



50
YEARS

Empowered lives. Resilient nations.

Developing an Environmental Code for Cambodia

17 May 2016 @ 10:30 a.m.

Main Conference Room, UNDP Building 5,

Contents



Empowered lives. Resilient nations.

1. Request for Proposal Document

- ❖ Instruction to Bidders
- ❖ Criteria for the Award and Evaluation of Bid
- ❖ Required Documents

2. Term of Reference

3. Questions & Answers

Instruction to Bidders

- Language of Bid: English
- Conditions for Submitting Proposal for Parts or sub-parts of the Total Requirement: Not allowed
- Conditions for Submitting Alternative Proposal: Shall not be considered
- Period of Proposal Validity commencing on the submission date: 120 days
- Proposal Security: Required
 - USD 12,200.00 would be required to be submitted along with the technical proposal document.
 - Form: Bank Guarantee (section 8) / Any Bank-issued check / cashier/s check / Certified Check
 - Validity: Minimum 150 days from submission deadline

Instruction to Bidders (con't)



Empowered lives. Resilient nations.

- Advanced Payment upon signing of contract: Not allowed
- Liquidated Damages: Will not be imposed.
- Performance Security: Required
 - ❖ 10% of total contract amount
 - ❖ Form: Bank Guarantee (section 8) / Any Bank-issued check / cashier/s check / Certified Check
 - ❖ Validity: 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.
- Preferred Currency of Bid and Method for Currency conversion: United States Dollars (US\$)
- Deadline for submitting requests for clarifications/questions: 5 days before the submission deadline to email:
sereyvattana.chan@undp.org and procurement.kh@undp.org

Instruction to Bidders (con't)



Empowered lives. Resilient nations.

- All Supplemental Information to this RFP will be uploaded on http://procurement-notices.undp.org/view_notice.cfm?notice_id=29804
- No. of copies of Proposal that must be submitted:
 - 1 Original and 1 Copy
- Proposal submission address: UNDP Cambodia, Registry Office (Building No. 3), No. 53, Pasteur Street, Boeung Keng Kang I, PO Box 877, Phnom Penh, Cambodia
- Deadline of Submission: No later than **26 May 2016 by 11:00 a.m., Phnom Penh Local Time**
- Manner of Submitting Bid: Courier/Hand Delivery
- Bid Opening: **26 May 2016 by 2:00 p.m., Phnom Penh Local Time @ Main Conference, UNDP Building 5**

Instruction to Bidders (con't)

- Latest Expected date for commencement of Contract: 23 July, 2016
- UNDP will award the contract to: One Bidder Only



Empowered lives. Resilient nations.

Instruction to Bidders (con't)



Empowered lives. Resilient nations.

- Post qualification Actions
 - ☒ Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
 - ☒ Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
 - ☒ Inquiry and reference checking with other previous clients on the quality of performance ongoing or previous contract completed.

Criteria for the Award and Evaluation of Proposal



- **Award Criteria**

- ☒ **Stage 1: Mandatory Pass/Fail Criteria**

- ❖ At least 3 years of working experience in providing legal services
- ❖ Services Provider shall be based and operated its business in Cambodia with legal Business Registration Certificate

Criteria for the Award and Evaluation of Proposal



Empowered lives. Resilient nations.

- **Award Criteria**

- ☒ **Stage 2: Technical Evaluation**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	20%	200
2.	Proposed Methodology, Approach and Implementation Plan	30%	300
3.	Management Structure and Key Personnel	50%	500
	Total		1000

A Proposer shall be considered technically qualified if its Proposal has obtained a minimum 70% technical score of the maximum obtainable score of 1000 points in the Technical Evaluation.

Criteria for the Award and Evaluation of Proposal

- Award Criteria

- ☒ **Stage 3: Financial Proposal Evaluation**

Only the Financial Proposals of those Proposers who achieve the minimum 70% of technical score will be opened for evaluation for comparison and review.

Financial Proposal Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Financial Evaluation and Criteria for Award of Contract:

The contract shall be awarded to the technically qualified Proposer which obtained the highest combined score in the result of both Technical and Financial Evaluation.

(TP Rating) x (Weight of TP, e.g. 70%)

+ (FP Rating) x (Weight of FP, e.g., 30%)

Total Combined and Final Rating of the Proposal

Required Documents

1st Envelop: Technical Proposal

- Proposal Submission Form (section 4)
- Documents Establishing Qualifications of the Proposer (section 5)
 - ❖ *Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured*
 - ❖ *Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation*
 - ❖ *Trade name registration papers, if applicable*
 - ❖ *Local Government permit to locate and operate in the current location of office or factory*
 - ❖ *Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer*

Required Documents (con't)



Empowered lives. Resilient nations.

- ❖ *Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past [indicate number of years of reference]*
 - ❖ *List of Bank References (Name of Bank, Location, Contact Person and Contact Details)*
 - ❖ *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.*
-
- Technical Proposal Form (Section 6)
 - Proposal Security or Form for Proposal Security (Section 8)
 - Detail Technical Proposal Document and CVs of proposed team

Required Documents



2nd Envelop: Financial Proposal

- Financial Proposal Form (Section 7): with duly signed and stamp.



Empowered lives. Resilient nations.

Thank you 😊

Q & A