processes (consulting companies - obtaining legal subsurface rights and operating permits, geologists – conducting surveys, local environmental specialists – undertaking environmental impact assessments).
 6. To conduct Ore assays (from the selected mining groups) conducted in accredited metallurgy labs
 7. To assess the existing training materials and resources globally (GEF GOLD, etc) and identify which training resources can be used by the project, and which new ones should be developed with project support.
 8. To provide training plan developed that takes into consideration the training of project miners as well as non-project miners located in the same (or close-by) communities.
 9. To develop establish training resources (in partnership with training centers) that are necessary to ensure the successful implementation of the project.
 10. To develop comprehensive ASGM training curriculum (comprised of existing and newly developed training materials) and containing a module on gender in ASGM integrated as an ASGM training curriculum in project partner training centers to strengthen their capacity.
 11. To train 30 trainers (selected from project partners, mining communities and training centers) trained in the application of training resources (existing and new) and the use of equipment at ore processing plants and laboratory installations.
 12. To develop processing strategies and economic models (making economic calculations and comparisons of mercury versus non-mercury processing methods) to convert to mercury free practice designed for all project selected mining groups.
 13. To identify the locations for 1 mercury-free ore processing training plant and 5 small mobile plants can be installed/showcased identified.

14. To identify permit requirements for long-term installation of the 1 mercury-free ore processing training plant and 5 small mobile plants addressed.
15. To provide Detailed Engineering Design for the 1 mercury-free ore processing training plant and 5 small mobile plants prepared.

III. Expected Outputs

- a. Socio-economic baseline surveys (including collection of sex-disaggregated data) and appoint the most formalized, organized and committed mining groups.
- b. Mercury/gold mass balance inventories and ore assessment and accumulated data amount of gold produced and amount of mercury used/released; ore assessment and production means and outstanding (technology); ore assessment conducted in the accredited metallurgy labs.
- c. Identify existing analytical, consulting, training and equipment resources and services present in the regions & information on the ASGM service providers needed services to mining groups for formalization processes & provide training materials and conduct training for 30 trainers in the application of training resources and the use of equipment at ore processing plants.
- d. Identify locations & provide permitting requirement for long term installation of the 1 Mercury-free ore processing plant and 5 small mobile plants to obtain the permit issuance
- e. To provide processing strategies and economic models to convert to mercury free practice designed for all project selected mining groups and provide Six (6) Detailed Engineering Designs (DED) for installation of non-mercury processing plant in for 6 project site (Yogyakarta, Nusa Tenggara Barat, Maluku Utara, Minahasa Utara, Gorontalo and Riau)
- f. Availability of BAT/BEP for socially and environmentally sound ASGM practices at Six (6) project sites as the result BAT/BEP Assessment

III. Scope of Work

The scope of works is as follow:

Scope of Work 1: Desk review and methodology development

- a. Review existing relevant national and international Best Available Technology (BAT) and Best Environmental Practices (BEP) for ASGM practices
- b. Review socio-economic data including BPS data related with ASGM at Six (6) project sites
- c. Review national and if available international inventory data on amount of mercury used or released including amount of gold produced at Six (6) project sites.
- d. Review the requirement for formalization process of small scale gold mining.
- e. Review the existing analytical, consulting, training and equipment resources globally (minimum 3 resources) and available service providers in Six (6) project locations.
- f. Identified ASGM service providers trained in providing better and needed services to mining groups to support them in their formalization processes (consulting

- companies - obtaining legal subsurface rights and operating permits, geologists - conducting surveys, local environmental specialists - undertaking environmental impact assessments).
- g. Establish training resources (in partnership with training centers) that are necessary to ensure the successful implementation of the project.

Scope of Work 2: Socio-economic baseline surveys (including collection of sex-disaggregated data) and mercury/gold mass balance inventories and ore assessment conducted for each of the Six (6) project sites in (Desa Hargorejo, Kecamatan Kokap, Kabupaten Kulonprogo , Provinsi Yogyakarta ; Desa Buwun Mas, Kecamatan Sekotong, Kabupaten Lombok Barat, Provinsi Nusa Tenggara Barat ; Desa Anggai, Kecamatan Obi , Kabupaten Halmahera Selatan, Provinsi Maluku Utara)

- a. Conduct socio-economic (including gender disaggregated data) survey
- b. Analyze data using relevant statistic method
- c. Appoint the most formalized, organized and committed mining groups.
- d. Processing strategies and economic models (making economic calculations and comparisons of mercury versus non-mercury processing methods) to convert to mercury free practice designed for all project selected mining groups.

Scope of Work 3: Ore Assessment

- a. Conduct mercury inventory (including amount of gold produced and amount of mercury used/released) survey using International Standard (i.e. UNEP Methods and Tools)
- b. Conduct ore assessment and laboratory analysis in Accredited Laboratory. The ore assay is including:
 1. Mineralography test
 2. XRD analysis
 3. Chemical analysis for 15 parameters (refer to important elements shown in XRD analysis, including Au, Ag, Cu, Cd, Zn, Pb, As, Ni, Cr, Hg, S, Si, Al, Na, Ca) (analyzed with fire assay method (ICP min.)
 4. Grindability index analysis within chemical analysis for Au & Ag for each fraction
 5. Gravity Recoverable Gold (GRG) test
 6. Metallurgical test based on point a-e results and analysis (e.g. leaching test, flotation test)
 7. Wastewater treatment test (determining the BAT & BEP sound wastewater treatment technology)
- c. Assess ore and production means and outstanding (technology) needs at Six (6) project sites

Scope of Work 4: Development of training materials and 30 trainers are trained ²

- a. Assess the existing training materials and resources globally (GEF GOLD, etc) and identify which training resources can be used by the project, and which new ones should be developed with project support.
- b. Develop training materials with comprehensive ASGM training curriculum (comprised of existing and newly developed training materials) and containing a module on gender in ASGM integrated as an ASGM training curriculum in project partner training centers to strengthen their capacity and also takes into consideration the training of project miners as well as non-project miners located in the same (or close-by) communities.
- c. Providing training for 30 trainers (5 trainers from each site which are selected from project partners, mining communities and training centers) which trained with the application of training resources (existing and new) and the use of equipment at ore processing plants and laboratory installations.

The bidders may choose one of the location below :

- Desa Kalirejo, Kecamatan Kokap, Kabupaten Kulonprogo , Provinsi Yogyakarta
 - Desa Pelangan, Kecamatan Sekotong, Kabupaten Lombok Barat, Provinsi Nusa Tenggara Barat
 - Desa Anggai, Kecamatan Obi , Kabupaten Halmahera Selatan, Provinsi Maluku Utara
 - Desa Lebak Situ, Kecamatan Lebakgedong, Kabupaten Lebak.
- d. The selected company should provide meals, allowances and transportation fee to and from the processing plant for participants.

Scope of Work 5: Permit requirement identification for long-term installation of the one (1) mercury-free ore processing plant and five (5) small mobile plants to obtain the permits

- a. Identify location where 1 mercury-free ore processing training plant and 5 small mobile plants can be installed / showcased.
- b. Identify the documents required for issuance of permit for long-term installation of the 1 mercury-free ore processing training plant and 5 small mobile plants.

Scope of Work 6: Detailed Engineering Design (DED) for installation of non-mercury processing plant at Desa Kalirejo, Kecamatan Kokap, Kabupaten Kulonprogo, Provinsi Yogyakarta; Desa Pelangan, Kecamatan Sekotong, Kabupaten Lombok Barat, Provinsi Nusa Tenggara Barat; Desa Anggai, Kecamatan Obi , Kabupaten Halmahera Selatan, Provinsi Maluku Utara

- a. Prepare Detailed Engineering Design for the 6 mercury-free ore processing plant one (1) mercury-free ore processing training plant and five (5) small mobile plants.

² *Noted : Safe training in efficient and safe use cyanide gold recovery either gravity concentration gold recovery for alluvial or fine gold deposit.

Scope of Work 7: Final report on Introduction of Best Available Technology (BAT) and Best Environmental Practice (BEP) and socially and environmentally sound ASGM practices in English and Indonesia

IV. Time Frame

December 2019 – October 2020 (11 months)

V. Location

1. Desa Hargorejo & Desa Kalirejo , Kecamatan Kokap, Kabupaten Kulonprogo , Provinsi Yogyakarta
2. Desa Buwun Mas & Desa Pelangan , Kecamatan Sekotong, Kabupaten Lombok Barat, Provinsi Nusa Tenggara Barat
3. Desa Anggai + Desa Air Mangga, Kecamatan Obi , Kabupaten Halmahera Selatan, Provinsi Maluku Utara
4. Desa Logas + 1 Nearby desa, Kecamatan Singingi, Kabupaten Kuantan Singingi, Provinsi Riau
5. Desa Hulawa + 1 Nearby Desa, Kecamatan Sumalata Timur, Kabupaten Gorontalo Utara, Provinsi Gorontalo
6. Desa Tatelu + 1 Nearby Desa, Kecamatan Dimembe, Kabupaten Minahasa Utara, Provinsi Sulawesi Utara

VI. Travel Expected

Below are the traveling's plan recommended by the project, however bidders may propose differently depending on the proposed approach and methodology:

No	Destination	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
1	Desa Hargorejo & Desa Kalirejo , Kecamatan Kokap, Kabupaten Kulonprogo , Provinsi Yogyakarta	8 days	Field Survey for economic Study	February / March 2020
		8 days	Field survey for Mercury gold inventory and ore assessment	March - April 2020
		10 days	Training Miners from all site	June 2020
2	Desa Buwun Mas & Desa Pelangan , Kecamatan Sekotong, Kabupaten Lombok Barat, Provinsi Nusa Tenggara Barat	8 days	Field Survey for economic Study	February / March 2020
		8 days	Field survey for Mercury gold inventory and ore assessment	March - April 2020

		10 days	Training Miners from all site	June 2020
3	Desa Anggai + Desa Air Mangga, Kecamatan Obi , Kabupaten Halmahera Selatan, Provinsi Maluku Utara	10 days	Field Survey for economic Study	March 2020
		10 days	Field survey for Mercury gold inventory and ore assessment	March - April 2020
		10 days	Training Miners from all site	June 2020
4	Desa Logas + 1 Nearby desa, Kecamatan Singingi, Kabupaten Kuantan Singingi, Provinsi Riau	10 days	Field Survey for economic Study	March - April 2020
		10 days	Field survey for Mercury gold inventory and ore assessment	March - April 2020
		10 days	Training Miners from all site	June 2020
5	Desa Hulawa + 1 Nearby Desa, Kecamatan Sumalata Timur, Kabupaten Gorontalo Utara, Provinsi Gorontalo	10 days	Field Survey for economic Study	March - April 2020
		10 days	Field survey for Mercury gold inventory and ore assessment	March - April 2020
		10 days	Training Miners from all site	June 2020
6	Desa Tatelu + 1 Nearby Desa, Kecamatan Dimembe, Kabupaten Minahasa Utara, Provinsi Sulawesi Utara	10 days	Field Survey for economic Study	March - April 2020
		10 days	Field survey for Mercury gold inventory and ore assessment	March - April 2020
		10 days	Training Miners from all site	June 2020

VII. Qualifications

A. Company requirements:

- The contracting company shall have at least 2 (two) years experiences working on mining sector
- The company should have a proven record/experience working on technical survey and socio-economic survey, experience on Detail Engineering Design (DED) development and

related permits for mining

- Company should have a strong network to collaborate with national and local government.

B. Minimum Personnel requirements:

Personnel standards of the consulting company are as follows:

One (1) National Team leader:

Academic:

- Master degree or higher in Environmental Engineering, Chemical Engineering, Socio-economic studies or other related fields;

Experience:

- Ten (10) years of demonstrable experience in environmental management and project management
- Five (5) years experience as a Team Leader.
- Knowledge on mining Sector

Competencies:

- Professionalism, integrity and commitment to project demands
- Ability to motivate and build a team working environment to support organizational goals;
- Self-motivated with an ability to accept responsibility and accountability for decisions and actions
- Creative and innovative in deconstructing issues and coming up with solutions
- Excellent time management skills, with an ability to deliver high-quality outputs on time
- Sensibility to partnership building and maintenance, especially in light of the part of assignment focusing on resource mobilization and proposal writing
- Actively communication in English and Bahasa Indonesia

One (1) Socio-Economic Expert:

- Minimum Bachelor degree or higher in socio-economic, Policy, Gender, or other related fields
- Ten (10) years of relevant experience working in policy, social and economic research or other relevant disciplines
- Direct field experience working with local communities

Competencies of : Preferably good knowledge of mining communities and actively communication in English and Bahasa Indonesia

One (1) Training Expert:

- Minimum Bachelor degree or higher in socio-economic, material sciences, chemical sciences, environmental studies
- Ten (10) years of relevant experience working in capacity building and training or other relevant disciplines
- Direct field experience working with local communities

Competencies: Preferably good knowledge of mining communities and Actively communication in English and Bahasa Indonesia

One (1) Mineral/Chemical Engineering Expert:

- Minimum Bachelor degree or higher in Chemical Engineering, Metallurgy/Mineral Science
- Ten (10) years of relevant experience working in rock/soil characterizations or other relevant disciplines
- Direct field experience working with local communities

Competencies: Preferably good knowledge of mining communities and actively communication in English and Bahasa Indonesia

One (1) Environmental Engineering Expert:

- Minimum Bachelor degree or higher in Environmental Engineering or Environmental Science
- Ten (10) years of relevant experience working in environmental or natural resource management
- Direct field experience working with local communities

Competencies: Actively communication in English and Bahasa Indonesia and preferably good knowledge of mining communities

One (1) GIS Expert:

- Minimum Bachelor degree or higher in Geography Science, Physic Science, Civil Engineering or other related fields
- Ten (10) years of relevant experience working in spatial planning, geographic information system, remote sensing, database management or other relevant disciplines
- Direct field experience working with local communities
- Competencies: Actively communication in English and Bahasa Indonesia and referably good knowledge of mining communities

One (1) Civil Engineer / Architect:

- Minimum Bachelor degree or higher in Civil, Architect, Design Engineering
- Ten (10) years of relevant experience working in design architecture, Plant processing or other relevant disciplines

Competencies: Actively communication in English and Bahasa Indonesia and Preferably good knowledge of gold processing plant or mineral processing plant

One (1) Statistic Specialist:

- Minimum Bachelor degree or higher in Statistic, Math Science or Science
- Five (5) to ten (10) years of relevant experience working in statistical analysis or other relevant disciplines

Competencies: Actively communication in English and Bahasa Indonesia and preferably good knowledge of data processing and data analysis

Two (2) Enumerators:

- Minimum bachelor degree or higher in social studies, chemical sciences, environmental studies or science discipline
- Six (6) years working experience in data collection and survey
- Knowledge of field survey, data collection methods and communication with local community

One (1) project assistant:

- Bachelor degree or higher in management, business administration, industrial engineering.
- Minimum one (1) year experience in project
- Proficient with data analysis

Institutional Arrangement

The selected company will work closely with GOLD-ISMIA Project Management Unit (UNDP Environment-Unit, Ministry of Environment and Forestry - KLHK, Agency For The Assessment And Application Of Technology - BPPT).

The selected company is responsible to involve GOLD-ISMIA focal points (from local government - 3 person in each project sites) in every activity in the project sites. Specific institutional arrangement shall be established between the selected company and BPPT, whereby the selected company is responsible to discuss, coordinate and facilitate 3 BPPT Personnel in every activities to the Six (6) project sites. Prior each of the activities, the Company must closely coordinate with BPPT for the plans and outcome.

In addition, the selected company is responsible for the submission of the expected deliverables according to the above proposed timeline. Each deliverable must receive a technical clearance from project Management Unit that is based in Jakarta.

IX . Payment

Payment will be made after satisfactory acceptance by UNDP the services provided on the following schedule:

Outputs	Percentage	Timing	Remarks
1st payment- preliminary report on desk review	20 %	February 2020	Upon approval of NPD/DNPD and UNDP
2nd payment- report on baseline surveys including socio economic surveys, mercury inventory and ore assessment	20 %	May 2020	Upon approval of NPD/DNPD and UNDP
3rd payment – upon completion of training materials and training report	20 %	August 2020	Upon approval of NPD/DNPD and UNDP
4th payment- upon completion of a. Permit requirement list for long-term installation of the one (1) mercury-free ore processing plant and five (5) small mobile plants to obtain the permits b. Six (6) Detailed Engineering Design (DED) for installation of non-mercury processing plant in : • Desa Hargorejo & Desa Kalirejo , Kecamatan Kokap, Kabupaten Kulonprogo , Provinsi Yogyakarta • Desa Buwun Mas & Desa Pelangan , Kecamatan Sekotong, Kabupaten Lombok Barat, Provinsi Nusa Tenggara Barat • Desa Anggai + Desa Air Mangga, Kecamatan Obi , Kabupaten Halmahera Selatan, Provinsi Maluku	20 %	September 2020	Upon approval of NPD/DNPD and UNDP

Outputs	Percentage	Timing	Remarks
Utara • Desa Logas + 1 Nearby desa, Kecamatan Singingi, Kabupaten Kuantan Singingi, Provinsi Riau • Desa Hulawa + 1 Nearby Desa, Kecamatan Sumalata Timur, Kabupaten Gorontalo Utara, Provinsi Gorontalo • Desa Tatelu + 1 Nearby Desa, Kecamatan Dimembe, Kabupaten Minahasa Utara, Provinsi Sulawesi Utara			
5th payment- upon completion of - Final report on Introduction of Best Available Technology (BAT) and Best Environmental Practice (BEP) and socially and environmentally sound ASGM practices in English and Indonesia - A file storage (i.e. USB or CD) containing soft copy of editable version of final report, all presentation, photos, all data result	20 %	October 2020	Upon approval of NPD/DNPD and UNDP

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	☐
▪ Form B: Bidder Information Form	☐
▪ Form C: Joint Venture/Consortium/ Association Information Form	☐
▪ Form D: Qualification Form	☐
▪ Form E: Format of Technical Proposal	☐
▪ Form F: Financial Proposal Submission Form	☐
▪ Form G: Financial Proposal Form	☐
▪ Form H: Proposal Security Form	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	☐
▪ Form G: Financial Proposal Form	☐

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	☐ Yes ☐ No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney ▪

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture
 OR
☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 2 years

☐ Contract(s) not performed for the last 2 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 2 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 2 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 2 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 2 years	
	Year 1	Year 2
	<i>Information from Balance Sheet</i>	
Total Assets (TA)		
Total Liabilities (TL)		
Current Assets (CA)		
Current Liabilities (CL)		
	<i>Information from Income Statement</i>	
Total / Gross Revenue (TR)		
Profits Before Taxes (PBT)		
Net Profit		
Current Ratio		

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			

Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity (please refer to the list of deliverable specified in the above TOR)

<u>Deliverables/Outputs</u>	<u>Estimate Target Completion Date</u>	<u>Estimate Review Schedule</u>	<u>Estimate Payment Schedule</u>	<u>Total Payment</u>
1. 1st payment- preliminary report on desk review	February 2020			-
2. 2nd payment- report on baseline surveys including socio economic surveys, mercury inventory and ore assessment	May 2020			-
3. 3rd payment – upon completion of training materials and training report	August 2020			-
4. 4th payment- upon completion of Permit requirement list for long-term installation of the one (1) mercury-free ore processing plant and five (5) small mobile plants to obtain the permits Six (6) Detailed Engineering Design (DED) for installation of non-mercury processing plant in : a.Desa Hargorejo & Desa Kalirejo , Kecamatan Kokap, Kabupaten Kulonprogo , Provinsi Yogyakarta b.Desa Buwun Mas & Desa Pelangan , Kecamatan Sekotong, Kabupaten Lombok Barat, Provinsi Nusa Tenggara Barat c.Desa Anggai + Desa Air Mangga, Kecamatan Obi , Kabupaten Halmahera Selatan, Provinsi Maluku Utara d.Desa Logas + 1 Nearby desa, Kecamatan Singingi, Kabupaten Kuantan Singingi, Provinsi Riau e.Desa Hulawa + 1 Nearby Desa, Kecamatan Sumalata Timur,	September 2020			-

Kabupaten Utara, Provinsi Gorontalo f. Desa Tatelu + 1 Nearby Desa, Kecamatan Dimembe, Kabupaten Minahasa Utara, Provinsi Sulawesi Utara				
5th payment- upon completion of c. Final report on Introduction of Best Available Technology (BAT) and Best Environmental Practice (BEP) and socially and environmentally sound ASGM practices in English and Indonesia 1. A file storage (i.e. USB or CD) containing soft copy of editable version of final report, all presentation, photos, all data result	October 2020			

FORM H: FORM OF PROPOSAL SECURITY

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee]* *[in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids (total 120 calendar days).

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]