



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 30, 2019
	REFERENCE: MyRFP_2019_013 (v2)

Dear Sir / Madam:

We kindly request you to submit your Proposal for **MyRFP_2019_013 Consultancy for the Design of a Dedicated On-road Bicycle Lane from Putrajaya Sentral to Putrajaya Central Business District**.

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

Proposals may be submitted on or before **Friday, January 17, 2020** via e-Tendering to the below link:

**<https://etendering.partneragencies.org>
MYS10 and Event ID number : 0000005157**

For any clarification, please contact the focal person Ms. Laine Liew, Operation Associate, E-mail: procurement.my@undp.org.

Your Proposal must be expressed in the English Language, and valid for a minimum period of **90 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Patrick Pee
Assistant Resident Representative (Operations)
11/30/2019

Annex 1

Description of Requirements

Context of the Requirement	Consultancy for the Design of a Dedicated On-road Bicycle Lane from Putrajaya Sentral to Putrajaya Central Business District
Implementing Partner of UNDP	Ministry of Energy, Science, Technology, Environment and Climate Change (MESTECC)
Expected duration of work	7 calendar-months from January 2020 to July 2020
Target start date	1 January 2020
Latest completion date	31 July 2020
Travels Expected	Local travel for consultations in Putrajaya and Kuala Lumpur
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Security Training BSAFE before travelling if travelling is required <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (all costs relating to the organization of consultations and workshops, excluding local travel of the contractor)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency

Value Added Tax on Price Proposal ¹	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																								
Payment Terms ²	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Upon award</td> <td>5%</td> <td>3 January 2020</td> <td rowspan="4"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>Submission and satisfactory acceptance of Inception Report</td> <td>15%</td> <td>By 30 January 2020</td> </tr> <tr> <td>Submission and satisfactory acceptance of Interim Report</td> <td>30%</td> <td>By 30 March 2020</td> </tr> <tr> <td>Submission and satisfactory acceptance of Detailed Design Report</td> <td>30%</td> <td>By 30 June 2020</td> </tr> <tr> <td>Submission of Draft Tender Documentation</td> <td>20%</td> <td>By 30 July 2020</td> <td> *Please take note that the detailed design stage shall only proceed if LOCAL AUTHORITY APPROVAL is obtained. If local authority approval is not approved, the consultant's scope of work will be </td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Upon award	5%	3 January 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Submission and satisfactory acceptance of Inception Report	15%	By 30 January 2020	Submission and satisfactory acceptance of Interim Report	30%	By 30 March 2020	Submission and satisfactory acceptance of Detailed Design Report	30%	By 30 June 2020	Submission of Draft Tender Documentation	20%	By 30 July 2020	*Please take note that the detailed design stage shall only proceed if LOCAL AUTHORITY APPROVAL is obtained. If local authority approval is not approved, the consultant's scope of work will be
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¹ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

² UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

				completed after submission and acceptance of the inception report.
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Program Manager, National Project Manager of the GTALCC Project, and UNDP Assistant Resident Representative (Programme).			
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Goods and Services <input type="checkbox"/> Long-Term Agreement ³ <input type="checkbox"/> Other Type of Contract			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm (25%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (35%)			
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers			

³ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁶ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁷	Procurement.my@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	Please refer to the Detailed Terms of Reference for all other information.

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Detailed Terms of Reference

1.0 BACKGROUND

The Green Technology Application for the Development of Low Carbon Cities (GTALCC) is a UNDP-GEF funded project to facilitate the implementation of low carbon initiatives and to showcase a clear and integrated approach to low carbon development in Malaysia focusing in five participating cities – Putrajaya, Cyberjaya, Petaling Jaya, Melaka and Iskandar Malaysia. It is expected to generate direct GHG emission reductions of 346,442 tonnes CO₂eq by end of project and 2,152,032 tonnes CO₂eq over the lifetime of project investment. The objective will be achieved by removing barriers to integrated low carbon urban planning and development through 3 components :

- 1) Policy support for the promotion of integrated low carbon urban development, which will enable cities to implement and adopt integrated low carbon urban development plans;
- 2) Awareness and institutional capacity development, which will expedite appraisal, approval and the implementation of strategic urban development, and ensure cities are aware of planning and implementing low carbon technology applications, and;
- 3) Low carbon technology investments in cities, where there is an increase in investment in low carbon technologies with more low carbon projects implemented.

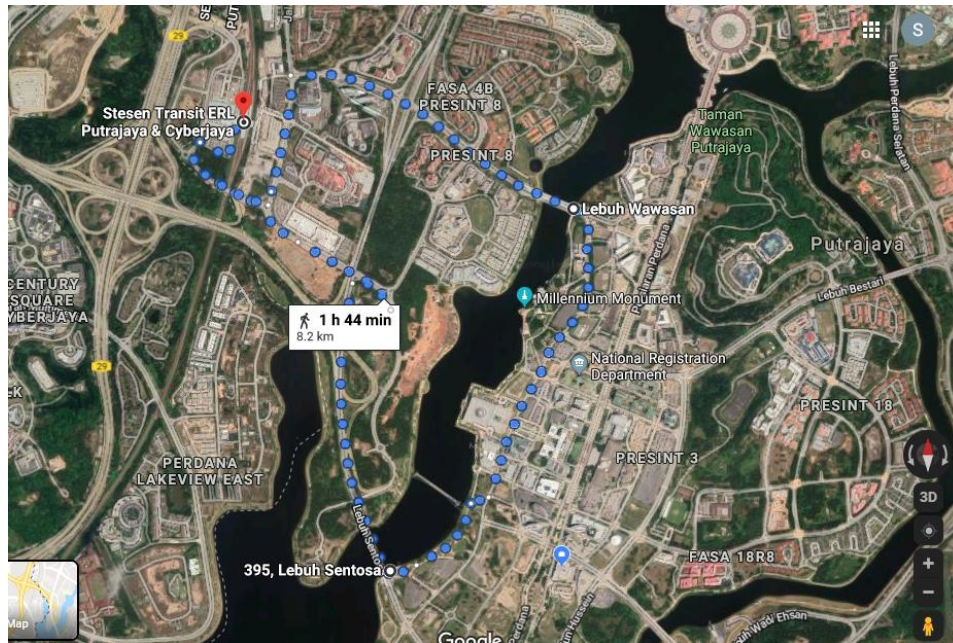
The Ministry of Energy, Science, Technology, Environment and Climate Change (MESTECC) is the implementing partner of this project and Sustainable Energy Development Authority (SEDA) Malaysia, an agency under MESTECC is appointed as the lead consultant.

2.0 PROJECT BRIEF

In 2010, Putrajaya, the administrative and judicial center of Malaysia, was announced as one of the pioneer townships in green technology as a showcase for the development of other townships. Since that year, Putrajaya has embarked on various initiatives towards achieving that aim.

The Putrajaya Green City 2025 (PGC 2025) document emphasised on Putrajaya's transportation and mobility related effort in transforming into a green city is placed on integrated city planning and management as well as low carbon transportation. Non-motorised movement by walking and cycling are highly encouraged as a mode of travelling through the provision of an integrated network of pedestrian and cycling paths implemented in Putrajaya. In 2014, Perbadanan Putrajaya embarked on a project to construct 24km of bicycle lanes along Persiaran Perdana (P1, P2, P3 & P4) and the main road at P18, P8 and P9.

Under GTALCC's Component 3 Low Carbon Technology Investments in Cities, Output 3.2.2 : Low Carbon Transport Project and Initiatives, the appointment of a consultant to carry out the design of a dedicated on-road bicycle lane from Putrajaya Sentral (GPS: 2.931394, 101.670785) to Putrajaya Central Business District (CBD) via Seri Saujana Bridge (GPS: 2.913606, 101.676263) and Seri Wawasan Bridge (GPS: 2.913606, 101.676263) on existing roads to address the Last Mile connectivity was identified as below. The consultancy shall include options studies in determining the best road alignment to be implemented with a dedicated bicycle lane.



Proposed Bicycle Lane from Putrajaya Sentral to Putrajaya CBD

3.0 SCOPE OF WORKS

To provide the consultancy services for the design of a main street dedicated on-road bicycle lane from Putrajaya Sentral to Putrajaya Central Business District (CBD) using the existing roads to address the last mile connectivity.

The design shall comprise the following:-

- Inception Report, Road Safety Audit Report, and Traffic Study Report including Original and Destination Survey
- Preliminary Design Stage including Design Brief and Option Studies
- Detailed Design Stage and authority approvals
- Invitation to Bid Documents

The consultant shall be specialised in transportation planning and engineering services, and shall be supported by sub-consultants to ensure the quality and timely of the deliverables. Each deliverables shall be approved by the GTALCC National Project Manager before proceeding to the next stage of services. The scope of services for the Consultant shall include but not limited to the following:-

3.1 Preliminary Stage

3.1.1 Detailed Work Plan and Methodology

The consultant will report to the National Project Manager for the GTALCC project in consultation with the UNDP Assistant Resident Representative (Programme). He/She will work closely with the GTALCC project team based at the Sustainable Energy Development Authority (SEDA) Malaysia.

The consultant shall propose the methodology to carry out the study and surveys and shall include but not limited to review of relevant master plans and reports, site visits, standards and practices to be used, review of drawings, active consultation and engagements with relevant stakeholders and local authorities. The methods proposed shall be the most value for money for the Client.

The consultant shall elaborate on the work schedule provided in this proposal and shall present in more detail the start date and duration of the various activities as well as the interdependency between these activities.

Deliverables

- Inception Report – Work Plan & Methodology

3.1.2 Preparation of Design Brief & Option Studies

The Consultant shall prepare a dedicated on-road bicycle lane (separated lane) from Putrajaya Sentral to Putrajaya Central Business District (CBD) design brief based on the data collection and road alignment options studies. Submission to the Client a brief on the design basis, methodology, assumption and outline of the relevant manuals and codes of practice to be used.

Local authority acceptance on recommended option is required before proceeding to the next stage. Data collection and Options Studies shall be supported by the following reports:

a) Road Safety Audit (RSA)

The consultant shall perform Road Safety Audit (RSA) to advise on the safety aspects in determining the proposed option studies where the dedicated on-road cycling lane shall occupy one of the existing road lanes from Putrajaya Sentral to Putrajaya CBD. This shall be detailed out in the following reports:

- I. Stage 1 – Conceptual Design

b) Traffic Study

The Consultant shall carry out traffic survey including Origin and Destination Survey to provide detailed picture of the trip patterns and travel choices of residents and commuters; and traffic volume and vehicle composition to assess and analyse the existing road condition in terms of traffic capacity and model the potential level of service (LOS) from the implementation of changing of existing road lane to a dedicated bicycle lane. The Consultant shall propose the method and boundaries of the survey to be carried out before commencement.

Deliverables

Interim report to include:

- One (1) knowledge products e.g. article on bicycle lanes in Malaysia
- Traffic Study Report inclusive of Traffic Survey and Origin and Destination Survey
- Dedicated on-road bicycle lane from Putrajaya Sentral to Putrajaya CBD Design Brief & Option Studies
- Road Safety Audit Report Stage 1 Findings & Recommendations

1.2 Design Stage

- 1.2.1 The Consultant shall provide detailed design of the main street dedicated on-road bicycle lane using existing road lanes. The design should comply with all statutory requirements and should be a standard fit for calling of tender. The Consultant shall comply with the codes and standards in force in Malaysia or internationally accepted codes and guidelines.
- 1.2.2 Prepare design development documents in accordance with the approved concept design documents and project schedule.
- 1.2.3 Perform value-engineering exercise and optimisation on the design in conjunction with the Client to achieve the most optimal design.
- 1.2.4 Jointly prepare and develop in conjunction with a licensed Quantity Surveyor, the necessary tender documents inclusive of tender drawings, specifications, Bills of Quantities, etc. sufficient for calling of tender.
- 1.2.5 Liaise with relevant local authorities to ensure compliance to their requirements and prepare all the necessary submissions inclusive of reports, drawings and design calculations to authorities for approvals as required.
- 1.2.6 On the basis of the design prepared, assess the likely work methods and construction sequence. The Consultant shall prepare a filled-out version of the Bills of Quantities in which the anticipated work method, construction etc are reflected.

Deliverables

- Design report
- Bill of Quantities & Specifications
- Tender Documentation
- All authority approvals necessary for commencement of construction works as required.

4.0 DELIVERABLES AND TIMELINE

The Consultant shall perform the Services and timeline as described in Terms of Reference.

All outputs will be technically cleared by the GTALCC project team, verified and accepted by the National Project Director and the UNDP Assistant Resident Representative (Programme) before payment for each deliverable will be effected. Each deliverables shall be approved by the GTALCC National Project Manager before proceeding to the next stage of services. Commencement of detailed design shall be carried out upon acceptance of recommended option by Local Authority.

5.0 TERMS OF PAYMENT

The fee is payable upon satisfactory completion and acceptance of the deliverables by SEDA/MESTECC and UNDP Malaysia. Please refer the below schedule of payments. Prices should be in Malaysian Ringgit Per day rate inclusive of all expenses (insurance, local travels and communications) related to the

assignment. The consultant is responsible for payment of all relevant taxes. Breakdown and schedule of payments is in **Annex 2**.

6.0 DURATION

The project is expected to be completed in the course of **seven (7) months** after signing of work contract by successful consultant. The deliverables and timeline are as per the Financial Proposal form. The consultancy will take place from 30 December 2019.

7.0 PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONSULTANT AND ITS KEY PERSONNEL

The team shall have a **minimum number of 4 key personnel** covering the below roles and shall include a professional certified individual for submission of drawings for authority approvals:

1. Project Team Leader
 - A degree in transport planning / urban planning/ engineering or other similar/related fields
 - At least fifteen (15) years of working experience including five (5) years of experience in planning, design, and the implementation of transportation infrastructure
 - Relevant experience in design, authority submissions, construction and maintenance of bicycle lane pavements including road safety design requirements when integrating existing road pavement with bicycle lanes
 - Language proficiency in English and Malay
2. Project Team Member
 - A degree in transport planning / engineering or other similar/related fields
 - At least ten (10) years of working experience including three (3) years of experience in planning, design, and the implementation of transportation infrastructure
 - Relevant experience in design, authority submissions, construction and maintenance of bicycle lane pavements including road safety design requirements when integrating existing road pavement with bicycle lanes
 - Language proficiency in English and Malay
3. Road Safety Auditor (RSA)
 - Certified Road Safety Auditor
 - Minimum of 10 years of experience in Road Safety Audit
 - Language proficiency in English and Malay
4. Quantity Surveyor (detailed design stage)
 - Licensed Quantity Surveyor
 - Minimum of 5 years of experience in related design and construction projects.
 - Language proficiency in English and Malay

8.0 Price and Schedule of Payments

The contract price is based on professional fee, travel, vehicles and other relevant costs such as allowances, taxes to deliver the outputs. The service provider shall be paid upon satisfactory submission and acceptance of deliverables by GTALCC team and UNDP according to the following schedule.

Outputs	Percentage	Timing
Upon award	5%	By 3 January 2019
Submission and satisfactory acceptance of inception report: <ul style="list-style-type: none"> Methodology and Work Plan 	15%	By 30 January 2020
Submission and satisfactory acceptance of interim report: <ul style="list-style-type: none"> One (1) knowledge product e.g. article related to study Traffic Study Report inclusive of Traffic Survey and Origin and Destination Survey Dedicated on-road bicycle lane from Putrajaya Sentral to Putrajaya CBD Design Brief & Option Studies Road Safety Audit Report Stage 1 Findings & Recommendations 	30%	By 30 March 2020
Submission and satisfactory acceptance of Detailed Design Report: <ul style="list-style-type: none"> Detailed Design Drawings and Report Bill of Quantities and Specifications All authority approvals necessary for commencement of construction works as required. 	30%	By 30 June 2020
Submission of Draft Tender Documentation	20%	By 30 July 2020

Prices are in USD and include shall expenses (including local travels) related to the assignment. The service provider is responsible for payment of all relevant taxes.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

The Service Provider should detail out the implementation schedule indicating the breakdown and timing of activities/ sub-activities.

C. Qualifications of Key Personnel

The Service Provider must provide :

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

D. Cost Breakdown per Deliverable*

	Deliverables	Percentage of Total Price (Weight for Payment)	Price (Lump Sum, All Inclusive)
1	Upon award	5%	
2	Submission and satisfactory acceptance of inception report: Methodology and Work Plan	15%	
3	Submission and satisfactory acceptance of interim report: <ul style="list-style-type: none"> • One (1) knowledge products e.g. article related to study • Traffic Study Report inclusive of Traffic Survey and Origin and Destination Survey • Dedicated on-road bicycle lane from Putrajaya Sentral to Putrajaya CBD Design Brief & Option Studies • Road Safety Audit Report Stage 1 Findings & Recommendations 	30%	
4	Submission and satisfactory acceptance of Detailed Design Report: <ul style="list-style-type: none"> • Detailed Design Drawings and Report • Bill of Quantities and Specifications • All authority approvals necessary for commencement of construction works as required 	30%	
5	Submission of Draft Tender Documentation	20%	
	TOTAL	100%	

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

E. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement (days)	No. of Personnel	Total Rate
I. Personnel Services				
1. Project Team Leader				
2. Project Team Member				
3. Road Safety Auditor				
4. Quantity Surveyor				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				
TOTAL				

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