



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: February 13, 2019
	<u>REFERENCE: RFP/FJI10-004-19</u> Request for Proposals to DESIGN A MASTERPLAN FOR THE REFURBISHMENT OF THE FOOD PROCESSING & EXPORT BUILDING, INCLUDING PROCESSING AND FACILITATION FACILITY OF THE MINISTRY OF AGRICULTURE, FORESTRY, FOOD AND FISHERIES, NUKU'ALOFA, KINGDOM OF TONGA.

Dear Sir / Madam:

We kindly request you to submit your Proposal for Developing a masterplan design and detailed costing estimate for the refurbishment of the MAFFF Food Processing and Export Building and processing and fumigation facilities.

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

Complete submission comprising of Technical and Financial proposals must be submitted on or before 27th of February and via email to the address below:

etenderbox.pacific@undp.org

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. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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.

Sincerely yours,

Procurement Unit
UNDP Pacific
13 Feb, 2019

Description of Requirements

Context of the Requirement	<p>On February 12th, Tropical Cyclone Gita hit Tonga. The scale of the disaster was significant as this was the worst cyclone to hit Tonga in 60 years. The islands of 'Eua (pop. 4,950) and Tongatapu (pop. 74,679) were most affected. Initial assessments suggest some 50,000 people were affected. Some 40 people were injured and there were 4,521 evacuees.</p> <p>The agriculture industry in Tonga accounts for approximately 30 percent of total GDP and employs approximately 35 percent of the total labour force of the country. A significant number of those employed in the sector are involved in the production and export of agricultural products that include squash, roots and tubers as well as yellowfin tuna. Initial damage assessments have shown that as a result of TC Gita 70-80% of fruit trees sustained damage, 40-50% of root crops were damaged and 90% of banana trees were either damaged or uprooted.</p> <p>TC Gita also damaged a number of agriculture facilities, including the MAFFF Food Processing and Export Building that includes the fumigation facility in Nuku'alofa on Tongatapu. This infrastructure is considered critical for the preparation and biosecurity of agricultural export produce.</p> <p>The MAFFF Food Processing and Export Building and facilities for cleaning, preparation, chilling and fumigation of export products, is used by many small holder farmers and exporters to undertake preparation and packaging of their agricultural commodities prior to exportation overseas. The fumigation facility is used for the fumigation of agricultural and other sectoral commodities prior to exportation to overseas markets. Fumigation of any commodities is necessary to comply with the international quarantine requirements of the recipient country. From the agriculture sector, some of the crops that are fumigated before exporting include coconuts and watermelons. The preparation and fumigation facilities are provided free of charge to exporters by MAFFF and is currently where all root crops and other produce are prepared for export. MAFFF also provides storage facilities prior to export and for this service a minimal charge is made.</p> <p>The building and associated facilities are important to the Tongan agriculture sector and the livelihoods of the majority of small holder farmers. Both the building and facilities are completely out of operation and as a result their refurbishment/replacement is critical to the re-establishment of the export market which is an important component of the Tongan economy.</p> <p>The project will repair and upgrade the Food Processing and Export Building, including the processing and fumigation facilities concurrently to maximise operational and cost efficiencies, while achieving the best outcome for exporters. The outcome will be an upgraded building and processing and fumigation facility that has improved energy and resource efficiency; has greater processing capacity in both the number of famers able to access the service as well as being able to process a wider range of agriculture produce; will be more accessible to a greater range of exporters; and be more resilient, including being better able to withstand future disaster events.</p>
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Implementing Partner of UNDP	N/A
Brief Description of the Required Services	As per Terms of Reference - Annex I
List and Description of Expected Outputs to be Delivered	As per Terms of References – Annex I
Person to Supervise the Work/Performance of the Service Provider	The architect will report to the National Project Manager, the MAFF CEO and the Deputy Team Leader for Inclusive Growth Unit-UNDP. The day to day operations of the architect will be guided by the directors that manage the food processing and export building as well as the fumigation facility.
Frequency of Reporting	Firm will report on progress to the National Project Manager, relevant directors within the MAFFF, CEO for MAFFF and Deputy Team Leader for Inclusive Growth Unit -UNDP Pacific Office in Suva on a weekly basis, and/or as agreed during contract negotiating stage.
Progress Reporting Requirements	Weekly and/or as agreed during contract negotiating stage.
Location of work	Ministry of Agriculture Forestry, Food and Fisheries in Nuku'alofa, Kingdom of Tonga
Expected duration of work	The duration of the assignment is 20 working days which is Monday to Friday of the week.
Target start date	Mid-March 2019
Travels Expected	It is the Contractor's responsibility to anticipate and plan for necessary travel at their own expense.
Special Security Requirements	Firm/institution will take full responsibility over the safety and security of the people involved during the design implementation
Facilities to be Provided by UNDP (i.e., must be	Office space and office operational support will be provided by the MAFFF.

excluded from Price Proposal)			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required – As per Terms of Reference - Annex I		
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <i>CVs and copies of certificates for at least two key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in the TORs (Annex 1) should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.</i>		
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars		
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes		
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Not permitted		
Payment Terms ¹	Deliverable:	Due date:	Payment:
	20% upfront for operational and subsistence costs	15 th March 2019	20% of contract amount
	Draft Masterplan design	31 st of March 2019	50% of contract amount
	Final Masterplan design which has been reviewed	10 th of April 2019	30% of contract amount

¹ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	by the steering committee and approved by the CEO for MAFFF		
	Condition for Payment Release		
	<p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p>		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Deputy Team Leader – Inclusive Growth Unit -UNDP		
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> 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.</p>		
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 30%</p> <p><input checked="" type="checkbox"/> Technical Approach, proposed Methodology and Management Work Plan 20%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20%</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</p> <p>Where "x" is the price of the lowest proposal, and "y" is the price of any other proposal. The percentage score for price allocated to the lowest proposal will be 30 points, and to any other proposal x/y times 30.</p>		

	<p>The submitted proposals will be subject to a preliminary examination to verify the authenticity and completeness of proposals, and then a detailed evaluation will be conducted.</p> <p>Only proposals that achieve above the minimum of 49 % out of 70% on the substantive presentation shall be considered for further Financial evaluation.</p> <p>The technical proposal is evaluated based on its responsiveness to the Term of Reference (TOR).</p>
	<p>Expertise of the Firm (30%)</p> <ul style="list-style-type: none"> • Professional expertise and experience in Architectural Management Consultancy Services. (5%) • Reputable licensed architect or engineering firm (5%) • A minimum of 7 years of public infrastructure in the Pacific region in particular construction/refurbishment of agricultural processing and storage facilities (10%) • Proven experience of construction/refurbishment of agricultural processing and storage facilities with bio-security and quarantine requirements in-line with HACCAP standards in the context of small developing states (5%) • Experience in climate and disaster agricultural processing and storage facilities infrastructure design (5%) <p>Technical Approach, proposed Methodology and Management Work Plan (20%)</p> <ul style="list-style-type: none"> • To what degree does the Offeror understand the task? (4%) • Have the important aspects of the task been addressed in sufficient detail? (4%) • Are the different components of the project adequately weighted relative to one another? (4%) • Is the scope of task well defined and does it correspond to the TOR? (4%) • Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? (4%) <p>Management Structure and Qualification of Key Personnel (20%)</p> <p>At least 2 staff available to provide in country and out of country support throughout the year. One of which will be the Team Leader / Focal Point</p> <p>Team Leader /Senior Architect</p> <ul style="list-style-type: none"> • General Qualification (Minimum Degree in architecture /Civil

	<p>Engineering) (5%)</p> <ul style="list-style-type: none"> • Min 10 years Professional Experience in the area of specialization(5%) • International Experience in similar project /assignments (5%) • Experience in region (2.5%) • Language Qualifications (Proficiency in English Language) (2.5%)
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Required Documents that must be submitted to Establish Eligibility of Proposers	As per Annex II
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input checked="" type="checkbox"/> Institutional Contract
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) 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 ³	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Copy of UNDP institutional contract (Template) and General Terms and conditions
Contact Person for Inquiries (Written inquiries only) ⁴	<p><i>Vimal Pillay</i> <i>Procurement Associate</i> <i>Vimal.pillay@undp.org</i></p> <p>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.</p>

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.

³ Where the information is available in the web, a URL for the information may simply be provided.

⁴ 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.

TERMS OF REFERENCE**INSTITUTIONAL CONTRACT TO DESIGN A MASTERPLAN FOR THE REFURBISHMENT OF THE FOOD PROCESSING & EXPORT BUILDING, INCLUDING PROCESSING AND FACILITATION FACILITY OF THE MINISTRY OF AGRICULTURE, FORESTRY, FOOD AND FISHERIES, NUKU'ALOFA, KINGDOM OF TONGA.****A. Background**

On February 12th, Tropical Cyclone Gita hit Tonga. The scale of the disaster was significant as this was the worst cyclone to hit Tonga in 60 years. The islands of 'Eua (pop. 4,950) and Tongatapu (pop. 74,679) were most affected. Initial assessments suggest some 50,000 people were affected. Some 40 people were injured and there were 4,521 evacuees.

The agriculture industry in Tonga accounts for approximately 30 percent of total GDP and employs approximately 35 percent of the total labour force of the country. A significant number of those employed in the sector are involved in the production and export of agricultural products that include squash, roots and tubers as well as yellowfin tuna. Initial damage assessments have shown that as a result of TC Gita 70-80% of fruit trees sustained damage, 40-50% of root crops were damaged and 90% of banana trees were either damaged or uprooted.

TC Gita also damaged a number of agriculture facilities, including the MAFFF Food Processing and Export Building that includes the fumigation facility in Nuku'alofa on Tongatapu. This infrastructure is considered critical for the preparation and biosecurity of agricultural export produce.

The MAFFF **Food Processing and Export Building and facilities for cleaning, preparation, chilling and fumigation of export products**, is used by many small holder farmers and exporters to undertake preparation and packaging of their agricultural commodities prior to exportation overseas. The fumigation facility is used for the fumigation of agricultural and other sectoral commodities prior to exportation to overseas markets. Fumigation of any commodities is necessary to comply with the international quarantine requirements of the recipient country. From the agriculture sector, some of the crops that are fumigated before exporting include coconuts and watermelons. The preparation and fumigation facilities are provided free of charge to exporters by MAFFF and is currently where all root crops and other produce are prepared for export. MAFFF also provides storage facilities prior to export and for this service a minimal charge is made.

The building and associated facilities are important to the Tongan agriculture sector and the livelihoods of the majority of small holder farmers. Both the building and facilities are completely out of operation and as a result their refurbishment/replacement is critical to the re-establishment of the export market which is an important component of the Tongan economy.

The project will repair and upgrade the Food Processing and Export Building, including the processing and fumigation facilities concurrently to maximise operational and cost efficiencies, while achieving the best outcome for exporters. The outcome will be an upgraded building and processing and fumigation facility that has improved energy and resource efficiency; has greater processing capacity in both the number of farmers able to access the service as well as being able to process a wider range of agriculture produce; will be more accessible to a greater range of exporters; and be more resilient, including being better able to withstand future disaster events.

B. General Terms of reference

Develop a masterplan design and detailed costing estimate for the reburishment of the MAFF Food Processing and Export Building and processing and fumigation facilities to meet the following requirements:

- **HACCAP compliance** - That the building and facilities are HACCAP Food Certified and capture the recommendations of the PHARMA survey and assessment on HACCAP compliance. Transforming the building and facilities to achieve this certification, as it would open up new export market opportunities that farmers currently do not have access to, such as providing produce directly to Australian supermarkets.
- **Energy Efficiency** - Energy use in both the building and facilities is extremely high, which results in energy costs being transferred to farmers when they are required to store their produce prior to export. Options for reducing energy costs and use include installing skylights and/or solar as well as seeking more energy efficient equipment.
- **Climate resilient structure – including the replacement of roofing, etc.** with a more resilient structure.
- **Increased capacity of the facilities** - At peak times for particular crops, the facilities (for instance the chillers) are insufficient to process the supply coming from exporters. This results in crop loss, or substandard product being exported.
- **Universal accessibility** - Currently the wash-down facilities are all located at ground level, which creates challenges for elderly exporters or those with back or knee problems. Simple solutions like raised benches with drainage would significantly improve accessibility for these users.
- **Sanitation facilities** - Provision of **hygiene, comfort and waste facilities** is also an issue, for instance there are no toilets at the facilities for the farmers to use (which creates hygiene issues), nor is there space for people to wait whilst in line despite at times having to wait for many hours, which results in them sitting on the ground in the sun.

C. Reporting Structure

- The architect will report to the National Project Manager, the MAFF CEO and the deputy team leader for Inclusive growth UNDP. The day to day operations of the architect will be guided by the directors that manage the food processing and export building as well as the fumigation facility.

D. Location and travels to site

The architect is expected to be based in the Ministry of Agriculture Forestry, Food and Fisheries in Nuku'alofa for a period of 20 working days

E. Expected duration

The duration of the assignment is 20 working days which is Monday to Friday of the week.

F. Payment terms

Deliverable:	Due date:	Payment:
20% upfront for operational and subsistence costs	15th of March	20% of contract amount
Draft Masterplan design	31st of March	50% of contract amount
Final Masterplan design which has been reviewed by the steering committee and approved by the CEO for MAFFF	10th of April	30% of contract amount

G. Building codes

A key requirement of the masterplan design is that design shall confirm to the Tongan national Building codes

H. Qualification /experience of firm and its key personnel

- Reputable licensed architect or engineering firm;
- A minimum of 7 years of public infrastructure in the Pacific region in particular construction/refurbishment of agricultural processing and storage facilities;
- Proven experience of construction/refurbishment of agricultural processing and storage facilities with bio-security and quarantine requirements in-line with HACCAP standards in the context of small developing states;
- Experience in climate and disaster agricultural processing and storage facilities infrastructure design;

Team Leader /Senior Architect

- General Qualification (Minimum Degree in architecture /Civil Engineering)
- Min 10 years Professional Experience in the area of specialization
- International Experience in similar project /assignments
- Experience in region
- Language Qualifications (Proficiency in English Language)

I. Features of the Masterplan Design:**1. Site Layout Plan:**

- a) Setting out procedure (in relation to an existing landmark or some other means)
- b) Location of the major buildings in terms of distances, building sizes and orientation in relation to the setting out points.
- c) Internal roads layouts, gradients, widths, parking lots, their locations etc, in relation to the building.

- d) Layouts for landscaping in terms of levels, cut and fill areas, outdoor courts, trees, lawns, paved paths, retaining walls, flower beds etc., together with their location and sizes where applicable in relation to the buildings.
- e) Water supply scheme with designs and details for water tanks overhead / underground) outlining the specifications for materials, capacity and sizes, necessary fitting required and location of each.
- f) Sewerage treatment proposal together with specifications of location, materials, sections, sizes for manholes, soak pits, septic tanks etc., as per the number of users.
- g) Storm water drainage scheme layout along with specifications for locations, materials and sizes of all major and minor drains.
- h) Electrification scheme.
- i) Location, security fencing, entrance gates, gate house, link passages etc
- j) Other relevant site planning details

2. The Building Plans:

- a) Location and size of the various rooms, passages, outdoor terraces, courts etc., to cover all floor levels including foundations.
- b) Location and size of structural elements.
- c) Wall thickness, location of doors windows, staircases, steps, levels etc., together with building materials used.
- d) Schedules of doors, windows, etc.
- e) Partition, counters, cupboards and other built-in furniture locations.
- f) Reflected ceiling plans where applicable, along with material specification and fixing details.
- g) Schedule of finishes and specifications for different areas and surfaces

3. The Building Sections:

- a) All major changes of levels and building heights, clearly defining the relationship of the various building elements with each other, in terms of vertical heights and the distances to be drawn.
- b) Heights of basic elements and levels such as plinths, sills, lintels, beams, ceilings, floors, cornices, eaves, cross ties, truss bottom etc.
- c) Slopes of roof and floors applicable to be defined.
- d) All materials to be specified.

4. The Building Elevations:

- a) Elevation features of doors, windows, clerestory, columns, brackets, railings, roof profiles etc, and showing all external faces of the buildings to be drawn.

- b) Details of the elevations and corresponding external wall sections, defining the arrangement of various elements whether in different or the same vertical plans etc., along with the building materials used.

5. Construction Details:

- a) Flooring, steps and step guards, sills, railing, lintels, columns, beams, brackets, cornices, ceilings, roofing, plinth protection etc., along with materials to be used.
- b) Partition walls, paneling, skirting, false ceilings, shelving, counters, cupboards and other miscellaneous built-in furniture along with materials, specifications and hardware to be used.
- c) Staircase treads and risers and their relation to floor finishes, hand railings and fixing details along with materials and specifications to be used.

6. Toilets Details:

- a) Detail plans and sectional elevations clearly explaining the number, size, location and types of all fixtures and fittings i.e water closets, urinals, wash basins, tapes, geysers, towel rails, soap trays, mirrors, floor traps, etc., along with arrangement of tile facing, materials specifications and catalogue reference where applicable.
- b) Layout plans for water supply and drainage lines required for each floor including specification of sizes, necessary fittings and materials.

7. Kitchen Details:

- a) Detailed plans and sectional elevations clearly explaining the location of various fixtures i.e. sinks and drain boards, exhaust fans, etc., along with all materials specifications and catalogue references where applicable.

8. Structural Drawings:

- a) Layout plans with complete centre-to-centre measurements.
- b) Foundation plan up to plinth level, complete with details for column footings, load bearing walls, partition walls, plinth beams, etc., with sections at various points and supports showing the entire arrangement of reinforcement with full measurements.
- c) Design and details for retaining walls, breast walls, etc., where applicable, with plans and sections showing the whole structure and complete measurements.
- d) Design and details for lintels, beams, cornice beams, suspended floors, columns, pillars, posts, struts, brackets, etc., at all floor levels with complete sections showing the entire arrangement of reinforcement for the complete structure together with full measurements.
- e) Design and details for stair cases with plans and sections at all levels showing the whole reinforcement arrangement with all measurement for stairs, landing, slabs, beams and foundations.

- f) Details of ceilings, sizes of joists, suspenders and fixing details complete with sections showing the structural arrangement and measurements.
- g) Design and details for trusses, purlin, rafters, posts, struts, post plates, etc., complete with sizes, sections and fixing details.
- h) Design and details of all steel sections with complete measurements, showing the entire structure arrangement, details of connections, etc

9. Electrical Layout:

- a) Internal electrical layout with respect to location and height of fixture/fittings such as light points, switches, switch boards, power outlets, exhaust fans, bulk heads, sub distribution boards, main control board, etc.
- b) Layout for compound electrification inside plan along with specification of fittings, cables color codes, poles, brackets, etc., as proposed.
- c) Layouts and sections where applicable for cable trenches, cable routes and earthing and its specification / recommendations thereof.
- d) Single line diagram in respect of main control board and energy meter, sub distribution boards and load circuits.

10. Services Layout:

The following information as per the manufacturer's standard and specification shall be incorporated in all relevant drawings where ever applicable:

- a) Layout showing the location of security gates and walls with required height clearances, check points, save doors, grills, partitions, special reinforcement, security rooms, etc.
- b) Location of fire alarm sensors and fire-fighting equipment together with provision for installation details as per the manufacturer's specifications.
- c) Layout showing the location of electrical heating / mechanical ventilation equipment

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

[insert: Location].
[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
- g) *Acceptance of UNDP General Terms and Conditions*

B. Proposed Methodology for the Completion of Services

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

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

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

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 2		
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
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				

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

[Designation]

[Date]