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18 May 2016

NOTIFICATION OF AMENDMENT NO.1
TO THE REQUEST FOR PROPOSAL

For Developing an Environment code for Cambodia

Reference: No. 35-39481

The following amendments are hereby made to the above mentioned Request for Proposal document, issued on 10 May 2016 for developing an environment code for Cambodia.

Reference	For	Read
Instructions to Proposer- DATA SHEET DS No 26 Page: 21-22	<p>Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Trade name registration papers, if applicable <input checked="" type="checkbox"/> Local Government permit to locate and operate in the current location of office or factory <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an 	<p>Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Trade name registration papers, if applicable <input checked="" type="checkbox"/> Local Government permit to locate and operate in the current location of office or factory <input checked="" type="checkbox"/> Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of

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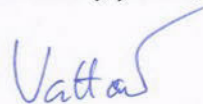
	<p>entity located outside the country</p> <p><input checked="" type="checkbox"/> Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past <i>[indicate number of years of reference]</i></p> <p><input checked="" type="checkbox"/> List of Bank References (Name of Bank, Location, Contact Person and Contact Details)</p> <p><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last two (2) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded</p>	<p>Attorney, if bidder is not a manufacturer</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past <i>[indicate number of years of reference]</i></p> <p><input checked="" type="checkbox"/> List of Bank References (Name of Bank, Location, Contact Person and Contact Details)</p> <p><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last two (2) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded</p>
Term of Reference Section 5: Expected Outputs and Deliverables Page: 35-36	No 8: Final draft of the Code presented to the Prime Minister	No 8: Final draft of the Code presented to the Prime Minister and revise the final draft of the code by incorporate the 1 st comment receive from Prime Minister, if any.
Term of Reference Section 9: Minimum Qualification of the successful contractor at various level Page: 37	<p>Minimum Qualifications of the Successful Contractor at Various Levels</p> <ul style="list-style-type: none"> ▪ The Contractor must be a politically independent, non-governmental organization. ▪ A firm based in Cambodia, with at least 3 years of working experiences in providing legal services in the field of environment. Any kind of partnership is allowed (of 2 firms), in which both firms must meet with the minimum experiences required. 	<p>Minimum Qualifications of the Successful Contractor at Various Levels</p> <ul style="list-style-type: none"> ▪ The Contractor must be a politically independent, non-governmental organization. ▪ A firm based in Cambodia, with at least 3 years of working experiences in providing legal services in the field of environment. Any kind of partnership is allowed (of 2 firms), in which both firms must meet with the minimum experiences required. ▪ A service provider should

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	<ul style="list-style-type: none">▪ A service provider should prepare a proposal that includes the following set of members: 1) one international environmental coordinator, 2) one national project manager, 3) four national environmental lawyers, 4) seven national researchers, 5) two national finance and admin officer, and 6) four national translators.	prepare a proposal that includes the following set of members: 1) one international environmental lawyer 2) one international environmental coordinator, 3) one national project manager, 4) four national environmental lawyers, 5) seven national researchers, 6) two national finance and admin officer, and 7) three national translators.
Section 7: Financial Proposal Form Page 49-50	Financial Proposal Form	Revised Financial Proposal Form is attached.

All other terms and conditions of the bid document remain unaltered.

Sincerely yours,



Sereyvattana Chan (Ms.)
Procurement Analyst

Section 7: Financial Proposal Form¹

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverables*

SN	Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1	[UNDP to give percentage (weight) of each deliverable over the total price for the payment purposes, as per TOR]	
2	Deliverable 2		
3		
	Total	100%	USD

**Basis for payment tranches*

B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Remuneration per Unit of	Total Period of Engagement	No. of Personnel	Total Rate for the Period
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¹ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

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	Time (e.g., day, month, etc.)			
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

Name and Title of Signatory: _____

Name of Firm: _____

Contract Details: _____

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