

Instructions to Proposers

DATA SHEET

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

Table 1: Data Sheet

DS No.	Cross Ref. to Instruc-tions	Data	Specific Instructions / Requirements
1		Project Title:	Climate Change Adaptation Programme in the Coastal Zone of the Republic of Mauritius
2		Title of Services/Work:	<ul style="list-style-type: none"> Supervision of works ' Rehabilitation of Mon Choisy public beach and installation of artificial reef'
3		Country / Region of Work Location:	Mauritius
		Client	UNDP Mauritius and Seychelles Country Office
4	C.13	Language of the Proposal:	English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	Not Allowed.
6	C.20	Conditions for Submitting Alternative Proposals	Shall not be considered
7	C.22	A pre-proposal conference will be held on:	<p>Time: 14 00 hours local time Date: 8 June 2018 Venue: <u>UNDP Mauritius and Seychelles Country Office</u> <u>6th Floor, Anglo Mauritius House</u> <u>Intendance Street</u> <u>P.O Box 253</u> <u>Port Louis</u> <u>Mauritius</u></p> <p>The focal person for the arrangement is: <u>Mr. Satyajeet Ramchurn, Environment programme analyst</u></p> <p>Address: <u>UNDP Mauritius and Seychelles Country Office</u> <u>6th Floor, Anglo Mauritius House</u></p>

			<u>Intendance Street</u> <u>P.O Box 253</u> <u>Port Louis</u> <u>Mauritius</u> Telephone: <u>+230 211 0914</u> Facsimile: <u>+230 208 4871</u> E-mail: <u>satyajeet.ramchurn@undp.org</u>
8	C.21	Period of Proposal Validity commencing on the submission date	120 days
9	B.9.5 C.15.4 b)	Proposal Security	Not Required
10	B.9.5	Acceptable forms of Proposal Security ¹	N/A
11	B.9.5 C.15.4 a)	Validity of Proposal Security	<u>N/A</u>
12		Advanced Payment upon signing of contract	N/A
13		Liquidated Damages	Will not be imposed
14	F.37	Performance Security	Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	United States Dollars (US\$) <i>Reference date for determining UN Operational Exchange Rate: <u>Deadline for Submission of Proposal</u></i>
16	B.10.1	Deadline for submitting requests for clarifications/questions	<u>15 June 2018</u>
17	B.10.1	Contact Details for submitting clarifications/questions ²	Focal Person: The focal person for the arrangement is: <u>Mr. Satyajeet Ramchurn, Environment programme analyst</u> <u>UNDP Mauritius and Seychelles Country Office</u> <u>6th Floor, Anglo Mauritius House</u> <u>Intendance Street</u> <u>P.O Box 253</u>

¹ Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UNDP.

² 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 officially received.

			<u>Port Louis</u> <u>Mauritius</u> Telephone: <u>+230 211 0914</u> Facsimile: <u>+230 208 4871</u> E-mail: <u>satyajeet.ramchurn@undp.org</u>
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email or fax, and Posting on the website ³ https://www.ungm.org/Public/Notice http://procurement-notice.undp.org/
19	D.23.3	No. of copies of Proposal that must be submitted	Original : One (1) Copies : Three (3) Proposals should be submitted in soft copy in file sizes not exceeding 5 MB. Two CDs for Technical Proposals and two CDs for Financial Proposals in their separate sealed envelopes. The CDs shall be clearly labelled with the name of project, title of Consultancy services, and name of bidder.
20	D.23.1 D.23.2 D.24	Proposal Submission Address	UNDP Mauritius and Seychelles Country Office 6th Floor, Anglo Mauritius House Intendance Street P.O Box 253 Port Louis Mauritius Attention: The Head of Environment Unit
21	C.21 D.24	Deadline of Submission	Date : <u>21 June 2018</u> Time : <u>15 00 hours local time</u>
22	D.23.2	Allowable Manner of Submitting Proposals	Courier/Hand Delivery
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	N/A
24	D.23.1	Date, time and venue for opening of Proposals	Date : <u>21 June 2018</u> Time : <u>15 30 hrs Local Time</u> Venue : <u>UNDP Mauritius and Seychelles Country Office</u> <u>6th Floor, Anglo Mauritius House</u> <u>Intendance Street</u> <u>P.O Box 253</u> <u>Port Louis</u> <u>Mauritius</u>

³ Posting on the website shall be supplemented by directly transmitting the communication to the prospective offerors.

25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals for each Lot, respectively.
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Official Letter of Appointment as local representative, if Proposer is submitting a Proposal on behalf of an entity located outside the country ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if any ▪ Audited Financial Statement for the last three years (Income Statement and Balance Sheet) including Auditor's Report ▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past ten (10) years ▪ Professional Indemnity Insurance / Errors and Omission Insurance, or their equivalent ▪ All information regarding any past and current litigation during the last five (5) years, in which the Proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. ▪ Registration certificate with the Construction Industry Development Board (CIDB)
27		Other documents that may be Submitted to Establish Eligibility	All key experts shall provide an original signed letter of availability and association (if they are external to the lead firm) for the duration of the assignment. Note: In the event of their unavailability at execution stage, the Consultant shall be under the obligation to provide a replacement of equal or better calibre at no extra cost to the Client.
28	C.15	Structure of the Technical Proposal (<i>only if different from the provision of Section 12</i>)	
29	C.15.2	Latest Expected date for commencement of Contract	August 2018
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	starting in August 2018 and ending in August 2019
31		UNDP will award the contract to:	<p>One bidder</p> <p>The contract will be awarded according to the Combined</p>

			Scoring Method, using the 70%-30% distribution for technical and financial proposals.
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below)
33	E.29.4	Post-Qualification Actions	<ul style="list-style-type: none"> ▪ Verification of accuracy, correctness and authenticity of the information provided by the Proposer on the legal, technical and financial documents submitted; ▪ Validation of extent of compliance to the RFP requirements and evaluation criteria, based on findings of the evaluation team; ▪ Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed.
34		Conditions for Determining Contract Effectivity	Signature of contract
35		Other Information Related to the RFP	<ul style="list-style-type: none"> ▪ In case of an international consultancy team, it is mandatory for the consulting team to associate with one or more local experts so as to have a better appreciation of the local context. ▪ The total expected input for the assignment shall not exceed 25 man-months.

Table 2: Summary of Technical Proposal Evaluation Forms

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum Points Obtainable
1.	Expertise of Firm/Organization	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	30%	300
3.	Management Structure and Key Personnel	30%	300
Total			900

Table 2(a): Expertise of the Firm/Organization

Technical Proposal Evaluation Form 1		Maximum Points obtainable
Expertise of the Firm/Organization		
1. 1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1. 2	General Organizational Capability which is likely to affect implementation	
	(1) Financial stability	15
	(2) Type of firm/organization	
	• loose consortium	10
	• one firm	15
	(3) Age/size of the firm	
	• Less than 5 years	0
	• 5 - 10 years	10
	• More than 10 years	15
	(4) Strength of project management support	10
	(5) Project management controls	10
1. 3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	10
1. 4	Quality assurance procedures, warranty (e.g. ISO certified or Quality Management System in place)	10
1. 5	Relevance of:	
	A. Specialised Knowledge	
	(1) Experience in coastal protection/rehabilitation works	
	• No experience	0
	• 1 – 3 projects	20
	• More than 3 projects	25

	(2) Experience in design/conception of artificial reef project	
	• No experience	0
	• 1 – 3 projects	40
	• More than 3 projects	45
	(3) Experience in beach landscaping works	
	• No experience	0
	• 1 - 3 projects	15
	• More than 3 projects	20
	B. Experience of lead firm/organization on Similar Programme / Projects	25
	C. Experience of lead firm/organization on Projects in Small Island Developing States (SIDS)	10
	D. Experience of lead firm/organization on Projects in Mauritius	10
	E. Work for UNDP/ major multilateral/ or bilateral programmes	30
		300

Table 2(b): Proposed Methodology, Approach and Implementation Plan

Technical Proposal Evaluation Form 2		Maximum Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	Technical Approach and Methodology	
	• Understanding of the objectives of the assignment	40
	• Interpretation of scope of task in line with the Terms of Reference	40
	• Approach to the services	50
	• Methodology for carrying out the activities, particularly the supervision of the works in relation to artificial reef (including anchoring) and obtaining the overall expected outputs/Degree of detail of outputs	70
2.2	Work plan	
	• Clarity in presentation	25
	• Degree of logical and realistic sequence of activities	25
	• Planning for efficient implementation of the project	25
	• Compliance with implementation period set in the RFP	25
Total Part 2		300

Table 2(c): Management Structure and Key Personnel

Technical Proposal Evaluation Form 3		Maximum Points Obtainable
Management Structure and Key Personnel		
3.1	Management Structure	
	(a) Structure and composition of team	50
	(b) Discipline of assignments	50
3.2	Key professional staff qualifications and suitability for assignment	
A	Key personnel 1 – Civil Engineer (Team Leader)	
	(a) General Academic Qualifications	
	• Degree	20

	• Masters	25
	• PhD	30
	(b) Experience	
	(1) Post degree experience relevant to conservation of marine and coastal biodiversity	
	• Less than 5 years	2
	• 5 – 10 years	3
	• More than 10 years	5
	(2) Experience relevant to protection and/or restoration of coastal zone	
	• No experience	0
	• 1- 3 projects	6
	• More than 3 projects	10
	(3) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1- 3 projects	15
	• More than 3 projects	20
	(c) Work experience in Small Island Developing States (SIDS), preferably in Mauritius	10
	(d) Proficiency in English (Mandatory)	10
	(e) Proficiency in French	5
B	Key Personnel 2 –Coastal engineer	
	(a) General Academic Qualifications	
	• Masters	7
	• PhD	10
	(b) Experience	
	(1) Post degree specific experience in conservation, protection and management of coastal zone	
	• Less than 10 years	0
	• 10 - 15 years	3
	• More than 15 years	5
	(2) Experience in ecosystem based coastal projects	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
	(3) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• 1 – 3 projects	6
	• More than 3 projects	10
	(c) Work experience in Small Island Developing States (SIDS), preferably in Mauritius	10
	(d) Proficiency in English (Mandatory)	10
C	Key personnel 3 – Quantity Surveyor	
	(a) General Academic Qualifications	
	• Degree	7
	• Masters	10
	(b) Experience	
	(1) Post degree specific experience in civil engineering project	
	• Less than 5 years	0

	• More than 5 years	5
	(2) Experience relevant to coastal project	
	• No experience	0
	• 1- 3 projects	3
	• More than 3 projects	5
D	Key personnel 4 – Sworn Land Surveyor	
	(a). General Academic Qualifications	
	(1) Sworn and registered as Land Surveyor	10
	(2) Degree	5
	(b). Experience	
	(1) Specific experience in Land survey	
	• Less than 5 years	0
	• 5 - 10 years	3
	• More than 10 years	5
	(2). Working experience in coastal profiling works	
	• No experience	0
	• 1 – 3 projects	4
	• More than 3 projects	5
E	Key personnel 5 – Technical officer	
	(a). General Academic Qualifications	
	• Diploma holder	3
	• Degree	5
	(b). Experience	
	(1) Post degree specific experience in civil engineering project	
	• No experience	0
	• 1- 3 projects	3
	• More than 3 projects	5
	(2) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
Total Part 3		300

*** Notes:**

- a. The consultant shall also demonstrate that the services of a professional diver have been retained in relation to the underwater works in the lagoon.
- b. Degree Holder means any relevant degree in the field of expertise as defined in the qualification of the Consultancy Team component of Section 2.8 – Terms of Reference.