

**REQUEST FOR PROPOSAL (RFP 117/2019)**

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| --- | --- |
| Requesting Project:  Resilient Skopje: Scaling-up for Sustainability, Innovation and Climate Change | DATE: November 27, 2019 |
| REFERENCE: RFP 117/2019 Consultancy services  for Development of a Groundwater Study for the Skopje agglomeration |

Dear Sir / Madam:

We kindly invite you to submit your Proposal in MKD, VAT presented separately for Development of a Groundwater Study for the Skopje agglomerationin a sealed envelope to the address below:

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

Proposals may be submitted on or before **10 December 2019, 11am** to the address below:

[UNDP](mailto:........@undp.org)

**RFP 117/2019 Development of a Groundwater Study**

**Str. Jordan Hadzi – Konstantinov Drzinot 23,**

**1000 Skopje**

**PLEASE NOTE THAT FINANCIAL OFFER MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE.** Companies failing to meet this requirement will be disqualified. Your Proposal must be expressed in the English Language, and valid for a minimum period of 120 days.

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

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Service Provider to** prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

**Thank you and we look forward to receiving your Proposal.**

**Annex 1**

**Description of Requirements**

|  |  |
| --- | --- |
| Context of the Requirement | Sustainability, Innovation and Climate Change |
| Brief Description of the Required Services | Development of a Groundwater Study for the Skopje agglomeration |
| List and Description of Expected Outputs to be Delivered | As per TOR(Annex 3) |
| Person to Supervise the Work/Performance of the Service Provider | **UNDP Project Manager** |
| Frequency of Reporting | **As per the Terms of Reference** |
| Manner of submission of the proposal | **One hard copy** & **only** “ the Technical proposal shall be submitted on USB **in word format”**  Financial offer shell be sealed in a separate envelope.  DO NOT present your financial offer on a USB, otherwise will be disqualified.  Documents shall be packed per the order required |
| Location of work | Exact Address/es *[pls. specify]*  **city of Skopje** |
| Expected duration of work | December 2019 – June 2020 |
| Target start date | **mid December 2019** |
| Latest completion date | **30 June 2020** |
| Travels Expected | It is the Contractor’s responsibility to anticipate and plan for necessary travel at their own expense. |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | **Required**  Not Required |
| Documents to be submitted | * Company profile (ISO certificates if any) * Registration of the company ( Tekovna Sostojba) * Brief methodology and approach * CVs of the experts reflecting relevant experience (as per the qualification requirements defined on page 12 and 13 in the TOR) * Financial offer per Deliverables |
| Currency of Proposal | **United States Dollars (for foreign bidders)**  Euro  **Local Currency – MKD for domestic bidders** |
| Value Added Tax on Price Proposal | must be inclusive of VAT and other applicable indirect taxes  **must be exclusive of VAT and other applicable indirect taxes** |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 60 days  90 days  **120 days**  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes | **Not permitted**  Permitted |
| Payment Terms | Upon completion of each Deliverable in the TOR |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | **UNDP Project Manager** |
| Type of Contract to be Signed | Purchase Order  ***Minime* Contract**  Contract for Professional Services  Long-Term Agreement[[1]](#footnote-1) *(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*  Other Type of Contract *[pls. specify]* |
| Criteria for Contract Award | Lowest Price Quote among technically responsive offers  **Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)**  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | **Technical Proposal (70%)**  Expertise of the Firm 200 points  Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 300 points  Qualification of Key Personnel 200 points  **Financial Proposal (30%)**  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | **One and only one Service Provider**  One or more Service Providers, depending on the following factors: |
| Contract General Terms and Conditions[[2]](#footnote-2) | General Terms and Conditions for contracts (goods and/or services)  **General Terms and Conditions for de minimis contracts (services only, less than $50,000)**  Applicable Terms and Conditions are available at:  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Annexes to this RFP | **Form for Submission of Proposal (Annex 2)**  **Detailed TOR *Annex 3***  **Technical Evaluation Annex 4** |
| Contact Person for Inquiries  (Written inquiries only)[[3]](#footnote-3) | ***procurement.mk@undp.org***    Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* |  |

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[4]](#footnote-4))***

Skopje

November 27, 2019

To: UNDP Procurement Unit

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP 117/2019 dated 11/27/2019 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. *The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP. The technical proposal must highlight the prior experience of the bidder in the area of polling. Bidders shall include a list of prior relevant projects/polls and information on the scope, clients and date of implementation/duration.*
2. **Methodology and approach**

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

1. **Qualifications of Key Personnel as per TOR requirements**:

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

1. *Names and qualifications of the experts that will perform the services under this TOR*
2. *CV s reflecting their relevant experience as per the TOR requirements.*
3. *Availability Confirmation* 
   1. ***Availability confirmation form*** (to be filled by all proposed experts)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, last name), agree that the entity \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the applicant entity) will use my CV for the tender application under this RFP

I declare that the information provided in my CV is accurate, and I am able to provide relevant evidence (reference letters, job contracts, etc.) upon request.

If the entity \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the applicant entity), is selected for contract, I agree to be available under the conditions given in the ToR.

Name and last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(as in your ID document)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Financial offer must be presented per Deliverables in the TOR**

**TABLE 1: Offer to Supply Services Compliant with TOR**

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to deliver consultancy services in conformity with **RFP 117/2019 for Development of a Groundwater Study for the Skopje agglomeration.**

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Professional Fees** (from Table 2) |  |
| **Other Costs** ( …. ) |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees (THIS IS JUST a SAMPLE)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate** | **No. of Days/months/ hours** | **Total Amount** |
| *A* | *B* | *C=A+B* |
| Expert 1 |  |  |  |  |
| Expert 2 |  |  |  |  |
| Expert 3 |  |  |  |  |
| Etc. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Subtotal Professional Fees:** | | | |  |
| **Other costs** | | | |  |

**Table 3: Breakdown of Price per Deliverable/Activity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable/**  **Activity description** | **Time**  (person days) | **Professional Fees** | **Other Costs** | **Total** | **Terms of delivery** |
| **Deliverable 1**  Report on the overview of the existing monitoring of the underground water and provide recommendations for its improvement - |  |  |  |  | not later than 23 December |
| **Deliverable 2**  Draft Groundwater Study for the Skopje agglomeration- |  |  |  |  | not later 20 May 2020 |
| **Deliverable 3**  Final Groundwater Study for the Skopje agglomeration- |  |  |  |  | not later than 30 June 2020 |
| Grand Total, VAT excluded | | | |  | |

Payment is deliverables based

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

**Annex 3**

**Terms of Reference**

|  |
| --- |
| **Consultancy services**  **Development of a Groundwater Study for the Skopje agglomeration** |

Project: Resilient Skopje: Scaling-up for Sustainability, Innovation and Climate Change

Location Skopje, North Macedonia

Languages Required: Macedonian

Expected Duration of Assignment: December 2019 – June 2020

**Background**

Since July 2018, UNDP and the City of Skopje are implementing the project:” Resilient Skopje: Scaling-up for Sustainability, Innovation and Climate Change”. The main project objective is to assist the City of Skopje to become more resilient to climate change and other environmental challenges. One of main outputs of the project comprises a set of interlinked activities aiming at improving the scientific information and data in the field of environment that will enhance the evidence-based decision making in the City of Skopje and determine future actions that will advance the local environmental agenda. The Development of a Groundwater Study for the Skopje agglomeration is part of this project output.

The groundwater is one of the least studied components of the overall water balance in the country and at the same time, it is an increasingly exploited resource, primarily for satisfying irrigation demands. This also applies to the situation with the groundwaters within the Skopje agglomeration. The groundwater situation in the City of Skopje has not been updated since 1984 when the last Water Management Plan for the Skopje agglomeration was created. The economic entities in the City of Skopje and its surroundings, are more often oriented towards the use of groundwater for technological and sanitary needs, but also for water supply.

Groundwater extraction is generally unregulated and therefore its impact on the ground and other related resources is unknow. A more accurate estimate of the volume of groundwater extracted has been problematic because of the absence of monitoring data, lack of regulation and a few underlying uncertainties, such as the actual quantity of water pumped for domestic and commercial use. Besides the effects on quantity, the development pressures from economic activities are also affecting the groundwater quality.

The sustainable management of groundwater resources is of critical importance not only for providing irrigation water, but also for the water supply, maintaining environmental flows in the rivers, supporting wetlands and other related ecosystems. In order to improve groundwater protection, the City of Skopje carries out monitoring through its piezometric network and has developed register of wells within the Skopje agglomeration. However, because of the lack of reliable monitoring data, the real potentials and limitations of the resource cannot be estimated.

Therefore, the City of Skopje initiated the preparation of the Groundwater Study for the Skopje agglomeration that will serve as a basis for the preparation of a future Water Management Plan for the Skopje agglomeration.

**Scope of Work**

The main objective of the assignment is to prepare a Groundwater study for the Skopje agglomeration with aim to improve the information basis and the understanding of the quantity and quality of groundwater resources, their spatial-temporal availability and limitations, and at the same time to provide input data for development of a Water Management Plan.

The study will capitalize on the key findings of the wells mapping that was done in 2018, as well as and will analyze the availability of groundwater resources for irrigation and other needs, taking into consideration the multitude of other environmental purposes (e.g. water supply, maintaining environmental flows, wetlands and other).

The study also will include groundwater investigations. These supplementary/gap-filling investigations shall focus both on the groundwater quantity and quality aspects and the usage of the groundwater.

Moreover, the study shall propose measures for the protection and sustainable use of groundwater, along with a cost-effective monitoring programme.

**Duties and Responsibilities**

Under the supervision of the Project Manager and in close cooperation with the representatives of City of Skopje, the Contractor shall be responsible for carrying out the following tasks:

* Review of the relevant documentation and legal regulation for the protection of groundwater listed in Annex I:
* Describe the natural characteristics and conditions of groundwater, aquifers and their connection with surface waters in Skopje agglomeration;
* Define the spatial positioning of the groundwater, the hydrological regions and widespread of aquifers, and map the data in the GIS database;
* Assess the state of groundwater in terms of quality and quantity;
* Assess the current use of groundwater – water supply for citizens, for commercial buildings and thermal and mineral water use;
* Give an overview of the existing monitoring of underground waters, and provide recommendations for its improvement;
* Analyze all the natural and anthropogenic threats to the quality of groundwater. Analyze the risks on which groundwater can be exposed (influence by settlements- communal wastewater, traffic, polluted air, soil and surface waters, etc.);
* Provide guidelines for improving the protection of groundwater;
* Address the needs, perspectives and priorities for using groundwater, their treatment in water supply systems and opportunities for future sustainable use of groundwater;
* Carry out limited examining works where it will determine that it is necessary;
* Present the draft study at a stakeholders meeting

During the preparation of the study, the Contractor should take into consideration all realized projects of the City of Skopje, relevant for the subject of the Study.

**Main Outputs/Deliverables**

The main deliverables of the assignment are:

1. Report on the overview of the existing monitoring of the underground water and provide recommendations for its improvement - not later than 23 December
2. Draft Groundwater Study for the Skopje agglomeration-not later 20 May 2020
3. Final Groundwater Study for the Skopje agglomeration-not later than 30 June 2020

**Qualification Requirements**

**The company** shall have minimum 5 years of national experience in developing and managing complex projects in the field of water resources / groundwater explorations, environment, geology / hydrogeology and similar. It must have a track record of a minimum 4 relevant projects of comparable size and degree of complexity. Previous relevant projects shall include: groundwater/hydrological studies, hydrological modeling, water resources management projects and similar. A list of these projects must be submitted with the proposal, including contact details for reference checking purposes (e-mail addresses for contact persons).

The scope of work requires a **multidisciplinary team** of skilled professionals with previous experience in similar groundwater / hydrogeological / hydrological and water resources projects. Team members shall possess excellent relevant technical skills in order to successfully implement the assignment.

The team of experts shall be able to respond to the requirements of the following mandatory areas of expertise.

|  |  |  |
| --- | --- | --- |
|  | Team members  **and/or**  areas of expertise | Qualification requirements of Lead experts |
| **1.** | Team Leader / Hydrogeology, Groundwater expert | Advanced university degree (minimum M.Sc.) in relevant area (hydrogeology, geology, hydrology, water resources management, civil or environmental engineering or similar); relevant PhD shall be considered an asset  Minimum 10 years of professional experience in similar assignments (hydrogeological studies, groundwater investigations, water resources management projects)  Track record of minimum 4 relevant projects of comparable degree of complexity (hydrogeological studies, groundwater investigations, water resources management projects or similar)  Team Leader experience from at least 2 projects of comparable degree of complexity |
| **2.** | Hydrology and Water Resources Management expert | Advanced university degree (minimum M.Sc.) in Hydrology, Hydraulic Engineering, Civil or Environmental Engineering and Similar. Relevant PhD is considered an asset  Minimum 8 years of professional experience in projects involving hydrological analyses, water resources management and similar  Track record of minimum 4 relevant projects that include hydrological analyses, water resources management and similar |
| **3.** | Water Quality Monitoring | Advanced university degree (minimum M.Sc.) in biology, ecology, aquatic ecosystems, water management or similar;  Minimum 8 years of experience in relevant projects involving water quality monitoring and management, water management, groundwater management and similar  Record of at least 4 relevant projects (water quality monitoring programmes) |
| **4.** | GIS and database specialist | University degree in engineering, geospatial sciences, computer science, environmental science and similar; advanced degree will be considered an asset  At least 5 years of experience in the field of database management and GIS  At least 4 relevant projects of comparable complexity (GIS modeling and database management)  Previous experience in water and / or other environmental projects will be considered an asset |

**Terms and conditions for provision of services**

**Reporting requirements**

The Contractor will report to the UNDP Project Manager through the Team Leader.

**Language**

**The developed Study shall be submitted in Macedonian and English language**. It is Contractor’s responsibility to ensure high quality proofreading of the produced documentation. The quality of the documents is subject to UNDP for approval.

**Sources of data**

The Contractor has the general responsibility for collecting the required data, evaluating its quality, and incorporating it into the work. Also, the Contractor has responsibility to review all the existing relevant documents. City of Skopje will provide all the available relevant documents and studies.

**Methodology**

The interested bidders need to develop a methodology describing all the steps that will lead toward successful completion of the assignment. The methodology will be subject to detailed evaluation and together with the expert’s qualifications and financial proposal will have the key role in the selection process and the award of contract.

**Ownership and submission of data, reports and other material produced**

The deliverable of this assignment shall be made available to UNDP and City of Skopje in 3 (three) hard copy and 2(two) electronic copies. All data acquired during the assignment will be in the ownership of the City of Skopje and cannot be used by the Contractor.

**Timeframe**

The assignment must be completed in a period of maximum 7 months after the signing of the contract and not later than 30 June 2020. The start of the activities is expected by mid of December 2019.

**Payments, travel and other associated costs**

The whole assignment will be consisted of home based and field work. The Contractor shall ensure that all the necessary staff and additional technical resources (e.g. organizing field work, transportation, laboratory analyses, translation services and other) required for efficient finalization of the assignment will be provided and shall be calculated within the financial offer. UNDP shall not accept any additional expenses which aren't included in the company's financial offer.

The payment will be processed after the completion of the deliverables in three instalments:

* 1st instalment

Report on the overview of the existing monitoring of the underground water and provide recommendations for its improvement - not later than 20 December 2019

* 2nd instalment

Draft Groundwater Study for the Skopje agglomeration-not later 20 May 2020

* 3rd installment

Final Groundwater Study for the Skopje agglomeration-not later than 30 June 2020

**Annex I - List of relevant documents**

* GUP of the City of Skopje 2012 – 2022;
* Program for monitoring the quantitative and qualitative characteristics of the waters that
* feed the groundwaters of the Nerazi-Lepenec well area, 2008;
* Program for monitoring the quantitative and qualitative characteristics of the waters that feed the Zeden accumulation and spring Rasche, 2008;
* Program for preparation of analysis and assessment of the quality of surface and groundwater in the Skopje agglomeration, 2008;
* Elaborate on the realization of the activities from the Program for monitoring the quantitative and qualitative characteristics of the waters that feed the groundwaters of the Nerazi-Lepenec well area, 2010;
* Realization of the activities of the Program for monitoring the quantitative and qualitative characteristics of the waters that feed the Zeden accumulation and the spring Rasche, 2010;
* Elaborate on the realization of the activities of the Program for monitoring the quantitative and qualitative characteristics of the waters that feed the Zeden accumulation and the spring Rasche, 2010;
* Report on hydrological - tracer researches of groundwater in the Skopje agglomeration with special reference to the flow of the river Lepenec in the river Vardar to the spring Rasce, 2011;
* Report on hydrological - tracer surveys of groundwater in the Polog region with special reference to the Zeden massif and spring Rasche, 2011;
* Isotope examination of the interconnection and impacts of surface and groundwaters that gravitate towards the source Rasche, 2013;
* Expertise for determining the boundaries of the protective zones at the spring Rasche, 1990;
* Expertise for determining the boundaries of the protected zones of the well-known Nerezi-Lepenec, 1992 and 2017;
* River basins Lepenec, Treska and Vardar: Determination of all industrial and landfill pollutants located along the streams of these three river basins and their inspection as subjects, 2013;
* Report on the conditions of the piezometer network from the Polog Region, the Skopje agglomeration, and the quality of groundwater, 2012, 2013, 2014, 2015, 2016;
* Elaborate for detailed hydrogeological investigations at the site in the village of Bartovci, Municipality Karposh - Skopje, 2012 (prepared for the needs of TE-TO.

**Annex 4: *Evaluation criteria***

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals (expertise of the firm in similar projects, methodology and approach and qualifications of the staff with relevant experience) and the price has allocated 300 points.

Contract will be awarded to the company with the highest aggregate score based on technical and financial proposal.

**Technical Evaluation**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Summary of Technical Proposal Evaluation Forms | | Score Weight | Points Obtainable | Company / Other Entity | | | | |
| A | B | C | D | E |
| 1. | Experience/Expertise of the Company submitting Proposal |  | 200 |  |  |  |  |  |
| 2. | Proposed Methodology including Work Plan |  | 200 |  |  |  |  |  |
| 3. | Personnel (CVs) |  | 300 |  |  |  |  |  |
|  | Total | | 700 |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Expertise of the Firm/Organization** | | | |
|  | Company profile and evidence of capacity/organization capability |  |  |
| 1.1 | The company shall have minimum 5 years of national experience in developing and managing complex projects in the field of water resources / groundwater explorations, environment, geology / hydrogeology and similar. | 70 points for 5 years | 100 |
| 85 points for 6 to 9 years |
| 100 points for 10 years or more |
| 1.2 | Minimum 4 relevant projects of comparable size and degree of complexity. Previous relevant projects shall include: groundwater/hydrological studies, hydrological modeling, water resources management projects and similar. | 70 points for 4 projects | 100 |
| 85 points for 5 to 9 projects |
| 100 points for 10 projects or more |
| Total part 1: | | | 200 |

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed methodology and approach | | |  |
| 2.1 | To what degree does the Proposer understand the task? | Maximum of 70 points | 60 |
| 2.2 | Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal? | Maximum of 80 points | 70 |
| 2.3 | Is the scope of task well defined and does it correspond to the TOR? | Maximum of 100 points | 70 |
|  | Total part 2: | | 200 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Personnel (qualifications and experience) | | | | |
| 3.1 | Team Leader / Hydrogeology, Groundwater expert | YES/NO for minimum requirements |  | | Max points |
|  | Advanced university degree (minimum M.Sc.) in relevant area (hydrogeology, geology, hydrology, water resources management, civil or environmental engineering or similar); relevant PhD shall be considered an asset |  | 20 points for MSc | | 30 |
| 30 points for PhD | |
| Minimum 10 years of professional experience in similar assignments (hydrogeological studies, groundwater investigations, water resources management projects) |  | 30 points for 10 years | | 40 |
| 35 points for 11 to 20 years | |
| 40 points for 21 years or more | |
| Track record of minimum 4 relevant projects of comparable degree of complexity (hydrogeological studies, groundwater investigations, water resources management projects or similar) |  | 20 points for 4 projects | | 30 |
| 25 points for 5-9 projects | |
| 30 points for 10 projects and more | |
| Team Leader experience from at least 2 projects of comparable degree of complexity |  | YES | NO |  |
| Max points: |  |  | | 100 |
| **3.2** | Hydrology and Water Resources Management expert | YES/NO for minimum requirements |  | |  |
|  | Advanced university degree (minimum M.Sc.) in Hydrology, Hydraulic Engineering, Civil or Environmental Engineering and Similar. Relevant PhD is considered an asset |  | 14 points for M.Sc. | | 20 |
| 20 points for PhD | |
| Minimum 8 years of professional experience in projects involving hydrological analyses, water resources management and similar |  | 21 points for 8 years | | 30 |
| 25 points for 9 to 14 years | |
| 30 points for 15 years or more | |
|  | Track record of minimum 4 relevant projects that include hydrological analyses, water resources management and similar |  | 21 points for 4 projects | | 30 |
| 25 points for 5 to 9 projects | |
| 30 points for 10 projects and more | |
|  | Max points: |  |  | | 80 |
| **3.3** | Water Quality Monitoring | YES/NO for minimum requirements |  | |  |
|  | Advanced university degree (minimum M.Sc.) in biology, ecology, aquatic ecosystems, water management or similar; |  | 14 points for MSc | | 20 |
| 20 points for PhD | |
| Minimum 8 years of experience in relevant projects involving water quality monitoring and management, water management, groundwater management and similar |  | 21 points for 8 years | | 30 |
| 25 points for 9 to 14 years | |
| 30 points for 15 years or more | |
| Record of at least 4 relevant projects (water quality monitoring programmes) |  | 21 points for 4 projects | | 30 |
| 25 points for 5 to 9 projects | |
| 30 points for 10 projects and more | |
|  | Max points: |  |  | | 80 |
| 3.4 | GIS and database specialist | YES/NO for minimum requirements |  | |  |
|  | University degree in engineering, geospatial sciences, computer science, environmental science and similar; advanced degree will be considered an asset |  | 7 points for BSc | | 10 |
| 8 Points for MSc | |
| 10 points for PhD | |
|  | At least 5 years of experience in the field of database management and GIS |  | 10 points for 5 years | | 15 |
| 12 points for 6 to 10 years | |
| 15 points for 11 years and more | |
|  | At least 4 relevant projects of comparable complexity (GIS modeling and database management) |  | 11 points for 4 projects | | 15 |
| 13 points for 5 to 9 projects | |
| 15 points for 10 and more projects | |
|  | **Max points:** |  |  | | **40** |
| **Total Part 3:** | | | | | **300** |

Failing to meet the mandatory requirements, even one of all will lead to disqualification.

The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

An Offeror’s response to the solicitation document is evaluated and points are attributed based on how well they meet the defined desirable criteria. A proposal shall be considered non-responsive and rejected, if it fails to substantially satisfy the requirements of the TOR, or it fails to achieve a minimum technical score (70% of 700 points or 490 points) as specified in the RFP.

The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals. The offer with the lowest price will receive the total 300 points. Other offers with higher prices will receive their respective scores according the following formula:

Lowest Bid

               ------------------- x 300

                Proposed Bid

The proposal will be awarded with the highest aggregate score based on technical and financial proposal. The remaining financial proposals of Offeror’s whose technical proposals are deemed unacceptable or unqualified shall remain unopened can be returned

1. *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed $150,000.00.* [↑](#footnote-ref-1)
2. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-2)
3. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-3)
4. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-4)