



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

2020/PROC/UNDP-MMR/PN/006

Date: 23 January 2020

Country : MYANMAR
Description of the assignment : National Consultant - Supervision for the refurbishment of office space, site engineer
Duty Station : Yangon
Period of assignment/services : 6-8 weeks

Proposal should be submitted to (either bids.mm@undp.org or UNDP Jobs website <http://jobs.undp.org>) no later than 17:00 (Myanmar Time), 2 February 2020. Email submission should state procurement notice number (2020/PROC/UNDP-MMR/PN/006) in the subject line.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail mmr.procurement@undp.org, (3) days before the deadline for submission of proposal. Procurement Unit will respond in written or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

UNDP started to implement the new country programme (2018 -2022) in Myanmar. The country programme has two main outcomes – governance and sustainable peace, and sustainable and inclusive growth. Both outcomes are closely aligned with national priorities and the MSDP, which in turn is inspired by the 2030 Agenda and the 17 Sustainable Development Goals (SDGs).

To fulfill its mandate, UNDP Myanmar should ensure a better working environment provided to all staff where optimum office space is utilized with adequate equipment/furniture for staff best performance. In view of these factors, it is required for the UNDP Myanmar office to complete the office renovation in Country Office with the proper layouts with standard office furniture for reception, walkways corridors and office rooms.

In order to complete the above arrangement in time, the office has selected a company to provide necessary renovation services through a competitive procurement process.

This assignment is to supervise the work of refurbishment contractor covering the scope as mentioned below in point 2.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please see Terms of Reference attached.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For detailed information, please see Terms of Reference attached.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested Individual Consultant must submit the following documents/information to demonstrate their qualifications:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;(Please see Template attached)
- b) Personal **CV or P11**, indicating the past experience relevant to the assignment, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;(Please see Template attached)
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how he/she will approach and complete the assignment;

Financial Proposal

** Consultant/Contractor whose assignment require travel and who are over 65 years of age are required, at their own expense, to undergo a full medical examination, including x-rays after they are selected.

5. FINANCIAL PROPOSAL

Fees

Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a break down of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP will not accept travel costs exceeding those of an economy class ticket.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses shall be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Financial proposal form is attached to Letter of Confirmation of Interest and Availability.

6. EVALUATION

Individual consultants will be evaluated based on the cumulative analysis of the technical evaluation (weight: 70%) and financial criteria (weight: 30%). Only candidates obtaining a minimum of 70 points from the technical evaluation would be considered for the financial evaluation.

The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. [30 Points] x [USD lowest] / [USD other] = points for other proposer's fees.

Applications will be scored as per the following breakdown

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Academic Qualifications (relevant) University degree in Civil Engineering: 15 points Specialty in Architectural works : 10 points		25
Years of Relevant Experience 3 years: 30 points 1 additional point for each extra year		35
Technical Experience Experience in projects related to designing : 20 points Experience in construction supervision: 20 points		40
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT

ANNEX 3- P-11 for ICs

ANNEX 4- Template for Confirmation of interest and Submission of Financial Proposal