* United Nations Development Programme*

**REQUEST FOR PROPOSAL**

**DEVELOPMENT OF STUDY ON ECONOMIC IMPACT OF CLIMATE CHANGE ON THE HYDROPOWER SECTOR IN REPUBLIKA SRPSKA – MULTIPURPOSE HYDROSYSTEM TREBIŠNJICA**

RFP No.: RFP-017-19

Project: NAP

Country: Bosnia and Herzegovina

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# Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

* Form A: Technical Proposal Submission Form
* Form B: Bidder Information Form
* Form C: Joint Venture/Consortium/Association Information Form
* Form D: Qualification Form
* Form E: Format of Technical Proposal
* Form F: Financial Proposal Submission Form
* Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to registry.ba@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by: Approved by:

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|  |  |
| --- | --- |
| Name: [insert name of Procurement Officer]  Title: [insert title]  Date: Select date | Name: [insert name of Procurement Reviewer]  Title: [insert title]  Date: Select date |

# Section 2. Instruction to Bidders

|  |  |
| --- | --- |
| GENERAL PROVISIONS | |
| Introduction | * 1. Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d>   2. Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.   3. As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://www.ungm.org)). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature. |
| Fraud & Corruption,  Gifts and Hospitality | * 1. UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti>   2. Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.   3. In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.   4. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <http://www.un.org/depts/ptd/pdf/conduct_english.pdf> |
| Eligibility | * 1. A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.   2. It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. |
| Conflict of Interests | * 1. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:   2. Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;   3. Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or   4. Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.   5. In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such a conflict exists.   6. Similarly, the Bidders must disclose in their proposal their knowledge of the following:   7. If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and   8. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.   Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.   * 1. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal. |
| PREPARATION OF PROPOSALS | |
| General Considerations | * 1. In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.   2. The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP |
| Cost of Preparation of Proposal | * 1. The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. |
| Language | * 1. The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS. |
| Documents Comprising the Proposal | * 1. The Proposal shall comprise of the following documents:   2. Documents Establishing the Eligibility and Qualifications of the Bidder;   3. Technical Proposal;   4. Financial Proposal;   5. Proposal Security, if required by BDS;   6. Any attachments and/or appendices to the Proposal. |
| Documents Establishing the Eligibility and Qualifications of the Bidder | * 1. The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP’s satisfaction. |
| Technical Proposal Format and Content | * 1. The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.   2. The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.   3. Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP   4. When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS. |
| Financial Proposals | * 1. The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.   2. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.   3. Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| Proposal Security | * 1. A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.   2. The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.   3. If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.   4. In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.   5. The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:      1. If the Bidder withdraws itsoffer during the period of the Proposal Validity specified in the BDS, or;      2. In the event that the successful Bidder fails:      3. to sign the Contract after UNDP has issued an award; or   6. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder. |
| Currencies | * 1. All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:  1. UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and 2. In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP’s preference, using the conversion method specified above. |
| Joint Venture, Consortium or Association | * 1. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.   2. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.   3. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.   4. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement.  All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.   5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:  1. Those that were undertaken together by the JV, Consortium or Association; and 2. Those that were undertaken by the individual entities of the JV, Consortium or Association.    1. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.    2. JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm. |
| Only One Proposal | * 1. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.   2. Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:   3. they have at least one controlling partner, director or shareholder in common; or   4. any one of them receive or have received any direct or indirect subsidy from the other/s; or   5. they have the same legal representative for purposes of this RFP; or   6. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;   7. they are subcontractors to each other’s Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or   8. some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal. |
| Proposal Validity Period | * 1. Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.   2. During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price. |
| Extension of Proposal Validity Period | * 1. In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.   2. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.   3. The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated. |
| Clarification of Proposal | * 1. Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.   2. UNDP will provide the responses to clarifications through the method specified in the BDS.   3. UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary. |
| Amendment of Proposals | * 1. At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.   2. If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals. |
| Alternative Proposals | * 1. Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.   2. If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal” |
| Pre-Bid Conference | * 1. When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP. |
| SUBMISSION AND OPENING OF PROPOSALS | |
| Submission | * 1. The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.   2. The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.   3. Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions. |
| **Hard copy (manual) submission**  **Email Submission**  **eTendering submission** | * 1. Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:   2. The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.   3. The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:   i. Bear the name and address of the bidder;  ii. Be addressed to UNDP as specified in the BDS   1. Bear a warning that states “*Not to be opened before the time and date for proposal opening*” as specified in the BDS.   If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.   * 1. Email submission, if allowed or specified in the BDS, shall be governed as follows:  1. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 2. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. 3. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.    1. Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows: 4. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 5. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 6. The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. 7. Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. 8. Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/> |
| Deadline for Submission of Proposals and Late Proposals | * 1. Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP   2. UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals. |
| Withdrawal, Substitution, and Modification of Proposals | * 1. A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.   2. Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”   3. eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.   4. Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened |
| Proposal Opening | * 1. There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened. |
| EVALUATION OF PROPOSALS | |
| Confidentiality | * 1. Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.   2. Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP’s decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP’s vendor sanctions procedures. |
| Evaluation of Proposals | * 1. The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.   2. Evaluation of proposals is made of the following steps:   3. Preliminary Examination   4. Minimum Eligibility and Qualification (if pre-qualification is not done)   5. Evaluation of Technical Proposals   6. Evaluation of Financial Proposals |
| Preliminary Examination | * 1. UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage. |
| Evaluation of Eligibility and Qualification | * 1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).   2. In general terms, vendors that meet the following criteria may be considered qualified:   3. They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;   4. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,   5. They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;   6. They are able to comply fully with UNDP General Terms and Conditions of Contract;   7. They do not have a consistent history of court/arbitral award decisions against the Bidder; and   8. They have a record of timely and satisfactory performance with their clients. |
| Evaluation of Technical and Financial Proposals | * 1. The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.   2. In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.   3. The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.   4. When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:   Rating the Technical Proposal (TP):  **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100  Rating the Financial Proposal (FP):  **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100  Total Combined Score:  **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
| Due Diligence | * 1. UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:      1. Verification of accuracy, correctness and authenticity of information provided by the Bidder;      2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;      3. Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;      4. Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;      5. Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;      6. Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| Clarification of Proposals | * 1. To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.   2. UNDP’s request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.   3. Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals. |
| Responsiveness of Proposal | * 1. UNDP’s determination of a Proposal’s responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.   2. If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission. |
| Nonconformities, Reparable Errors and Omissions | * 1. Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.   2. UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.   3. For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:  1. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; 2. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and 3. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.    1. If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected. |
| AWARD OF CONTRACT | |
| Right to Accept, Reject, Any or All Proposals | * 1. UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP’s action. UNDP shall not be obliged to award the contract to the lowest priced offer. |
| Award Criteria | * 1. Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS. |
| Debriefing | * 1. In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder’s submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder’s submission shall not be discussed. |
| Right to Vary Requirements at the Time of Award | * 1. At the time of award of Contract, UNDP reserves the right to vary 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. |
| Contract Signature | * 1. Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals. |
| Contract Type and General Terms and Conditions | * 1. The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Performance Security | * 1. 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at   <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective. |
| Bank Guarantee for Advanced Payment | * 1. Except when the interests of UNDP so require, it is UNDP’s preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default> |
| Liquidated Damages | * 1. If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor’s delays or breach of its obligations as per the Contract. |
| Payment Provisions | * 1. Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract. |
| Vendor Protest | * 1. UNDP’s vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html> |
| Other Provisions | * 1. In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.   2. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.   3. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer> |

# Section 3. Bid Data Sheet

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

|  |  |  |  |
| --- | --- | --- | --- |
| **BDS No.** | **Ref. to Section.2** | **Data** | **Specific Instructions / Requirements** |
| 1 | 7 | Language of the Proposal | English |
| 2 |  | Submitting Proposals for Parts or sub-parts of the TOR (partial bids) | Not Allowed |
| 3 | 20 | Alternative Proposals | Shall not be considered |
| 4 | 21 | Pre-proposal conference | Will not be conducted |
| 5 | 10 | Proposal Validity Period | 90 days |
| 6 | 14 | Bid Security | Not Required |
| 7 | 41 | Advanced Payment upon signing of contract | Not Allowed |
| 8 | 42 | Liquidated Damages | Will be imposed as follows:  Percentage of contract price per day of delay: 0.5%  Max. number of days of delay 20, after which UNDP may terminate the contract. |
| 9 | 40 | Performance Security | Required in the amount of 10% of the contract value. |
| 10 | 18 | Currency of Proposal | Local currency BAM or EUR |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | 7 calendar days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions | Focal Person in UNDP: REGISTRY UNDP BiH  E-mail address: registry.ba@undp.org |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | Direct communication to prospective Proposers by email and Posting on the website UNDP and UNGM |
| 14 | 23 | Deadline for Submission | 25 July 2019, 17:00 hours |
| 14 | 22 | Allowable Manner of Submitting Proposals | 🗵Courier/Hand Delivery |
| 15 | 22 | Proposal Submission Address | Zmaja od Bosne bb  71 000 Sarajevo  Bosnia and Herzegovina |
| 16 | 22 | Electronic submission (email or eTendering) requirements | N/A |
| 17 | 27  36 | Evaluation Method for the Award of Contract | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively    The minimum technical score required to pass is 700. |
| 18 |  | Expected date for commencement of Contract | *August 15, 2019* |
| 19 |  | Maximum expected duration of contract | 12 months |
| 20 | 35 | UNDP will award the contract to: | One Proposer Only |
| 21 | 39 | Type of Contract | Contract for Goods and Services on behalf of UN Entities  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Professional Services  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 23 |  | Other Information Related to the RFP |  |

# Section 4. Evaluation Criteria

**Preliminary Examination Criteria**

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

* Appropriate signatures
* Power of Attorney
* Minimum documents provided
* Technical and Financial Proposals submitted separately
* Bid Validity
* Bid Security submitted as per RFP requirements with compliant validity period

**Minimum Eligibility and Qualification Criteria**

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

|  |  |  |
| --- | --- | --- |
| **Subject** | **Criteria** | **Document Submission requirement** |
| **ELIGIBILITY** |  |  |
| **Legal Status** | Vendor is a legally registered entity. | Form B: Bidder Information Form |
| **Eligibility** | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3. | Form A: Technical Proposal Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with ITB clause 4. | Form A: Technical Proposal Submission Form |
| **Bankruptcy** | Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form A: Technical Proposal Submission Form |
| **Other** |  |  |
| **QUALIFICATION** |  |  |
| **History of Non-Performing Contracts[[1]](#footnote-1)** | Non-performance of a contract did not occur as a result of contractor default for the last 3 years. | Form D: Qualification Form |
| **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. | Form D: Qualification Form |
| **Previous Experience** | Minimum 10 years of relevant experience. | Form D: Qualification Form |
| * Minimum 1 study/design regarding Impact of climate changes on hydrological regimes of the watercourses at the Projects of multipurpose reservoirs implemented over the last 10 years. * Minimum 1 study/design regarding Analyses of hydropower production within the system of dams with hydro power plants implemented over the last 10 years   *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Minimum average annual turnover of EUR 250,000 for the last 3 years.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Personnel** | At least three (3) key-experts (Team Leader and at least two other Key Experts) proposed for implementation of required tasks must be full-time employees of the Bidder.  (For JV/Consortium/Association, all Parties cumulatively should meet requirement). | Form E: Format of Technical Proposal |

**Technical Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | | **Points Obtainable** |
| 1. | Bidder’s qualification, capacity and experience | 300 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 400 |
| 3. | Management Structure and Key Personnel | 300 |
|  | **Total** | **1000** |

|  |  |  |
| --- | --- | --- |
| **Section 1. Bidder’s qualification, capacity and experience** | | **Points obtainable** |
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing | 60 |
| 1.2 | General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted | 80 |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements done in the region/country: at least 10 years in provision of services related to flood management, flood management including management of complex multipurpose water management systems and development of water resources, planning and designing of water infrastructure, etc. | 100 |
| 1.4 | Quality assurance procedures and risk mitigation measures | 40 |
| 1.5 | Organizational Commitment to Sustainability (mandatory weight)  -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10 points  -Organization is a member of the UN Global Compact -5 points  -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues | 20 |
| **Total Section 1** | | **300** |

|  |  |  |
| --- | --- | --- |
| **Section 2. Proposed Methodology, Approach and Implementation Plan** | | **Points obtainable** |
| 2.1 | Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? | 80 |
| 2.2 | Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference | 120 |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered | 60 |
| 2.4 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement | 40 |
| 2.5 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic | 60 |
| 2.6 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract | 40 |
| **Total Section** **2** | | **400** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 3. Management Structure and Key Personnel** | | | **Points obtainable** |
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? |  | 40 |
| 3.2 | Qualifications of key personnel proposed |  |  |
| 3.2 a | **Team Leader (1)** |  | 60 |
|  | General Experience | 15 |  |
| Specific Experience relevant to the assignment | 40 |
| Language Qualifications | 5 |
| 3.2 b | **Hydrologist (1)** |  | 40 |
|  | General Experience | 15 |  |
| Specific Experience relevant to the assignment | 20 |
| Language Qualifications | 5 |
| 3.2 c | **Hydraulic engineer (1) /Expert for management of complex multipurpose water management systems** |  | 40 |
|  | General Experience | 15 |  |
| Specific Experience relevant to the assignment | 20 |
| Language Qualifications | 5 |
| 3.2 d | **Economist (1)** |  | 40 |
|  | General Experience | 15 |  |
| Specific Experience relevant to the assignment | 20 |
| Language Qualifications | 5 |
| 3.2 e | **Electrical engineer (1)/ Energy production specialist** |  | 40 |
|  | General Experience | 15 |  |
| Specific Experience relevant to the assignment | 20 |
| Language Qualifications | 5 |
| 3.2 f | **Data management expert (1) (GIS, mapping, databases, data processing)** |  | 40 |
|  | General Experience | 15 |  |
| Specific Experience relevant to the assignment | 20 |
| Language Qualifications | 5 |
| **Total Section 3** | | | **300** |

# Section 5. Terms of Reference

Reporting to: UNDP Project Manager

Contract Type: Contract for Professional Services

Duration: 12 Months (tentative start August 2019)

### (a) Background information

As a party to the United Nations Framework Convention on Climate Change (UNFCCC), Bosnia and Herzegovina (B&H) has undertaken important steps towards understanding and addressing climate change issues. It is increasingly recognized not only by the Government and scientific community, but also by its citizens that climate change is an issue of key strategic importance. B&H has put great emphasis on climate change as one of the most significant development challenges facing the country. The importance of adaptation was clearly reflected in its Second National Communications and Climate Change Adaptation and Low Emission Development Strategy (CCA LEDs), adopted in 2013. In 2015, B&H submitted its Intended Nationally Determined Contributions (INDC), as part of the negotiations leading to the historic Paris Agreement, which it signed in April 2016.

Authorities of Bosnia and Herzegovina and key domestic stakeholders realize the increasing threat posed to them and the development of the country by climate change and the need of adapting to it in order to avoid or minimise negative consequences. The government is motivated to support and implement the national adaptation planning (NAP) process as adaptation issues are becoming very important for the country’s further development.

#### 1.1. Description of integrated multipurpose hydropower system Trebišnjica, ‘as-is’ and ‘to-be’ state

Multipurpose system of Trebišnjica, as an integrated development project, is a system with very complex configuration, which is under gradual development. The current configuration of the system was implemented in several phases and stages. The expansion of its current configuration to the so-called *Gornji horizonti* zone is foreseen and some works have already started, in accordance with the design defined under the Preliminary design of HPP Dabar (Energoinvest, Sarajevo, 1984), Conceptual designs and the Main designs produced in the period 1954-1986 and after 2004.

The general concept of this integrated development multipurpose project is designed to level off the pronounced differences and inequalities in the precipitation quantities in the basin during a hydrological year (flooding periods – from November to April and dry periods without precipitation – from May to October), by means of building reservoirs. Through water retention and its accumulation ‘on the surface’, with the longest possible displacement of accumulated water from ‘one cascade to the other’ in the periods of high water and low water (whereby karst fields occasionally assume the function of temporary reservoirs, that is, they become submerged under water due to extreme precipitation intensity and inflow), the conditions are met for the use of water for water management, energy and other needs. Through development and completion of this integrated development project and rational water management, the following is achieved:

* contribution to the protection from flooding of agricultural zones during growing seasons (karst fields) and the protection from flood of settlements and urban zones;
* water for irrigation of agricultural land is ensured;
* water for water supply to population and technical purposes is ensured;
* conditions for low water ‘replenishment’ in the low water period are ensured;
* conditions are created for optimum energy use of water resources, which are considered as ecologically acceptable/renewable energy sources (reduction of CO2 and greenhouse gases emission);
* conditions are ensured for use of water for other purposes (tourism, water sports, recreation, etc.);
* conditions are ensured for social, socioeconomic and any other progress of the population, the region, etc.

The part of the system built so far can only partially respond to the stated requirements and objectives, and as such it is regarded as ‘semi-controlled’ hydropower and water management system. Taking into account the character of the climate, especially in the karst area, as well as evident climate change which is manifested through even more significant variations and precipitation and drought intensity (e.g. occurrence of consecutive dry years), constructing reservoir spaces imposes itself as perhaps the only solution aimed at reducing the aforementioned impacts on people and the environment.

The current configuration of the system includes: reservoirs of Bilećko Lake and Trebinje, as well as hydropower plants which use settled water: HPP Trebinje 1, HPP Trebinje 2, HPP Dubrovnik 1 and HPP Čapljina. Since they became both physical and management reality, two already constructed tunnels (‘Dabarsko polje – Fatničko polje’ and ‘Fatničko polje – Bileća reservoir’) are being included in that configuration, through which the streams from Fatničko polje and Dabarsko polje are routed towards Bilećko Lake. At the entrance, the tunnels are equipped with shutters that enable the use or closure of the tunnels, depending on the hydrological conditions and the tasks of protection from high water to be performed at the downstream of Trebišnjica, especially on the move through the city of Trebinje.

The planned configuration of the Trebišnjica hydropower system is expanded with the new reservoirs and hydropower plants in the zone of Gornji horizonti (HPP Dabar, HPP Nevesinje and HPP Bileća), which are defined by Preliminary and Main designs, as well as HPP Dubrovnik II in the area of Donji Horizonti.

#### 1.2. Current configuration and system parameters

The basic concept and configuration of the system for use, regulation and protection of water in the wider area of the Trebišnjica River – as a multipurpose system – was adopted by the Water Management Master Plan in 1958 and was renewed by the new Water Management Master Plan of 1967. As a system under continuous development, the Trebišnjica multipurpose system was built gradually, and so far, 4 hydropower plants have been constructed with the characteristics provided in Table 1 (source – HET’s website).

*Table 1: Technical characteristics of constructed hydropower plants and hydrological parameters (1946-1985)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hydropower plant | No.  of gen. | Nominal power | | Power at the threshold | Mean annual generation | Mean annual flow | Reservoir storage capacity | Max gross head |
| MVA | MW | MW | GWh | m3/s | ×106 m3 | m |
| Trebinje I | 3 | 3×67 | 3×60 | 180 | 479,4 | 66,5 | 1.082,3 | 104,15 |
| Trebinje II | 1 | 10 | 8 | 7,6 | 12,5 | 79,7 | 9,3 | 22 |
| Dubrovnik | 2 | 2×140 | 2×126 | 2×105 | 1.391,1 | 79,7 | 9,3 | 295 |
| HPP Čapljina | 2 |  | 2×220 | 440 | 451 | 28,9 | 6,5 | 227 |

*Note: the new hydrological analysis should cover the period 1946-2018.*

In the first stage of the first phase, the following facilities were built: HPP Dubrovnik with a headrace tunnel, Gorica dam and distribution switchgear (the facilities were commissioned in 1965). In the second stage of the first phase, which was implemented three years later, due to the great complexity and dynamics of the construction of the key facilities of the system – Grančarevo dam and HPP Trebinje, two generators of HPP Trebinje 1 were commissioned (1968). Commissioning of the third generator of HPP Trebinje in 1975 represents the completion of the third stage, in which way the implementation of the first phase of the construction of the Trebišnjica multipurpose system is completed, with a task of ensuring production, economic, organisational and systemic basis for further development of the planned multipurpose system.

In the second phase, the following facilities were built: HPP Čapljina with the headrace canal (the facilities were commissioned in 1979), HPP Trebinje 2 (the generator was commissioned in 1981).

In the first stage of the third phase – within the sub-system of the Gornji horizonti zone – the following facilities have been constructed so far: I phase of the Fatničko polje tunnel – Bileća reservoir was commissioned in 2006, the Dabarsko polje tunnel – Fatničko polje was commissioned in 1986.

The hydropower plant system on Trebišnjica was built as a unique technological system. The facilities of the hydropower plants system on Trebišnjica are now used by: Elektroprivreda Republike Srpske (ERS, *electric utility company*) – HPP Trebinje 1 and HPP Trebinje 2, as well as one generator in HPP Dubrovnik G2, Elektroprivreda Herceg-Bosne (EP HZ HB, *electric utility company*) – HPP Čapljina and Hrvatska elektroprivreda (HEP, *electric utility company*) – one generator in HPP Dubrovnik, which makes the system management conditions quite complex, and it implies important constraints related to production and economic valorisation, as well as in view of meeting water management needs.

*HPP Trebinje 1* – the first step on the surface part of the Trebišnjica River, is located about 18 km downstream from its source and about 17 km upstream of the city of Trebinje. The plant which utilises the water from Bileća reservoir with the total volume of 1280 million cubic meters is a plant with dam toe powerhouse. The main structures of the plant include: Grančarevo arch dam, high water evacuation systems, basic drainage systems, pressure pipes with entry structures, machine hall, drainage ducts, administrative building and the building for structure behaviour investigation system. Three generators with Francis turbines with the flow of 70 m3/s were installed in the machine hall.

*HPP Trebinje 2* is a hydropower plant with dam toe powerhouse, and it was built subsequently, in the second phase of the system development, through its routing towards the natural course of Trebišnjica river. In the machine hall of Trebinje 2, one generator was installed with Kaplan turbine with the power of 8 MW. The installed flow through the generator is 45 m3/s. Ensuring an environmentally-friendly flow is accomplished through the Johnson flow control valve, which allows flexible flow regulation.

*HPP Dubrovnik* is a high-pressure derivative plant located on the coastline in Plat. The headrace tunnel for HPP Dubrovnik with a reinforced concrete pipeline through the part of the karst field is sized with the installed flow of 95 m3/s, it is 16.57 km long, of which 0.82 km is on the territory of the Republic of Croatia. On the left bank, two entry structures were built within Gorica dam. One is in the function of HPP Dubrovnik – phase 1 and the other is foreseen for HPP Dubrovnik, phase 2. Implementation of the second intake structure ensured the possibility that the subsequent implementation of HPP Dubrovnik 2 is performed without extensive discharges of the Trebinje Lake and without disrupting the operation of the plant HPP Dubrovnik 1.

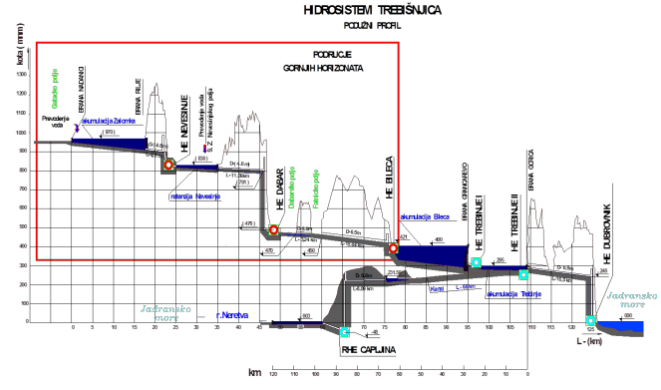
In the underground machine hall of the HPP Dubrovnik, two generators were installed with Francis turbines. These two generators are considered as HPP Dubrovnik 1. The turbines are installed for the nominal flow of 45 m3/s.

*HPP Čapljina* is a reversible pumped-storage hydropower plant with its own natural inflow to the Hutovo upper compensation reservoir. The powerplant uses the water of its own catchment area downstream of Gorica dam, as well as the discharged water on Gorica dam. In addition to the pumped-storage, HPP Čapljina can also operate as a compensator.

The headrace canal to HPP Čapljina is 67,82 km long, out of which 41,716 km is on the territory of Republika Srpska. The canal is made of concrete and it was built for a nominal flow of 45 m3/s. The canal connection with the compensation reservoir was achieved through the Klek tunnel.

Two reversible Francis generators have been installed in the HPP Čapljina with the installed power of 210 MW, and the installed flow in turbine regime =225 m3/s. Generators can operate at a technical minimum of 140 MW. The total volume of the Hutovo reservoir is 7.23 million m3, and the storage capacity of the reservoir is 6.47 million m3. The Svitava reservoir is used as lower compensation reservoir.

*Constructed facilities of the systems of Gornji horizonti*. The expansion of the system to the Gornji horizonti zone represents a continuation of the development of the integrated multipurpose system in the Trebišnjica basin according to the issued water legislation of Federal Republic of BiH and Republika Srpska (Figure 1).

 *Figure 1. Configuration of the planned Trebišnjica multipurpose system (source: HET’s web site)*

So far, several facilities have been constructed in the Gornji horizonti system. The headrace tunnel ‘Fatničko polje – Bileća reservoir’ is an important structure in the HET system. In the first phase of the construction (current state) the headrace tunnel is used for the controlled transfer of water of Dabarsko polje and Fatničko polje into Bileća reservoir. The tunnel is partially covered with a concrete coating, and the concrete works on the tunnel are underway. The tunnel begins at Fatničko polje with the entry structure and it ends in Čepelica with the discharge heading, ending in Bileća reservoir.

In this phase, the headrace tunnel ‘Dabarsko polje – Fatničko polje’ has the function of transferring a part of the water of the Dabarsko polje to Fatničko polje. After the construction of the Gornji horizonti system, it will also have the function of transferring the water that comes through the canal from the HPP Dabar. The coating of this tunnel is partly made of concrete.

#### 1.3. System configuration using water from Gornji horizonti zone

The adopted concept of the construction of the Trebišnjica hydro system as per the water legislation, indicated the possibility of construction of seven hydropower plants and six reservoirs within the entire system.

The project *Gornji horizonti of the Trebišnjica River*, which implies the unconstructed part of the hydro system above the reservoir ‘Bileća’, by its nature is a very complex project that treats the entire area as a unique water management unit. The project has multifaceted significance.

Water management solutions in the Gornji horizonti area include water regime regulation, protection of reclamation zones from floods and their irrigation in the growing season, use of water for the water supply of the population and industry of the region (including Dubrava area belonging to the Federation of BIH).

In the multipurpose system that is to be extended to the Gornji horizonti, three hydro-engineering units can be distinguished: (a) Zalomka river basin; (b) system for transfer of water from the Gatačko plateau into the Zalomka river basin, (c) system for transfer of part of the water from the north-western part of the Nevesinje field into the Zalomka river basin. Through gradual phased building, these (sub)systems are connected into an integrated system of higher order, according to already implemented system of Trebišnjica. In this way, very significant opportunities are created for the use, arrangement and protection of water and space in the area of several karst fields in the Gornji horizonti zone, as well as the greatest possible effects of energy valorisation of the flow concentration on the existing and future hydropower facilities.

In the integrated system of the Gornji horizonti on the move of the Dabarsko polje and Nevesinjsko polje, two subsystems are marked off: subsystem Dabar, subsystem Zalomka.

1. Subsystem Dabar is consisted of HPP Dabar (160 MW), • Pošćenje dam and Nevesinje reservoir in Nevesinjsko polje. The consisting part of that subsystem is intake structure, settling basin and the derivative facilities, the tunnel and the pipeline), • the machine building in the Dabarsko polje, • the canal through the Dabarsko polje, and • Dabar – Fatnica tunnel, in the derivative direction towards HPP Bileća.
2. Subsystem Zalomka, which consists of: • the reservoir of Zalomka, which is formed by the dam in Rilje profile • the headrace tunnel with the length • pipeline • HPP Nevesinje (61 MW), • drainage tunnel and drainage duct up to the juncture with the Zalomka basin. Expansion of the system through transferring the water of the Gatačko polje into the Zalomka basin is implemented at later stages of the development of the integrated system of Gornji horizonti. It is a complex and rugged system that coherently fits in the final configuration of the system.
3. The concept of extension of the integrated system to the northwest part of the Nevesinje field – in some later development phases– is based on the capture of water that is converging towards the ponors of Babova Jama and Ždrijelo.

*HPP Bileća in the Gornji horizonti system*. HPP Bileća (36 MW) is a significant facility in the system of the Gornji horizonti. It is consisting of compensation reservoir in Fatničko polje and the headrace tunnel (constructed facilities) and the machine building on the banks of the Bilećko Lake. There is also a drainage duct with the spillway to the Bilećko Lake.

#### 1.4. Planned HPPs in the Donji horizonti zone – HPP Dubrovnik 2

The key hydropower plant in the Donji horizonti area is Dubrovnik – phase 2. This facility would operate in a limited manner during the periods of high water; thus, this concept would address numerous water management problems related to the flooding of Trebinjsko polje and Popovo polje, (decrease of Neretva high water) with significant share in electricity generation. It is necessary to excavate a new tunnel with the same or greater capacity (≥90 m3/s), so the power of this plant is equal to or greater than the one of the HPP Dubrovnik 1. It is also necessary to purchase and install the missing equipment in the built machine building because, as already mentioned, it is already constructed (intake structure within the HPP Trebinje 2, as well as machine building – HPP Plat).

### (b) Objective

The key objectives of the Study are to analyse the climate change impact on the current state of development of the hydropower system and its efficiency. Based on the observed impacts and limitations, it is necessary to analyse the planned elimination of negative impacts in the current state and estimate the achievements for the current degree of development. After the analysis of the current state, it is necessary to carry out an analysis of the ‘to-be’ state, i.e. the planned expansion of the hydropower system Trebišnjica in the planned state (key facilities of the system that are missing – HPP Nevesinje, HPP Dabar, HPP Bileća and HPP Dubrovnik 2) as an alternative in combating climate change. The aspects of energy utilization and economic valorisation are analysed, as well as the fulfilment of key water management objectives.

On this account, for the current state, it is necessary to do the following:

* Hydrological analyses, both basic and the analyses with climate change impacts on the profiles of existing facilities of the hydropower system,
* Analysis of climate change impact on electricity generation, economic aspect,
* Impact analysis on other multipurpose use elements (irrigation with regard to new technologies and approaches to irrigation, etc.)

After the analysis of the current state, an analysis including climate change would be carried out for the final state of system development (energy generation on the existing and planned facilities, impacts on high and low water, other elements of multipurpose water use) and the need for the development of the remaining planned facilities of the Trebišnjica multipurpose hydropower system.

### (c) Scope

Hydrological study/hydrology analyses must include:

* Basic hydrological analyses
* Hydrological analysis of climate change impacts

Analysis of climate change impact on electricity generation, economic aspect, Impact analysis on other multipurpose use elements (irrigation with regard to new technologies and approaches to irrigation, etc.) should include separate analysy both for:

* Analysis of climate change impact on electricity generation
* Economic analyses, for the current and final state with climate change impacts

### (d) Approach

#### Basic hydrological analyses

The network of stations for hydrological observations on the basin exists for a longer period of time, with different levels of systematization and data processing, as well as hydrological analyses. For the last 20-30 years, the stations were mainly developed by hydropower plants on Trebišnjica, and to a lesser extent by the Public Institution Vode Srpske.

After 2006, in the area of *Srednji*, *Gornji* and *Donji horizonti* – parts of the Trebišnjica river basin district, a large number of automatic water level meters and meteorological stations were installed with remote data transmission, as shown in Table 2.

*Table 2. Automatic water level and meteorological stations of the HPP system on Trebišnjica*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.:** | **Station:** | **Installation year:** |  |
| 1 | Orah | 2012 | automatic meteorological stations |
| 2 | Plana | 2012 |
| 3 | Stepen | 2012 |
| 4 | Vojine | 2012 |
| 5 | Vučija | 2012 |
| 6 | Berkovici | 2014 |
| 7 | Čemerno | 2014 |
| 8 | Dublјani | 2014 |
| 9 | VS Do Bregava | 2006 | Automatic water level stations |
| 10 | Srdjevići Mušnica | 2006 |
| 11 | Stolac | 2008 |
| 12 | Gorica Prag | 2009 |
| 13 | Dražin Do | 2009 |
| 14 | Dabar Kuti | 2010 |
| 15 | Jazina | 2010 |
| 16 | Dobromani | 2011 |
| 17 | Padjeni | 2011 |
| 18 | Srdjevići 2 | 2011 |
| 19 | Gorica Brana | 2013 |
| 20 | Mareva lјut | 2013 |
| 21 | Trebinje Most Iva Andrića | 2013 |
| 22 | Jasovica | 2014 |
| 23 | Šabanov ponor | 2014 |
| 24 | Klјučka rijeka | 2014 |
| 25 | Vrijeka | 2014 |
| 26 | Mokro polјe | 2016 |
| 27 | Šnjetica | 2017 |

The table below provides the lists of stations on which automatic groundwater level meters are installed.

*Table 3. Automatic groundwater level meters on HPP on Trebišnjica*

| **No.:** | **Piezometer type:** | **Installation year:** |
| --- | --- | --- |
| 28 | PB1 | 2011 |
| 29 | F2 | 2012 |
| 30 | F3 | 2012 |
| 31 | F5 | 2012 |
| 32 | F6 | 2012 |
| 33 | L1 | 2012 |
| 34 | OK2 | 2012 |
| 35 | BT 4 | 2013 |
| 36 | K1 | 2013 |
| 37 | PL1 | 2013 |
| 38 | PB2 | 2014 |
| 39 | F7 | 2014 |

In addition to the stations equipped with automatic data collection equipment and remote data transmission to the watershed management centre, there are also classic stations for manual reading. List of these stations is given in Table 4.

*Table 4. Classic water level and precipitation stations in the area of Trebišnjica river district*

| **No.** | **Station** | **Year of establishment -revitalization** | **Station type** |
| --- | --- | --- | --- |
| 1 | Nevesinje | 2003 | Precipitation |
| 2 | Čemerno | 2000 |
| 3 | Bileća | 1997 |
| 4 | Grančarevo | 1990 |
| 5 | Gorica | 2012 |
| 6 | Trebinje | 2014 |
| 7 | Čepelica | 2014 |
| 8 | Pađeni | 2014 |
| 9 | Podtuhor | 2007 |
| 10 | D.Crkvice | 2007 |
| 11 | Berkovići | 1997 |
| 12 | Ljubinje | 2000 |
| 13 | Ukšići | 1997 |
| 14 | Jasenik | 1997 |
| 15 | Kokorina | 2008 |
| 16 | Brićevići | 2008 |
| 17 | Šipačno | 2008 |
| 17 | Braićević | 2008 |
| 18 | Slato | 2008 |
| 19 | D.Drežanj | 2008 |
| 20 | Kifino selo | 2008 |
| 21 | Bežđeđe | 2008 |
| 22 | Trusina | 2008 |
| 23 | Slivlјa | 2008 |
| 24 | Preraca | 2008 |
| 25 | Avtovac | 2008 |
| 26 | Hodžići | 2008 |
| 27 | Rioci | 2008 |
| 28 | Plana | 2008 |
| 29 | Krstače | 2008 |
| 30 | Vraska | 2008 |
| 31 | Krtinje | 2008 |
| 32 | Domaševo | 2008 |
| 33 | Mirilovići | 2008 |
| 34 | Taleža | 2008 |
| 35 | Kremeni do | 2008 |
| 36 | Bogojevića selo | 2008 |
| 37 | Grab | 2008 | Precipitation |
| 38 | Tuli | 2008 |
| 39 | Rast | 2008 |
| 40 | Vraćanovići | 2008 |
| 41 | Mosko | 2008 |
| 42 | Krekavice | 2016 |
| 43 | Mokri do | 2016 |
| 44 | Vranikuće | 2016 |
| 45 | Udbina | 2016 |
| 46 | Rogače | 2016 |
| 47 | Rilјa | 2016 |
| 48 | Leotar | 2008 |
| 49 | Fatnica | 2008 |
| 50 | G.Trusina | 2016 | Water level |
| 51 | Blaca | 2008 |
| 52 | Ponikva | 2000 |
| 53 | Vrijeka | 2000 |
| 54 | Bijelјani | 2000 |
| 55 | Andrića ćuprija | 2008 |

Available data from the specified measuring stations will be provided to the selected Processor, while respecting the HET requirements related to the transparency and protection of the provided data.

In addition, the input hydrological and hydraulic data of key derivations between the karst fields will be provided for the purpose of forming mathematical hydrological and hydraulic models, taking into account the aforementioned principles of protection from further dissemination of the provided data.

Hydrological analyses on key profiles of the hydropower facilities profiles will be carried out with the adequate and updated series of flows for the period 1946-2018, and these imply the presentation of the ‘zero state’ before construction of the system –systematization and, if necessary, classification of the hydrological analyses of the ‘zero state’, analysis of the current hydrological state and the current hydrological state with included climate change scenarios for the profiles of the existing and planned hydropower facilities of Trebišnjica system.

#### Hydrological analysis of climate change impacts

The water balance analysis and the climate change impact assessment on hydrological regime (both in a narrow and in a broad sense) requires the data on precipitation, air temperature data, on which the potential and actual evapotranspiration are dependent upon, data on surface water impact, as well as data on dynamics of changes in groundwater reserves (input data). In addition, it is necessary to use the available specialised publications that address the latest global climate change assessments using global (GCM) and regional (RCM) circulation models.

Along with an overview of estimated expected changes in the catchment area under analysis using GCM/RCM and based on available air temperature and precipitation data at a representative location, perform an analysis of some of the climate indicators covered by the Global Climate Change Projections, with a special focus on the representativity analysis of different "reference periods" that were used in some global and regional climate change studies using GCM and RCM.

On this ground, it is necessary to define climate scenarios for the project area in the initial phase of the analysis and establish a link with the Climate Change Impact Assessment that was developed for Bosnia and Herzegovina.

Conclusions on the possible impacts of the GCC on water resources of the reservoirs within the catchment area under analysis should be established on the basis of:

* Assessment of Global Changes of Climate Parameters (average precipitation and air temperature) and indicators of extreme events (extreme precipitation and duration of dry periods) in the Mediterranean area using RCM
* Critical analysis of the impacts of globally assessed changes according to RCM on water balance parameters in the catchment area under analysis, taking into account the impact of local water regime specificities, i.e. on the basis of comparisons of the expected trends according to RCM and actual trends identified on the basis of reliable data of long-term measurements in the project area – region under analysis.

As a result of the performed analyses, it is necessary to make an assessment of the global climate change impacts on the hydrological regime of the reservoirs under analysis and consequently on the resulting energy effects.

#### Analysis of climate change impact on electricity generation

As part of the analysis of climate change impacts, it is necessary to consider the effects of climate change impacts on electricity generation, however it is also necessary to analyse these impacts and economic indicators for the current state and the state with the construction of key planned facilities, which provide the energy and economic functionality of the integrated multipurpose hydropower system Trebišnjica.

Climate change can have an impact on the achievement of the electrical energy balance, in cases when operations of the HPP Trebinje I is limited, when the electricity prices are reduced, when the transfer capacities are reduced and when there is a limited provision of auxiliary services (tertiary and secondary regulations) and similar.

Energy analyses are carried out for the current state and for the state of the necessary expansion of the system with the planned hydropower plants, which supplement the efficiency of the hydropower system on all bases, as well as the fulfilment of the goals of the system in a complex target structure.

It is also important to consider the water needs for irrigation of prospective agricultural areas that are planned to be irrigated from the ‘Trebišnjica’ hydropower system, i.e. to identify the areas of the ‘profitable’ land capability classes, as well as the water needs calculations, taking into account modern irrigation methods (in the sense of rational use of water and suitable irrigation methods).

Energy analyses will consider the climate change impact on possible electricity generation.

Based on energy analyses, the following tasks are distinguished:

* analysis of exploitable water in terms of energy, potential energy generation:
  + The water balance influences the water levels in reservoirs. In the case of small reservoirs, normal levels are maintained, and in the case of large, seasonal reservoirs the levels are in the function of the power system and the intake. Since no significant changes are expected in intake (cumulatively), but only its variation in time, i.e. since the possible changes in the state of the system are significantly higher, it can be concluded that the expected changes in water balance will partially affect the contents and levels of water in large reservoirs.
* Recommendations for possible improvements in the existing energy production, given the identified system constraints, having in mind the disintegration of the system in terms of control (HPP Čapljina, HPP Dubrovnik),
* Provide key recommendations for the development of the relevant integrated multipurpose system from the point of view of energy and water management benefits and effects,
* Analysis for planned hydropower generation capacities in the Trebišnjica hydropower system,
* Analysis of affirmation of needs of priority users of water and space, and the relevant limitations in view of operating regimes. Emphasizing the variable energy and power maximization, and the possibilities of marketing of the production and system services, taking into account the existing and planned seasonal reservoirs,
* Analysis of the possibilities of the maximum possibilities of providing systemic services within the entire Trebišnjica hydropower system (tertiary and cold reserves, balancing power) in a sufficiently large mixed (hydro, thermal and RE) energy system in which the effects of hydropower plants (the current ones and the necessary planned) are realistically considered with the aim of maximizing economic benefits.

#### Economic analyses, for the current and final state with climate change impacts

Based on the conducted energy analyses, economic analyses will be carried out for the current state, as well as the state involving climate change and the possibilities for improving the economic effects by expanding the hydropower system.

Economic analyses are carried out for the present state of development and include the economic parameters of economic viability. As part of these analyses, it is necessary to consider measures for possible increase in profitability and economic gains.

Analysis of the economic indicators (gains/losses) of additional effects on the current state due to the climate change impact on hydrological regimes on the hydropower capacity profiles will take into account decrease/increase of available water resource, which as a consequence has an impact on energy production.

Economic analyses need to be carried out in the climate change impact scenario for the final development of the system with the envisaged hydropower plants: HPP Nevesinje, HPP Dabar, HPP Bileća and HPP Dubrovnik 2), and in this case provide for the expected economic impacts.

Through comparative analysis of the economic effects of the current state of development of the Trebišnjica multifunctional hydropower system facilities and the economic effects of the final construction of this system in conditions with and without climate change impact, an assessment of the significance and necessity of the construction of the envisaged facilities will be provided.

In addition, the order of the construction of each of the planned hydropower plants should be specified in the analyses in order to increase the energy-economic performance of the system, taking into account the impact on the climate change consequences mitigation and meeting of the analysed water management objectives.

### (e) Deliverables and expected outputs

The Contractor is responsible for the following deliverables:

|  |  |
| --- | --- |
| Deliverable 1 | Basic hydrological analyses |
| Deliverable 2 | Hydrological analysis of climate change impacts |
| Deliverable 3 | Analysis of climate change impact on electricity generation |
| Deliverable 4 | Economic analyses, for the current and final state with climate change impacts |

All reports are to be submitted in local language.

**Timelines for each of the deliverables are as follows:**

Deliverable 1: 2 months after signing the contract but not later than **15 October 2019**

Deliverable 2: 4 months after signing the contract but not later than **15 December 2019**

Deliverable 3: 8 months after signing the contract but not later than **30 March 2020**

Deliverable 4: 12 months after signing the contract but not later than **30 July 2020**

### (f) Key Performance Indicators and Service Level

Detailed description of key activities with time schedule is stated in table below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activtiy** | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 | Month 10 | Month 11 | Month 12 |
| Basic hydrological analyses for the period 1946-2018 |  |  |  |  |  |  |  |  |  |  |  |  |
| Hydrological analysis of climate change impacts which include global climate change impacts on the hydrological regime of the reservoirs under analysis and consequently on the resulting energy effects. |  |  |  |  |  |  |  |  |  |  |  |  |
| Analysis of climate change impact on electricity generation- Energy analyses should be carried out for the current state and for the state of the necessary expansion of the system with the planned hydropower plants, which supplement the efficiency of the hydropower system on all bases, as well as the fulfilment of the goals of the system in a complex target structure. |  |  |  |  |  |  |  |  |  |  |  |  |
| Economic analyses, for the current and final state with climate change impacts- economic analyses will be carried out for the current state, as well as the state involving climate change and the possibilities for improving the economic effects by expanding the hydropower system. |  |  |  |  |  |  |  |  |  |  |  |  |

In order to proceed on the next phase, previous activity must be approved by UNDP national and international experts as well as beneficiary representatives from Elektroprivreda Republike Srpske , Hydro-power plan Trebisnjica, Ministry of Agriculture, Forestry and Water Management Republike Srpske and Public Institution Vode Srpske. After receiving written approval from above-mentioned subjects, Consultant will continue with following activities. Final draft will also be subject of approval of UNDP experts and beneficiaries.

### (g) Governance and accountability

Monitoring and evaluation of the Service Provider’s work will be conducted by the UNDP Project Manager. Service provider will submit monthly reports on progress of all activities. UNDP withholds the right to request periodical updates/reports on particular issues. All reports will be submitted in writing to the above listed persons.

UNDP might request of Service Provider to liaise with respective UNDP partners during the implementation of the activities.

All logistical issues related to public events, workshops and trainings will be coordinated with UNDP to ensure appropriate representation of UNDP and partner organizations/institutions.

Due to complexity of the tasks, Service Provider will need to appoint at least one person who will at all times be responsible for keeping track of plans, activities, progress reports and ongoing issues.

### (h) Facilities to be provided by UNDP

The UNDP Team will be available to transfer the specific knowledge on the Project which can be useful for the Service Provider. The UNDP Team will consist of:

* UNDP Project Manager
* UNDP Chief Tehhnical Officer

### (i) Expected duration of the contract

The intended commencement date is August 2019 and period of implementation of the contract will be 12 months from this date.

### (i) Duty Station

The majority of technical work will take place in the own premises of the consultant. The consultants team leader should spend a significant amount of time in beneficiary country and on locations of HPPs, in particular in Trebinje.

The consultant should organize necessary mission of its team to beneficiary. All meetings have to be attended by consultant’s team leader and one of the key experts. The consultant will prepare all necessary inputs for the meetings, in coordination with Vrbas project team, as well as draft of the minutes of the meeting.

### (j) Professional qualification of the successful contractor and its key personnel

Consultant will ensure that appropriately qualified experts for each task described (at least 6 experts) and necessary equipment for the required works and to achieve overall and specific objectives of this project in terms of time, costs and quality (offer has to have consultant’s description of specific methodology describing all steps which will lead towards successful completion of the task. The offer should clearly state the personnel that will be allocated to each of the activities described.

### Team leader

The team leader will be responsible for overall delivery of contract outputs and the quality control of contract implementation. It is expected to have key role in technical and administrative aspects of the contract, coordination of the team of experts, planning of the activities and ensuring that the project progress as scheduled, coordination with the stakeholders and regular reporting. Team leader will also be the main focal point for coordination with Project manager.

General experience:

* University degree in civil engineering, natural resource management or environmental management;
* Licence from Ministry spatial planning, civil engineering and ecology of Republika Srpska
* Excellent communication and management skills and ability to work in multicultural partnership;
* Fluency/proficiency in both write and spoken BHS languages.
* General experience demonstrating and understanding of HPPs.
* Experience in management of UNDP implemented project is an asset;

Specific experience:

* At least 10 years of demonstrable relevant working experience in similar tasks and studies and proven track record in technical, scientific and socio-economic fields related to water management.
* At least 10 years of management experience in projects with multidisciplinary teams related to integrated water management
* Experience in of complex multipurpose water management systems
* Experience in working in the karst regions is highly desirable and is an asset

Language qualifications:

* Fluency/proficiency in both write and spoken BHS languages.

### Hydrologist

Hydrologist will be responsible for deliverables and communication in its specific area of expertise.

Qualifications and skills:

General professional experience:

* University in civil engineering, major in hydraulic/ hydrology engineering;
* General working experience in projects related to integrated water management;

Specific professional experience:

* At least 10 years of demonstrable relevant working experience in similar tasks and studies and proven track record in determining impact of climate changes on hydrological regimes.
* Experience in involving stakeholders in the integrated water and flood risk management process
* Experience in working in the karst regions is highly desirable and is an asset

Language qualifications:

* Fluency/proficiency in both write and spoken BHS languages.

### Hydraulic engineer - Expert for management of complex multipurpose water management systems

Expert for management of complex multipurpose water management systems (accumulations and hydro power plants) will be responsible for deliverables and communication in its specific area of expertise.

General professional experience:

* University degree in civil engineering major in hydraulic/ hydrology engineering;
* General working experience in projects related to integrated water management;

Specific professional experience:

* At least 10 years of demonstrable relevant working experience in similar tasks and studies and proven track record in hydraulic modeling.
* Working experience in projects related to integrated management of complex multipurpose water management systems;
* Experience in working in the karst regions is highly desirable and is an asset

Language qualifications:

* Fluency/proficiency in both write and spoken BHS languages.

### Energy production specialist / Electrical engineer

Electrical engineer will be responsible for deliverables and communication in its specific area of expertise.

General professional experience:

* University degree in electric engineering

Specific professional experience:

* At least 10 years of demonstrable relevant working experience in similar tasks and studies and proven track record in analyses of hydropower productionWorking experience in projects related to integrated management of complex multipurpose water management systems;

Language qualifications:

* Fluency/proficiency in both write and spoken BHS languages.

### Economist

Economist will be responsible for deliverables and communication in its specific area of expertise.

General professional experience:

* University degree in economy;
* General working experience in projects related to integrated water management;

Specific professional experience:

* At least 10 years of demonstrable relevant working experience in similar tasks and studies and proven track record in development of cost benefit analisys with experience in analyses of hydropower production
* Experience in development of preliminary flood risk assessment, hazard and risk mapping and flood risk management planning and demonstrated knowledge in these fields.

Language qualifications:

* Fluency/proficiency in both write and spoken BHS languages.

### Data management expert (GIS, mapping, databases, data processing)

The Data management expert will be responsible for deliverables and communication in its specific area of expertise.

General experience:

* University degree related to GIS, mapping, data base, data processing or equivalent;
* Working experience in international projects related to integrated water management;
* Experience of working in multidisciplinary team

Specific experience:

* At least 5 years of experience in data management, GIS, mapping, data bases, data processing applied in integrated water management, flood risk management or other related areas.

Language qualifications:

* Fluency/proficiency in both write and spoken BHS languages.

### Other experts

CVs for experts other than the key experts are not examined prior to the signature of contract. However, due to demanding topics should be envisaged to include in the team other experts.

### (k) Price and Schedule of Payments

Payments of the delivered services will be done according to the following timetable:

* 25 percent of the agreed amount for all activities upon submission and approval of reports related to deliverable 1 (to be approved by UNDP project manager)
* 25 percent of the agreed amount for all activities upon submission and approval of reports related to deliverable 2 (to be approved by UNDP project manager)
* 25percent of the agreed amount for all activities upon submission and approval of reports related to deliverable 3 (to be approved by UNDP project manager)
* 25 percent of the agreed amount for all activities upon submission and approval of reports related to deliverable 4 (to be approved by UNDP project manager)

# Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

**Technical Proposal Envelope:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Technical Proposal Submission Form |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information Form |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Proposal |  |
| * Form H: Proposal Security Form |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Financial Proposal Envelope**

**(Must be submitted in a separate sealed envelope/password protected email)**

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form |  |
| * Form G: Financial Proposal Form |  |

## Form A: Technical Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

[*Stamp with official stamp of the Bidder*]

## Form B: Bidder Information Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Are you a UNGM registered vendor?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (***If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Contact person UNDP may contact for requests for clarification during Proposal evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * Company Profile, which should not exceed fifteen (15) pages, * Certificate of Incorporation/ Business Registration * Original Excerpt issued by Tax Administration Office (or another authorized entity for bidders registered outside of BiH) confirming contributions paid for the minimum requested number of full-time employees for at least one-year, issued within one month time from the bid submission date. The excerpt must attain the certified list of employees; * Trade name registration papers, if applicable. * Local Government permit to locate and operate in assignment location, if applicable * Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country * Power of Attorney |

## Form C: Joint Venture/Consortium/Association Information Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed** |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture ***OR***  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Form D: Qualification Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

If JV/Consortium/Association, to be completed by each partner.

**Historical Contract Non-Performance**

|  |  |  |  |
| --- | --- | --- | --- |
| Contract non-performance did not occur for the last 3 years | | | |
| Contract(s) not performed for the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

  Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year       USD  Year       USD  Year       USD |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (in US$ equivalent) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio |  |  |  |

 Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Proposal

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Bidder’s proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
  2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
  3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
  4. Quality assurance procedures and risk mitigation measures.
  5. Organization’s commitment to sustainability.

**SECTION 2: Proposed Methodology, Approach and Implementation Plan**

This section should demonstrate the bidder’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

* 1. A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
  2. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  3. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  4. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
  5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  7. Any other comments or information regarding the project approach and methodology that will be adopted.

**SECTION 2A: Bidder’s Comments and Suggestions on the Terms of Reference**

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
  2. Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| Name of Personnel | [Insert] |
| Position for this assignment | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Education/ Qualifications | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert] * Date of certification: [Insert] |
| Employment Record/ Experience | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

## Form F: Financial Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

[*Stamp with official stamp of the Bidder*]

## Form G: Financial Proposal Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Professional Fees** (from Table 2) |  |
| **Other Costs** (from Table 3) |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate** | **No. of Days/months/ hours** | **Total Amount** |
| *A* | *B* | *C=A+B* |
| Key personnel #1 |  |  |  |  |
| Key personnel #2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Subtotal Professional Fees:** | | | |  |

**Table 3: Breakdown of Other Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| International flights | Trip |  |  |  |
| Subsistence allowance | Day |  |  |  |
| Miscellaneous travel expenses | Trip |  |  |  |
| Local transportation costs | Lump Sum |  |  |  |
| Out-of-Pocket Expenses |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Subtotal Other Costs:** | | | |  |

**Table 4: Breakdown of Price per Deliverable/Activity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable/**  **Activity description** | **Time**  (person days) | **Professional Fees** | **Other Costs** | **Total** |
| Deliverable 1 |  |  |  |  |
| Deliverable 2 |  |  |  |  |
| ….. |  |  |  |  |

## Form H: Form of Proposal Security

Proposal Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called “the Bidder”) has submitted a Proposal to UNDP dated Click here to enter a date. to execute Services [Insert Title of Services] (hereinafter called “the Proposal”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Proposal after the date of the opening of the Proposals;
3. Fails to comply with UNDP’s variation of requirement, as per RFP instructions; or
4. Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Stamp with official stamp of the Bank]*

1. Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted. [↑](#footnote-ref-1)