



REQUEST FOR PROPOSAL (RFP)

United Nations Development Programme (UNDP) UN House 69, Road 1901, Block 319, Hooraa, Manama, Kingdom of Bahrain	DATE: ¹⁶ 16 th January 2020
	REFERENCE: UNDP/2020/SEU/ ENVIRONMENTAL CONSULTANCY

Dear Sir / Madam:

We kindly request you to submit your Proposal for Environmental Consultancy Services.

Please be guided by the attached Annexes, in preparing your Proposal. The proposals may be submitted on or before Thursday, January 30, 2020, 3PM Bahrain local time and via the **UNDP eTendering portal ONLY**. For detailed information on UNDP eTendering and to register as a vendor on the portal please visit the following link:

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

<https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/English%20UNDP%20eTendering%20User%20Guide%20for%20Bidders%20-%20Feb%202018.pdf>

Your Proposal must be expressed in **English**, and valid quotation for a minimum period of **60 Days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches 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. While submitting your Proposal, 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.

1 (A)

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>

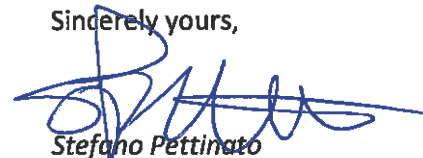
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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,



Stefano Pettinato

Resident Representative

17/05/2024

DESCRIPTION OF REQUIREMENTS

Context of the Requirement	Environmental Consultancy Services.
Implementing Partner of UNDP	UNDP
Brief Description of the Required Services ¹	United Nations Development Programme (UNDP) in the Kingdom of Bahrain wishes to call for Request for Proposals from qualified Local service providers to provide a proposal for the Environmental Consultancy Services for Renewable Energy projects handled by the Sustainable Energy Unit.
List and Description of Expected Outputs to be Delivered	Please refer to Terms of Reference (Annex 2)
Person to Supervise the Work/ Performance of the Service Provider	Project Manager, SEU Project, UNDP
Location of work	Manama, Kingdom of Bahrain
Expected duration of work	1 Year
Target start date	Mid February 2020
Latest completion date	Mid February 2021
Travels Expected	No
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Bahraini Dinars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially

¹ A detailed TOR is attached to fully describe the nature of the work and other details of the requirements.

	indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted	
Payment Terms ²	Payment will be released after approving the delivery and receive of the original invoice by SEU.	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, SEU Project, UNDP	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long-Term Agreement ³	
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (Technical + Financial Assessment) <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	Expertise of the Firm & Management Structure <ul style="list-style-type: none"> • Years of experience in the Environmental consultancy services • Awards/ Certification/ recognitions • Demonstrated knowledge of Bahraini laws and regulations on environment as per the standards and guidelines of Supreme Council for Environment 	40%
	Experience in the Sustainability-related projects: <ul style="list-style-type: none"> • Track Record/ Testimonials for delivering Environmental consultancy services for at least Five (5) sustainability-related projects in last 5 years • Track Record/ Testimonials for delivering Environmental consultancy services for sustainability-related projects for government ministries/ boards/ organization/ agencies within GCC 	40%

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.

³ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation.

	Qualifications of Key Personnel <ul style="list-style-type: none"> • CV of Senior and Junior Environmental experts • Relevant experience in the handling Environmental consultancy services for sustainability-related projects 	20%
UNDP will award the contract to:	<input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors: <ul style="list-style-type: none"> a) A maximum of 2 best scoring and most advantageous Service Provider(s) may be selected. b) In addition to the Top scoring and most advantageous proposal submitted by a service provider (Primary), a consecutive list of best scoring and most advantageous proposal submitted by a service provider(s) may be selected based on the <ul style="list-style-type: none"> I. Successfully passing the evaluation <li style="text-align: center;">and II. Scoring above 3rd place in the overall evaluation; <li style="text-align: center;">and III. Financial cost difference not exceeding 15% than the Top scoring Service Provider (Primary). 	
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html	
Annexes to this RFP	<input checked="" type="checkbox"/> Terms of Reference (TOR) (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 5)	

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.

<p>Contact Person for Inquiries (Written inquiries only)⁵</p>	<p>Procurement Associate procurement.bh@undp.org</p> <p>Any delay in UNDP's response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
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⁵ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

TERMS OF REFERENCE (TOR) – ENVIRONMENTAL CONSULTANCY SERVICES

1. GENERAL INFORMATION

Project Title	: Environmental Consultancy Services for Renewable Energy projects
Location	: Manama, The Kingdom of Bahrain
Type of the Contract	: Long Term Agreement (LTA) (Multi- Companies)
Proposal Validity	: 60 Days
Latest Expected Service Start Date	: Mid December 2019
Expected Service period	: One (1) Year

2. BACKGROUND

Following the approval of Cabinet, the Kingdom of Bahrain’s Sustainable Energy Unit (SEU) was established in November 2014 as a joint initiative between the office of the Minister of Electricity and Water Affairs and UNDP. The key objectives of the SEU are to develop a cohesive and sustainable energy policy and to promote Renewable Energy and Energy Efficiency in the Kingdom. The Unit also works towards bridging the legal, institutional, and capacity gaps for Bahrain’s energy sector to meet the future challenges.

SEU is the entity mandated to lead and promote energy efficiency practices, transfer and diffuse renewable energy technologies and draft related policies and regulatory frameworks in close coordination with stakeholders and partners in the Kingdom of Bahrain. In October 2016 SEU finalized the development of the National Energy Efficiency Energy Action Plan (NEEAP) and the National Renewable Energy Action Plan (NREAP), which set the national targets for the Kingdom and outlines policies and other initiatives to meet these targets. Both Plans and the national targets were endorsed by Cabinet in January 2017.

3. OBJECTIVES

The objectives of this RFP are to identify and procure the services of a competent Environmental company/ organisation/ consortia that is specialised in the field of Environmental Consultancy Services for renewable energy projects to engage on a long-term agreement. The Environmental company/ organisation/ consortia will provide Environmental Consultancy Services on an on-demand basis upon the request of SEU. The Environmental company/ organisation/ consortia specialising in the field of renewable energy projects are invited to submit proposals

4. REQUIRED QUALIFICATIONS

The company/ organization/ consortia shall meet the following eligibility criteria:

- Bidder shall be local, must be commercially registered under MOICT and holds a valid License for Environmental consultancy in the Kingdom of Bahrain;
- Bidder Must be established in the Kingdom of Bahrain for a minimum of Five (5) years in Environmental consultancy services.
- Must have a minimum of Five (5) years' experience in Environmental consultancy services for sustainability-related projects;
- Must have delivered an Environmental consultancy services for at least Five (5) sustainability-related projects in last 5 years in any country within the Gulf Cooperation Council (GCC).

5. EVALUATION CRITERIA

#	Criteria	Weight
1.	Expertise of the Firm & Management Structure <ul style="list-style-type: none">• Years of experience in the Environmental consultancy services• Awards/ Certification/ recognitions• Demonstrated knowledge of Bahraini laws and regulations on environment as per the standards and guidelines of Supreme Council for Environment	40%
2.	Experience in the Sustainability-related projects: <ul style="list-style-type: none">• Track Record/ Testimonials for delivering Environmental consultancy services for at least Five (5) sustainability-related projects in last 5 years• Track Record/ Testimonials for delivering Environmental consultancy services for sustainability-related projects for government ministries/ boards/ organization/ agencies within GCC	40%
3.	Qualifications of Key Personnel <ul style="list-style-type: none">• CV of Senior and Junior Environmental experts• Relevant experience in the handling Environmental consultancy services for	20%

6. SCOPE OF WORK

The scope of work intended to be delivered by the company/ organization/ consortia includes, but is not limited to, the following:

- Conduct environmental impact assessments (EIA) (*including technical, spatial & temporal assessments*) for Renewable Energy plans and projects as per the standards and guidelines of Supreme Council for Environment of the Kingdom of Bahrain.
- Provide environmental management plans (EMP) (*including technical, spatial & temporal assessments*) for Renewable Energy plans and projects as per the standards and guidelines of Supreme Council for Environment of the Kingdom of Bahrain.
- EIA shall include site assessment, site survey, site study, resource assessment, meteorological data analysis, Geographic Information Systems (GIS) data analysis, basic financial & economic analysis, calculation, recording, measuring & verification, gathering of photo & video of the site.
- Provide technical assistance and expertise in the Development of environmentally sustainable strategies and policy.
- Provide technical assistance and expertise in the evaluation of proposed Renewable Energy plans and projects.
- Provide environmental reviews and auditing of proposed Renewable Energy projects with actions & recommendations (*including positive/ negative/ neutral, direct/indirect, short/ mid /long-term and cumulative*)
- Provide environmental consultancy, recommendations and analysis in various SEU initiatives and Renewable Energy projects.
- Conduct measurements of environmental parameters of existing Renewable Energy projects
- Identify with justification of suitable sites for the implementation of various Renewable Energy projects.
- Develop and Prepare Preliminary EIA Report, Detailed EIA Report and Final EIA Report for Renewable Energy plans and projects (*Reports must include technical, spatial & temporal assessments*)
- Develop and Prepare Preliminary EMP Report, Detailed EMP Report and Final EMP Report for Renewable Energy plans and projects

- Attending and representing SEU at meetings physically and/or virtually within the country and conducting Environmental research.

Service Provider(s) shall ensure the availability of essential professional software's, measuring & verifying Instruments, testing Instruments, tools & tackles for any and all defined Environmental Consultancy services

7. SUPPORTING DOCUMENTS

The Environmental company/ organization/ consortia must submit the following supporting documents:

- Company Profile
- Certificate of Registration under MOICT
- VAT Registration Certificate *(If applicable)*
- Latest Audited Financial Statement
- Track Record/ Testimonials for delivering Environmental consultancy services for at least Five (5) sustainability-related projects in last 5 years, outlining the projects sizes, budget, outcomes, assigned team from both the consultancy firm and from the contracting company to work on the delivery of the project
- Track Record/ Testimonials for delivering Environmental consultancy services for sustainability-related projects for government ministries/ boards/ organization/ agencies within GCC *(If applicable)*
- Individual CV's of Environmental Experts who will be providing Environmental consultancy services for this project. It is required to delegate at least one (1) Senior Environmental Expert and at least One (1) Junior Environmental Expert.

8. FEE BASIS

The Service Provider(s) shall provide a comprehensive rate as followed:

Description	Unit of Time
Senior Environmental Expert	Daily
Junior Environmental Expert	Daily

Each of the rates above must be provided as a fixed rate **inclusive of all costs**, such as local transportation, professional software's, measuring & verifying Instruments, testing Instruments, tools & tackles, attending meetings etc. Please note that UNDP does not provide remuneration for travel of local consultants within the country.

A. NON-BILLABLE SERVICES

Any and all cost(s) associated with exclusive meetings / discussions with any or all team member(s) of the Sustainable Energy Unit (SEU) and/ or SEU's Project stakeholders and/or United Nations Development Programme (UNDP) shall NOT be remunerated.

9. PAYMENT

For any and all Environmental Consultancy services for renewable energy projects, SEU/ UNDP shall discuss with the Service Provider(s) and mutually agree on the cost and timeline for delivery of services.

- Prior to commencement of any Environmental Consultancy services, the Service Provider(s) must issue a quotation for any and all defined Environmental Consultancy services.
- Once the quotation is approved by SEU/ UNDP and Purchase Order (P.O) is issued; the Service Provider(s) is allowed to commence any and all defined Environmental Consultancy services.
- To raise an invoice for any and all Environmental Consultancy services, SEU/ UNDP's written acceptance (i.e. not mere receipt) of the quality of the outputs for the service(s) delivered is mandatory.
- Original Invoice (hard copy) is mandatory in all cases.
- The Service Provider(s) shall raise an invoice on a monthly pro-rata basis in accordance with the mutually agreed cost for any and all defined Environmental Consultancy services.

10. IMPORTANT INSTRUCTIONS

DONT's	DO's
❖ Please DO NOT mention your ACTUAL PRICE in the ONLINE VERSION of the FINANCIAL PROPOSAL @ UNDP eTendering portal	❖ Please mention a DEFAULT PRICE as "1" and DEFAULT QUANTITY as "40" in the ONLINE VERSION of the FINANCIAL PROPOSAL @ UNDP eTendering portal ❖ Please mention your ACTUAL PRICE in this Annex 4 (FINANCIAL PROPOSAL) ONLY ❖ Please "PASSWORD PROTECT" this Annex 4 (FINANCIAL PROPOSAL) while submitting/ uploading your proposals through UNDP eTendering portal ❖ The "PASSWORD" of this Annex 4 shall be shared in a separate email to the procurement.bh@undp.org ONLY

FORM FOR SUBMITTING SERVICE PROVIDER'S - TECHNICAL PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[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 [Reference No] 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) **Company Profile** – describing the nature of the business, field of expertise, certifications and accreditations;*
- b) **Business Licenses** – Certificate of Registration under MOICT and VAT Registration Certificate (if applicable);*
- c) **Latest Audited Financial Statement** – Income statement and balance sheet to indicate its financial stability etc.;*
- d) **Track Record/ Testimonials** – list of clients for delivering Environmental consultancy services, indicating description of contract scope, contract duration, contract value, contact references, etc.;*

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Qualifications of Key Personnel

The Service Provider must provide:

- a) CVs of the Senior Environmental experts and Junior Environmental experts; and*
- b) Compilation of Environmental expert details: Names, qualifications, years of experience of the key personnel that will perform the services indicating who is Team Leader, who are supporting, role/s undertaken, etc.;*

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

[Designation]

[Date]

FORM FOR SUBMITTING SERVICE PROVIDER’S - FINANCIAL 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 [Reference No] dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

C. Proposed Cost for renewable energy consultancy service(s)

Description	Unit of Time	Quantity	Total Rate (USD)
Senior Environmental Expert	Daily	1	
Junior Environmental Expert	Daily	1	

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

[Designation]

[Date]

DONT’s	DO’s
<ul style="list-style-type: none"> ❖ Please DO NOT mention your ACTUAL PRICE in the ONLINE VERSION of the FINANCIAL PROPOSAL @ UNDP eTendering portal 	<ul style="list-style-type: none"> ❖ Please mention a DEFAULT PRICE as “1” and DEFAULT QUANTITY as “40” in the ONLINE VERSION of the FINANCIAL PROPOSAL @ UNDP eTendering portal ❖ Please mention your ACTUAL PRICE in this Annex 4 (FINANCIAL PROPOSAL) ONLY ❖ Please “PASSWORD PROTECT” this Annex 4 (FINANCIAL PROPOSAL) while submitting/ uploading your proposals through UNDP eTendering portal ❖ The “PASSWORD” of this Annex 4 shall be shared in a separate email to the procurement.bh@undp.org ONLY

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