



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: February 12, 2020
	REFERENCE: UNDP-RFP-2020-074 JTN: 13045

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Safe Collection, Handling and Transportation of Persistent Organic Pollutants (POPs) Pesticides in Pakistan**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Wednesday, 26th February 2020 12:30 PM PST OR 02:30 AM EST** indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering 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-notice/resources/>

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **Wednesday, 19th February 2020 [12:30 PM Pakistan Standard Time OR 02:30 AM EST]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through the e-Tendering system 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 there is requirement of any clarification related to this RFP, kindly send queries to pakistan.procurement.info@undp.org.

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 4.

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

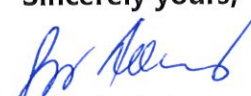
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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

http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Ignacio Artaza

Resident Representative a.i.



Description of Requirements

Context of the Requirement	PROVISION OF SERVICES FOR SAFE COLLECTION, HANDLING AND TRANSPORTION OF POPs PESTICIDES IN PAKISTAN
Brief Description of the Required Services	<p>Background:</p> <p>The present Terms of Reference (TOR) briefly describes the main tasks, duties and activities involved in the development of the Component 3, namely "Collection, Transport and Disposal of POPs Pesticides" of the project "Comprehensive reduction and elimination of Persistent Organic Pollutants in Pakistan", with financial and technical support from GEF and UNDP.</p> <p>This component becomes the priority part of the project, as the elimination of POPs pesticides became urgent after the 2010 floods, which damaged some of the storage sites of hazardous chemicals and pesticides. Specifically, 300t of PCB and 1200t of POPs pesticides from Punjab (Rahim Yar Khan; and Bahawalpur) and Sindh (part of it) provinces are the matter of high priority concern.</p> <p>This TOR outlines the strategy to promote local best management practices for POPs Pesticides in agreement with international standards and the Stockholm and Basel Conventions guidelines. It is expected that the fulfilment of this goal, will create a sustainable national market for eliminating POPs wastes in Pakistan, which should comply with the environmentally sound POPs elimination.</p> <p>Objective</p> <p>The aim of this TOR is to hire the services of a qualified Offeror to:</p> <ul style="list-style-type: none"> • Provide safe handling/receiving and temporary storage of 286 MT OF POPs Pesticides before their disposal. The handling/receiving and temporary storage should comply with the Best Environmental Management Practices, Best Available Technologies for POPs handling and temporary storage. • Arrange and provide appropriate site inspection activities, where the stockpiles were identified within the provinces of Punjab, Sindh, Khyber Pakhtunkhwa and Balochistan. • Arrange certified and approved UN containers/drums and additionally airtight sealed plastic bags, transit Bins or IBC or other special container, suitable to elaborate a Packaging Plan for packaging of POPs pesticides from stored sites under government departments to the destination site in Karachi. This Plan will consider all the necessary stages in line with the Basel Convention Guidelines. • Arrange certified and approved suitable transport of POPs pesticides from stored sites to the destination site. The transport of POPs pesticides will include provisions for Insurance and an Emergency Plan following the Basel Convention Guidelines.

- Arrange and provide appropriate safety training for local sub-contractor(s) to accomplish the handling, draining, packing, packaging and labeling of the POPs chemicals and pesticides, using appropriate health and safety equipment, and arrange transportation to the destination site (The Company shall provide all necessary equipment, local training and provide direct oversight of the repackaging process).
- Arrange for, either directly or through a Pakistan sub-contractor, the completion of authorities' documentation for transport of the POPs chemicals POPs waste, pesticides, and unknown chemicals from each location to the destination facility, including any provisions for insurance.

Background

Pakistan signed the Stockholm Convention on Persistent Organic Pollutants (POPs) on December 6th, 2004 and ratified on April 14th, 2008.

As result of the enabling activities on POPs, Pakistan developed a National Implementation Plan (NIP) in 2009 under the support of the UNDP and the GEF. NIP is a very comprehensive document in line with the National Environment Policy and Reduction of Poverty and the Pakistan's Development Vision 2020, both of which call for improvement of quality of life and social wellbeing¹.

The updated NIP (2019) identified approximately 286 MT of obsolete stocks of POPs pesticides, detailed in the following table:

S.No	Province	Locations	Quantities (MT)
1	Punjab	Rahim Yar Khan, Bahawalpur, Yazman, Cholistan , Multan, Rawalpindi, Lahore	70
2	Sindh	Tando Allah Yar, Sanghar, Jacobabad, Shikarpur, Larkana, Noushehro Feroz, Mirpur Khas, Sukkur, Nawab Shah, Kotri	134
3	Khyber Pakhtunkhwa, Azad Jammu & Kashmir, Gilgit & Baltistan	Peshawar, Charsada, Dir lower, Kohat, Bunir, Malakand, Gilgit, Ghizer, Astore, Skardu, Muzaffarabad	16
4	Balochistan	Quetta, Killa Saifullah, Ziarat, Loralai, Kharan, Kohlu, Turbat, Jhal Magsi, Noshki, Dalbandin, Uthal, Pasni, Panjgur, Khuzdar	66
Total		57 sites in total	286

¹ National Implementation Plan (NIP) for phasing out and elimination of POPs from Pakistan under Stockholm Convention, article 7 (a). Government of Pakistan, Ministry of Environment Islamabad. POPs Enabling Project, Islamabad, PAKISTAN.

Many of those stockpiles are located in areas (towns or villages) near to water bodies. In 2010 a disastrous flood affected some areas where pesticide stockpiles were stored in very old and poorly developed infrastructure. During site visits carried out under GEF's Project Preparation Grant activities to District Rahim Yar Kahn, Bahawalpur and parts of Sindh province were observed that a large proportion of pesticides were leaking into soil during the heavy rains causing environmental pollution. As this information is under verification process by the government, it is urgent the elimination of those chemicals.

In general, the environmentally sound treatment of POPs is costly and most of developing countries do not have dedicated hazardous waste incinerators or other technologies (thermal or non-combustion technologies), available for local disposal and normally they cannot afford elimination abroad. However, in case of availability of environmentally sound incineration facility in Pakistan, the same will be preferred after getting recommendations from international experts. As an alternate to incineration facilities, cement kilns, under well-managed and controlled operational conditions can be a solution to eliminate such waste streams. In addition, incineration units and cement kilns are among the thermal technologies declared feasible for POPs treatment according to Basel Convention². The treatment of organic hazardous chemicals as POPs pesticides in incineration units and cement kiln is possible due to the high temperature (over 1300°C) reached at the furnace, together with long residence times (several seconds), alkaline environment, good turbulence and mixed conditions.

The availability of facilities as cement plants to treat/eliminate hazardous wastes in Pakistan is under development. According to the current information, some of these facilities are currently accepting up to 1.2% of Chlorine content in the waste stream to feed the system (cement kiln) without affecting the process.

The aim of the present TOR is to assess the feasibility to handle and destroy POPs pesticides in Pakistan, in an irreversible and environmental sound manner without any formation of unwanted Polychlorinated Dibenzodioxins and Dibenzofurans (PCDD/PCDF). An implicit requirement of the Stockholm Convention saying that disposal of POPs needs to be "irreversible", i.e. no new POPs should be formed during the destruction³.

To select the most appropriate technology several ratable and non-ratable criteria have to be considered. Among "non-ratable", or relative criteria, are included public acceptability, risk and environmental impacts, which depend on the specific geographic site location. The ratable criteria may include the applicability of the method (in accordance with its development status), BAT and BEP, resources, clean-up time required, reliability etc. Furthermore, an Environmental Impact Assessment study may

² Basel Convention, 2007. Updated general technical guidelines for the environmentally sound management of wastes consisting of, containing or contaminated with POPs. <<http://www.basel.int/meetings/sbc/workdoc/techdocs.html>>

³ NEP, 2001. The Stockholm Convention on Persistent Organic Pollutants. United Nations Environmental Programme. <<http://www.chem.unep.ch/sc/default.htm>>. UNEP, 2004. Review of the Emerging, Innovative Technologies.

be carried out (if required or recommended by technical experts) to evaluate a facility and its technology.

An important requirement of a professional POPs disposal facility is the destruction efficiency greater than 99.99%. Destruction efficiency (DE) is defined as the total mass of a chemical into a process, minus the mass of the chemical in all products, by-products and environmental releases, divided by the input mass (to give a percentage). The incineration or burning process to be strictly controlled, with continuous sampling and measurement of atmospheric and aqueous discharge. Main chamber (also called the primary chamber) for burning POPs. Secondary chamber is used for extending the residence time for maximum destruction of the material and its thermal oxidation into gases and non-flammable solids. Gas treatment system comprises rapid quenching systems that quickly cool the gas to safe temperatures at which formation of Dioxins and Furans does not occur and the use of wet scrubbers. Incinerators or cement kilns are being fitted with Dioxin removal facilities such as catalytic reduction, packed tower absorbers, precipitators and other reactive absorbers.

1. Scope of work and expected output

The scope of the work required under this TOR, include collection, handling, packaging and transportation of the POPs Pesticides in safe manner using Best Management Practices.

The activities to be carried out to achieve the required objectives are:

- a. Obtain the appropriate UN/Government certified containers, drums, suitable for packaging of the POPs chemicals and pesticides, and unknown chemicals contaminated with POPs.
- b. Provide safe handling/receiving and temporary storage of 286 MT OF POPs Pesticides before their disposal. The handling/receiving and temporary storage should comply with the Best Environmental Management Practices, Best Available Technologies for POPs handling and temporary storage.
- c. Load all containers/drums and transport them to the selected destination point.
- d. Prepare all necessary documentation in compliance with local laws and regulations, required for the handling and transport.
- e. Provide transport of the POPs chemicals, pesticides, and unknown chemicals contaminated with POPs, from the sites/locations to the destination site.
- f. The transporter company shall abide by the international guidelines and Best Management Practices for Handling, collection, packaging, labeling and transportation of POPs.
- g. Provide transport in an environmentally safe manner of any generated waste from the repackaging and packing of the POPs chemicals, pesticides, and unknown chemicals.
- h. The destination point has the storage capacity of 100 MT at a time, therefore, close coordination with the destination site (company) will be required and



	<p>UNDP will not be responsible for any additional transportation charges due to miss-coordination.</p> <p>i. During the executing of the activities under this TOR, the selected contractor shall provide the workers with the required Protective Personal Equipment (PPE) and the corresponding training in the use of these elements.</p>
List and Description of Expected Outputs to be Delivered	The detailed Outputs and deliverables are given in TORs as Annex- 5
Person to Supervise the Work/Performance of the Service Provider	National Project Manager (POPP-NIM)
Frequency of Reporting	As per TOR's as Annex-5
Progress Reporting Requirements	As per TOR's as Annex-5
Location of work	<p>☑ Country of Pakistan where POPs are located in Punjab, Sindh, Khyber Pakhtunkhwa and Balochistan. All the collected POPs Pesticides to be disposed of in an incineration unit in Karachi, Sindh and Sheikhpura in Punjab, therefore the offeror shall provide us the rates for these two locations separately, i.e collections of stockpiles from all the given locations to Karachi and Sheikhpura separately.</p>
Expected duration of work	The destruction shall be completed within six (6) months from the contract signature (under condition of the successful performance of the tests)
Target start date	10 th March 2020
Latest completion date	As per deliverables defined in the TOR's
Travels Expected	From given locations in TOR's to Karachi - Sindh and Sheikhpura Punjab
Special Security Requirements	Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by UNDP (i.e., must be excluded	Not Applicable

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from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
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"/> Local Currency [PAK RUPEES]
Value Added Tax on Price Proposal	<p><input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately).</p> <p>Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.</p>
Validity Period of Proposals (Counting for the last day of submission of quotes)	<p><input checked="" type="checkbox"/> 90 days</p> <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	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.

Signature

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Project Manager (POPP Project) NIM
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Financial Offer among Technically Responsive and Qualified Proposals will be ascertained for Evaluation based on Proposals of Karachi destination. Where the minimum passing score of technical proposal is 70%. <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

Technical Proposal (70%)

- ☑ Expertise of the Firm **30% with 210 Marks out of 700**
- ☑ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan **40% with 280 marks out of 700**
- ☑ Management Structure and Qualification of Key Personnel **30% with 210 marks out of 700**

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (**Financial Score= (Lowest Offer/Offer*100)**)

Summary of Technical Proposal Evaluation		Score Weight	Points Obtainable
1.	Expertise of Firm/ Organization submitting Proposal	30%	210
2.	Proposed Approach / Technical proposal	40%	280
3.	Personnel	30%	210
Total			700

Technical Proposal Evaluation-Form 1		Maximum Points obtainable
Expertise of Firm/Organization		
1.1	Reputation of Organization and Staff (Competence / Reliability)	30
1.2	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	20
1.3	Financial Stability: Financial stability (Last two years Audited Account (2016-17 & 2017-2018) Quick Ratio should be more than 1. (20 marks for each Audited statement).	40
1.4	Quality assurance procedures, warranty	10
1.5	Company experience in Chemicals/POPs/hazardous Management issues related with International agencies (UN or similar) or Local (Private or Public) projects (with indication about project information - name of the project, export country, amount of waste, kind of waste and etc.)	50

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		Less than 3 Projects	30	
		More than 3 Projects	50	
	EXPERIENCE WITH POPs / HAZARDOUS WASTE			
	1.6	Company experience in handling and transportation of Hazardous/Chemicals/ POPs, wastes (with indication about the amount of waste, type and location)		60
		Less than 2 years of relevant experience with POPs and other hazardous waste	15	
		From 2 to 4 years of relevant experience with POPs and other hazardous waste	30	
		More than 4 years of relevant experience with POPs and other hazardous waste	60	
	Total 1			210

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Technical Proposal Evaluation- Form 2		Maximum Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the bidder understand the task?	30
2.2	Is the scope of work well defined and does it correspond to the TOR?	30
2.3	General work plan and schedule implementable and meets the requirements under Terms of Reference	20
2.4	General management and administrative arrangements appropriate to guarantee sufficient and timely input of key personnel	10
2.5	Management and administrative arrangements indicating clearly the roles and responsibilities between main Offeror and possible subcontractors at all relevant stages (if applicable)	10
2.6	Work plan and route for transportation: including obtaining of all required permits for POPs transportation and outlining clearly the route of transport	20
Methodology		
Handling and packaging of POPs wastes		
2.7	Proposed preparation works and safety precautions	30
2.8	Details of training procedures for POPs training, labeling and packaging operations	20
2.9	Proposed handling and packaging, describing types of packaging for each kind of wastes	30
2.10	Packaging, labeling and loading process	20
TRANSPORT (Waste dispatch and approach)		
2.11	Means of transport including safety considerations	20
Certification		
2.12	Extent and appropriateness of quality control and systems including health and safety	20
SAFETY MEASURES (Manual, risk assessment, etc.)		
2.13	Description and documentation of proposed safety measures	10
2.14	Appropriate risk analysis	10
Total 2		280



TECHNICAL PROPOSAL: FORM 3
Management Structure and Key Personnel

PROJECT MANAGER - Experience with hazardous waste management projects

3.1	Manager Qualification Master's Degree in related fields	30	
Experience			
3.1	Less than 3 years with related field	20	50
	From 3 to 05 years with related field	40	
	More than 05 years with related field	50	
Support Staff Qualification and experience			
3.2	Drivers Minimum Qualification Matric (at least two drivers)	40	
Experience			
3.3	Less than 3 years with related field	50	90
	From 3 to 05 years with related field	70	
	More than 05 years with related field	90	
Total 3:		210	

Note: The marking under section-3 is dependent upon submission of complete CVs of the core team members as detailed out in the evaluation criteria. In the absence of CVs, the evaluated firm will not get any points/scores.


UNDP will award the contract to:

☒ One and only one Service Provider

Note: Contract will be awarded to the proposer who have quoted the lowest price (Among Technically Responsive and Qualified Proposals) against the final destination (Karachi, Sindh).

Proposers must quote price against both destination (Karachi (Sindh) and Sheikhpura (Punjab)). In case of NON-SUBMISSION OF QUOTES FOR any one destination, PROPOSAL WILL NOT BE CONSIDERED FOR FURTHER EVALUATION.



Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5] <input checked="" type="checkbox"/> Proposal Security [Annex-6] <input checked="" type="checkbox"/> Performance Security [Annex-7]
Contact Person for Inquiries (Written inquiries only)	<p><i>pakistan.procurement.info@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Minimum Eligibility Criteria	<ol style="list-style-type: none"> 1. Three relevant Contracts with National/Multinational Organizations (please attach copies of contracts). 2. Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise. 3. Three satisfactory performance certificates along with duration of each assignment 4. Proof of financial stability such as Audited Financial Statements along with the auditor's report for the last two years (2016-17 & 2017-18) along with Bank statements/certificates indicating financial standing. 5. Firm's valid registration with Income Tax/Sales Tax Department. 6. An affidavit on stamp paper that the company/firm has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients. 7. Copy of business registration certificate along with the articles and memorandum of association. 

Deadline for Submission	<p>Wednesday, 26th February 2020 (12:30 PM Pakistan standard Time or 2:30 AM EST)</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.
Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> • Technical and financial proposals should be submitted in separate PDF files • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Password for financial proposal must not be provided to UNDP until requested by UNDP (see notes below) <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> • The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers. • Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: tahir.islam@undp.org • While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.
Pre-proposal conference	<p>Wednesday 19th February 2020 at 11 AM , 7th Floor , Serena Business Complex, Islamabad.</p>



Bid Security	<p>Required PKR 200,000/- or USD 1,294.5/-</p> <p>The Original proposal Security should be sent to UNDP Office through courier at the following address on or before Wednesday 26th February 2020, at 12:30 pm and a scanned copy should be submitted through the e-Tendering system.</p> <p>UNDP-RFP-2020-074 UNDP Registry, Quotation/Bids/Proposals United Nations Development Programme Serena Business Complex, 2nd Floor, Khayaban e Suharwardy, Islamabad, Pakistan Tel: 051-8355600 Fax: 051-2600254-5</p> <p>Acceptable forms of Bid Security:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Form of Proposal Security (See Annex-6) <input checked="" type="checkbox"/> Any Bank-issued Check / Cashier's Check / Certified Check In the name of UNDP Representative (Rupee) Account, UNDP Pakistan <p>Validity of Bid Security: 120 days from the last day of Proposal submission.</p> <p>Proposal security of unsuccessful bidders shall be returned</p>
Performance Security	<p><input checked="" type="checkbox"/> Required</p> <p>Amount: 10% of contract amount</p> <p>Form: Only Performance security in accordance with template provided in Annex-7 of the RFP.</p> <p>Performance Security must be in the name of UNDP Representative (Rupee) Account and valid for a period of Eight (08) Months from the day of signing of contract.</p> <p>Note: Performance Security for less than Eight (08) months will not be acceptable.</p>

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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[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.
- g) Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.



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.

C. Qualifications of Key Personnel

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

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

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

[Designation]

[Date]



FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL

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

Currency of the Financial proposal: PKR**Table-1 for Karachi (Sindh)**

Activity	City form where the POPs pesticides will be collected	QTY in Metric ton	Cost per Metric ton in PKR for Karachi disposal site	Total Amount in PKR
<p>Training, packaging, labeling and transport of POPs chemicals and pesticides, and unknown chemicals contaminated with POPs from Pakistan</p> <p>Part A: Site inspection and project preparation</p> <p>Procurement of certified and approved containers for the packaging of the respective hazardous substances and delivered to the final destination point. Obtain notifications for transporting.</p> <p>Part B: Packing, packaging, handling, labeling, training and chemical analysis (if required)</p> <p>Training, handling, packaging, labeling, and packing all POPs chemicals, POPs contaminated waste, pesticides, and unknown chemicals and chemicals analysis of unknown chemicals.</p> <p>Part C: Transport</p> <p>Transport of POPs chemicals and pesticides, and contaminated waste within Pakistan; from storage sites to the final destination point.</p> <p>Part D. Verification and report</p> <p>Provision of report of process and certification.</p>	Rahim Yar Khan	21		
	Bahawalpur, Yazman, Cholistan	44		
	Multan	1		
	Rawalpindi	1		
	Lahore	3		
	Tando Allah Yar	1		
	Sanghar	1.5		
	Jacobabad	41		
	Shikarpur	13		
	Larkana	13.5		
	Noushehro Feroz	8		
	Mirpur Khas	3		
	Sukkur	1		
	Nawab Shah	50		
	Kotri	3		
	Peshawar	6		
	Charsada	9		
	Dir lower	0.8		
	Kohat	0.2		
	Bunir	0.1		
	Malakand	0.1		
	Gilgit, Ghizer, Astore, Skardu	1		
	Muzaffarabad	0.1		
	Quetta	45		
	Killa Saifullah, Ziarat, Loralai, Kharan, Kohlu, Jhal Magsi, Noshki, Dalbandin	7		
	Uthal, Turbat, Pasni, Panjgur, Khuzdar	14		
Total				



Table-2 for Sheikhpura (Punjab)

Activity	City form where the POPs pesticides will be collected	QTY in Metric ton	Amount per Metric ton in PKR for Sheikhpura disposal site
<p>Training, packaging, labeling and transport of POPs chemicals and pesticides, and unknown chemicals contaminated with POPs from Pakistan</p> <p>Part A: Site inspection and project preparation</p> <p>Procurement of certified and approved containers for the packaging of the respective hazardous substances and delivered to the final destination point. Obtain notifications for transporting.</p> <p>Part B: Packing, packaging, handling, labeling, training and chemical analysis (if required)</p> <p>Training, handling, packaging, labeling, and packing all POPs chemicals, POPs contaminated waste, pesticides, and unknown chemicals and chemicals analysis of unknown chemicals.</p> <p>Part C: Transport</p> <p>Transport of POPs chemicals and pesticides, and contaminated waste within Pakistan; from storage sites to the final destination point.</p> <p>Part D. Verification and report</p> <p>Provision of report of process and certification.</p>	Rahim Yar Khan	21	
	Bahawalpur, Yazman, Cholistan	44	
	Multan	1	
	Rawalpindi	1	
	Lahore	3	
	Tando Allah Yar	1	
	Sanghar	1.5	
	Jacobabad	41	
	Shikarpur	13	
	Larkana	13.5	
	Noushehro Feroz	8	
	Mirpur Khas	3	
	Sukkur	1	
	Nawab Shah	50	
	Kotri	3	
	Peshawar	6	
	Charsada	9	
	Dir lower	0.8	
	Kohat	0.2	
	Bunir	0.1	
	Malakand	0.1	
	Gilgit, Ghizer, Astore, Skardu	1	
	Muzaffarabad	0.1	
	Quetta	45	
	Killa Saifullah, Ziarat, Loralai, Kharan, Kohlu, Jhal Magsi, Noshki, Dalbandin	7	
	Uthal, Turbat, Pasni, Panjgur, Khuzdar	14	

Note: Please provide cost Per ton from the location where from POPs will collected till the designated destination; Please submit your financial quote for 286 MT of POPs Pesticides to be collected from already identified locations/stores in all provinces to the designated disposal site. To cover all the Risks mentioned in 5.1A of TOR's the selected vendor will provide the Insurance Bond (10% of the Total Value of the Contract/PO issued by A Rated Insurance Company) to ensure safe transportation from Source Site till destination place.

Destination point:

1. Karachi, Sindh, Pakistan.
2. Sheikhpura, Punjab, Pakistan.

Note: This Financial Proposal Form must be password protected and should not be included as part of the technical proposal

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

[Designation]

[Date]



General Terms and Conditions for Services
Separately attached

A small, handwritten signature in blue ink, located to the right of the section header.

Section 5. Terms of Reference

PROVISION OF SERVICES FOR SAFE COLLECTION, HANDLING AND TRANSPORTATION OF POPs PESTICIDES IN PAKISTAN

2. Introduction

The present Terms of Reference (TOR) briefly describes the main tasks, duties and activities involved in the development of the Component 3, namely "Collection, Transport and Disposal of POPs Pesticides" of the project "Comprehensive reduction and elimination of Persistent Organic Pollutants in Pakistan", with financial and technical support from GEF and UNDP.

This component becomes the priority part of the project, as the elimination of POPs pesticides became urgent after the 2010 floods, which damaged some of the storage sites of hazardous chemicals and pesticides. Specifically, 300t of PCB and 1200t of POPs pesticides from Punjab (Rahim Yar Khan; and Bahawalpur) and Sindh (part of it) provinces are the matter of high priority concern.

This TOR outlines the strategy to promote local best management practices for POPs Pesticides in agreement with international standards and the Stockholm and Basel Conventions guidelines. It is expected that the fulfilment of this goal, will create a sustainable national market for eliminating POPs wastes in Pakistan, which should comply with the environmentally sound POPs elimination.

3. Objectives

The aim of this TOR is to hire the services of a qualified Offeror to:

- Provide safe handling/receiving and temporary storage of 286 MT OF POPs Pesticides before their disposal. The handling/receiving and temporary storage should comply with the Best Environmental Management Practices, Best Available Technologies for POPs handling and temporary storage.
- Arrange and provide appropriate site inspection activities, where the stockpiles were identified within the provinces of Punjab, Sindh, Khyber Pakhtunkhwa and Balochistan.
- Arrange certified and approved UN containers/drums and additionally airtight sealed plastic bags, transit Bins or IBC or other special container, suitable to elaborate a Packaging Plan for packaging of POPs pesticides from stored sites under government departments to the destination site in Karachi. This Plan will consider all the necessary stages in line with the Basel Convention Guidelines.
- Arrange certified and approved suitable transport of POPs pesticides from stored sites to the destination site. The transport of POPs pesticides will include provisions for Insurance and an Emergency Plan following the Basel Convention Guidelines.
- Arrange and provide appropriate safety training for local sub-contractor(s) to accomplish the handling, draining, packing, packaging and labeling of the POPs chemicals and pesticides, using appropriate health and safety equipment, and arrange transportation to the destination site (The Company shall provide all necessary equipment, local training and provide direct oversight of the repackaging process).

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- Arrange for, either directly or through a Pakistan sub-contractor, the completion of authorities' documentation for transport of the POPs chemicals POPs waste, pesticides, and unknown chemicals from each location to the destination facility, including any provisions for insurance.

4. Background

Pakistan signed the Stockholm Convention on Persistent Organic Pollutants (POPs) on December 6th, 2004 and ratified on April 14th, 2008.

As result of the enabling activities on POPs, Pakistan developed a National Implementation Plan (NIP) in 2009 under the support of the UNDP and the GEF. NIP is a very comprehensive document in line with the National Environment Policy and Reduction of Poverty and the Pakistan's Development Vision 2020, both of which call for improvement of quality of life and social wellbeing⁴.

The updated NIP (2019) identified approximately 286 MT of obsolete stocks of POPs pesticides, detailed in the following table:

S.No	Province	Locations	Quantities (MT)
1	Punjab	Rahim Yar Khan, Bahawalpur, Yazman, Cholistan , Multan, Rawalpindi, Lahore	70
2	Sindh	Tando Allah Yar, Sanghar, Jacobabad, Shikarpur, Larkana, Noushehro Feroz, Mirpur Khas, Sukkur, Nawab Shah, Kotri	134
3	Khyber Pakhtunkhwa, Azad Jammu & Kashmir, Gilgit & Baltistan	Peshawar, Charsada, Dir lower, Kohat, Bunir, Malakand, Gilgit, Ghizer, Astore, Skardu, Muzaffarabad	16
4	Balochistan	Quetta, Killa Saifullah, Ziarat, Loralai, Kharan, Kohlu, Turbat, Jhal Magsi, Noshki, Dalbandin, Uthal, Pasni, Panjgur, Khuzdar	66
Total		57 sites in total	286

Many of those stockpiles are located in areas (towns or villages) near to water bodies. In 2010 a disastrous flood affected some areas where pesticide stockpiles were stored in very old and poorly developed infrastructure. During site visits carried out under GEF's Project Preparation Grant activities to District Rahim Yar Kahn, Bahawalpur and parts of Sindh province were observed that a large proportion of pesticides were leaking into soil during the heavy rains causing environmental pollution. As this information is under verification process by the government, it is urgent the elimination of those chemicals.

In general, the environmentally sound treatment of POPs is costly and most of developing countries do not have dedicated hazardous waste incinerators or other technologies (thermal or non-combustion technologies), available for local disposal and normally they cannot afford elimination abroad. However, in case of availability of environmentally sound incineration facility in Pakistan, the same will be preferred after getting recommendations from international experts. As an alternate to incineration facilities, cement kilns, under well-managed and controlled operational conditions can be a solution to eliminate such waste streams. In addition, incineration units and cement kilns are among the thermal technologies declared

⁴ National Implementation Plan (NIP) for phasing out and elimination of POPs from Pakistan under Stockholm Convention, article 7 (a). Government of Pakistan, Ministry of Environment Islamabad. POPs Enabling Project, Islamabad, PAKISTAN.

feasible for POPs treatment according to Basel Convention⁵. The treatment of organic hazardous chemicals as POPs pesticides in incineration units and cement kiln is possible due to the high temperature (over 1300°C) reached at the furnace, together with long residence times (several seconds), alkaline environment, good turbulence and mixed conditions.

The availability of facilities as cement plants to treat/eliminate hazardous wastes in Pakistan is under development. According to the current information, some of these facilities are currently accepting up to 1.2% of Chlorine content in the waste stream to feed the system (cement kiln) without affecting the process. The aim of the present TOR is to assess the feasibility to handle and destroy POPs pesticides in Pakistan, in an irreversible and environmental sound manner without any formation of unwanted Polychlorinated Dibenzodioxins and Dibenzofurans (PCDD/PCDF). An implicit requirement of the Stockholm Convention saying that disposal of POPs needs to be "irreversible", i.e. no new POPs should be formed during the destruction⁶.

To select the most appropriate technology several ratable and non-ratable criteria have to be considered. Among "non-ratable", or relative criteria, are included public acceptability, risk and environmental impacts, which depend on the specific geographic site location. The ratable criteria may include the applicability of the method (in accordance with its development status), BAT and BEP, resources, clean-up time required, reliability etc. Furthermore, an Environmental Impact Assessment study may be carried out (if required or recommended by technical experts) to evaluate a facility and its technology. An important requirement of a professional POPs disposal facility is the destruction efficiency greater than 99.99%. Destruction efficiency (DE) is defined as the total mass of a chemical into a process, minus the mass of the chemical in all products, by-products and environmental releases, divided by the input mass (to give a percentage). The incineration or burning process to be strictly controlled, with continuous sampling and measurement of atmospheric and aqueous discharge. Main chamber (also called the primary chamber) for burning POPs. Secondary chamber is used for extending the residence time for maximum destruction of the material and its thermal oxidation into gases and non-flammable solids. Gas treatment system comprises rapid quenching systems that quickly cool the gas to safe temperatures at which formation of Dioxins and Furans does not occur and the use of wet scrubbers. Incinerators or cement kilns are being fitted with Dioxin removal facilities such as catalytic reduction, packed tower absorbers, precipitators and other reactive absorbers.

5. Scope of work and expected output

The scope of the work required under this TOR, include collection, handling, packaging and transportation of the POPs Pesticides in safe manner using Best Management Practices.

The activities to be carried out to achieve the required objectives are:

- j. Obtain the appropriate UN/Government certified containers, drums, suitable for packaging of the POPs chemicals and pesticides, and unknown chemicals contaminated with POPs.
- k. Provide safe handling/receiving and temporary storage of 286 MT OF POPs Pesticides before their disposal. The handling/receiving and temporary storage should comply with the Best Environmental Management Practices, Best Available Technologies for POPs handling and temporary storage.
- l. Load all containers/drums and transport them to the selected destination point.
- m. Prepare all necessary documentation in compliance with local laws and regulations, required for the handling and transport.
- n. Provide transport of the POPs chemicals, pesticides, and unknown chemicals contaminated with POPs, from the sites/locations to the destination site.

⁵ Basel Convention, 2007. Updated general technical guidelines for the environmentally sound management of wastes consisting of, containing or contaminated with POPs. <<http://www.basel.int/meetings/sbc/workdoc/techdocs.html>>

⁶ NEP, 2001. The Stockholm Convention on Persistent Organic Pollutants. United Nations Environmental Programme. <<http://www.chem.unep.ch/sc/default.htm>>. UNEP, 2004. Review of the Emerging, Innovative Technologies.

- o. The transporter company shall abide by the international guidelines and Best Management Practices for Handling, collection, packaging, labeling and transportation of POPs.
- p. Provide transport in an environmentally safe manner of any generated waste from the repackaging and packing of the POPs chemicals, pesticides, and unknown chemicals.
- q. The destination point has the storage capacity of 100 MT at a time, therefore, close coordination with the destination site (company) will be required and UNDP will not be responsible for any additional transportation charges due to miss-coordination.
- r. During the executing of the activities under this TOR, the selected contractor shall provide the workers with the required Protective Personal Equipment (PPE) and the corresponding training in the use of these elements.

4.1. Description of POPs pesticides to be transported

For the information of the Offeror's in preparing the proposal, the following information on the POPs pesticides is provided:

The total amount of POPs pesticides reported under the updated NIP inventory in 2019 is approximately 286 MT (Table N°1). However, the updated location and number of stockpiles from various provinces to be disposed-off will be provided by the POPs PMU.

Table N°1. Distribution of POPs pesticides reported under the Updated NIP in Pakistan.

(Source: National Implementation Plan Pakistan⁷ Updated June 2019).

S.No	Province	Locations	Quantities (MT)
1	Punjab	Rahim Yar Khan, Bahawalpur, Yazman, Cholistan, Multan, Rawalpindi, Lahore	70
2	Sindh	Tando Allah Yar, Sanghar, Jacobabad, Shikarpur, Larkana, Noushehro Feroz, Mirpur Khas, Sukkur, Nawab Shah, Kotri	134
3	Khyber Pakhtunkhwa, Azad Jammu & Kashmir, Gilgit & Baltistan	Peshawar, Charsada, Dir lower, Kohat, Bunir, Malakand, Gilgit, Ghizer, Astore, Skardu, Muzaffarabad	16
4	Balochistan	Quetta, Killa Saifullah, Ziarat, Loralai, Kharan, Kohlu, Turbat, Jhal Magsi, Noshki, Dalbandin, Uthal, Pasni, Panjgur, Khuzdar	66
Total		57 sites in total	286

4.2. Quantities of POPs wastes to be disposed-off

The 286 Metric Ton quantity of POPs Pesticides to be received and temporarily stored (depending upon the availability of suitable environmentally sound storage facility) and then dispose-off or destroy at the offeror's site. The target may be increased eventually.

4.3. Destination point/site

The final destination site for transported POPs materials will be "Karachi, Sindh, Pakistan".

5. The bidding process (Request)

The request is divided into three parts (activities), some of them may be subcontracted by the Offeror to a qualified sub-contractor. The Offeror (in that case) should identify qualified sub-contractors and submit their qualifications to the project's counterparts for approval.

⁷ National Implementation Plan (NIP) for phasing out and elimination of POPs from Pakistan under Stockholm Convention, article 7 (a). Government of Pakistan, Ministry of Environment Islamabad. POPs Enabling Project, Islamabad, PAKISTAN.

5.1. Part A – Project preparation

Bearing in mind the transfer of 286 MT of POP chemicals in Pakistan represent over 50 trips for a 20-25 ton truck, in order to transport the waste from the storage facilities (place of collection) to final destination point.

The main purpose of this part of the TOR is providing the Ministry of Climate Change and regulatory Authorities, the highest level of confidence that the collection and transporting of the 286 MT POPs pesticide wastes, from the current storage sites to the final destination point will be performed to a high technical level that recognizes all environmental safeguards inherent in the country's regulations and laws, in an operationally efficient manner.

In this regard, the objective is to ensure that the collection and transporting of POPs waste is performed without endangering the public health and the environment. This goal of ensuring there are no accidents or spillage, leaks or escapes to the environment of any kind is achieved by rigid enforcement of the described plans and programmes.

1. Minimize the chances of spills or leaks of POPs waste occurring.
2. Contain and control any leaks or spills that may occur to prevent their escape into the wider environment or their coming into contact with the public.
3. Divide the wastes into individual lots of a size that reduces the volume of a spill or leak into a manageable quantity.
4. Provide management and audit trail procedures that ensure full accountability and traceability of all waste handled.
5. Ensure all personnel involved in the implementation of the present activity are fully aware of the nature of the materials to be handled and are fully trained in appropriate emergency response procedures.

In line with the above mentioned, the project preparation phase includes the following activities:

- a. Where applicable, order, transport, and deliver to the appropriate locations in Pakistan, the appropriate number and type of UN/Government certified containers/drums for packing, packaging and transport of the POPs chemicals and pesticides. Copies of certificates that the containers are certified and suitable for transporting each type of wastes shall be submitted to the project counterparts.
- b. Order and have delivered to the respective locations, the appropriate number and type of steel containment drums, (pallets preferably plastics), and inert adsorbent in line with the Basel Convention requirements.
- c. The Offeror shall comply with requirements of local laws in respect to hazardous substance handling and transport.
- d. Arrange for and contract a sub-contractor to assist in packing and handling, logistics, and other activities as designated by the Offeror.
- e. Make arrangements for the transport of the POPs, pesticides and contaminated materials with POPs.
- f. Comply with authorities' clearances and local documentation for the transport.
- g. Provide a Health and Safety Plan for the packing and handling activities, obtain the necessary PPE for personnel involved in the packing, labeling and handling.



5.2. Part B – Packing/package, handling of POPs chemicals, pesticides, and unknown chemicals contaminated with POPs and chemical analysis of unknown chemicals if required.

5.2.1. Scheduling the specific dates for packaging and shipping operations

At least 15 days prior to the packaging operation, and planned transport of the packed POPs chemicals and pesticides for transportation, the Offeror shall submit to the project counterparts the following information:

- the intended date of the operations;
- the contact person in charge of the operations;
- number of employees to be involved for each operation;
- the intended method for ensuring safety on site;
- estimated length of operations.

In the event of subcontracting, copies of due permits for handling and/or transportation of POPs chemicals and pesticides shall be submitted along with the above information.

The packing, handling, and labeling of POPs chemicals and pesticides, and unknown chemicals contaminated with POPs, are to be assessed by the Offeror. The Offeror is required to obtain certified and approved containers/drums suitable for packaging and transport of the respective chemicals.

5.2.2. Packaging and packing of POPs pesticides

The activities within this phase of the work include:

- a. Repackage the POPs pesticides and materials contaminated with POPs at their respective locations stored using suitable certified/approved containers/drums/packing bags, pack and load into the containers and transport the packed quantity to the final destination point.
- b. Make any necessary arrangement for permits in accordance with the local regulations and appropriate escorts for the transport of the POPs to the final destination point.
- c. The selected Offeror shall carry out a chemical analysis of all chemicals to properly classify the type of the chemical prior to destruction.
- d. Prior to scheduling dates of the intended operations and prior to commencement of any packing operations, the Project Manager assigned by the Offeror shall visit the site and shall inspect the site for purposes of planning the packaging, collection and transportation operations.
 - a. After the site visit performed by the Project Manager and prior to commencement of any works at the site, the Offeror shall submit to the project counterparts a specified work-plan and timeline for operations.
 - b. This shall also include plan for envisaged safety measures during packing operations, including safety measures to avoid spills and containment during packing operation at the site, and action plan in the event of any possible spillages and contamination.
 - c. The Offeror shall arrange and provide for appropriate training for the local subcontractor and ensure that all necessary safety precautions are taken in order to prevent any possible contamination at the site, as well as measures to prevent potential spillages.



- d. Upon commencing operations at the respective storage location, the Offeror assumes full responsibility for the proper management of hazardous substances.
- e. The Offeror shall allow a certain number of persons, indicated by the project counterparts, in advance, to observe the packing, packaging and transportation operation. The project counterparts shall provide the list of designated persons to the Offeror in advance. In this event the Offeror shall provide necessary instructions to ensure safety of these individuals, including providing proper PPE.

5.3. Part C – Transport of POPs chemicals and pesticides, and unknown chemicals

The activities within this phase of the project include the following:

- a. Ensure proper packaging of the stockpiles that there are no leakages, new drums to be procured and proper wrapping of drums to ensure zero spillages; and to ensure proper handling through safety purposes, transport the stockpiles in the approved transport containers to the final destination point.
- b. Confirm with the contracted transporting company the documentation provided, local approvals, transit points, and anticipated delivery date and time at the destination.
- c. Provide transport for moving of the containers from the site to the final destination point.
- d. Ensure proper handing/taking over of the stockpiles with the officials of the disposal company with exact details of the quantity handed over and by whom and when. The handing/taking certificates of the stockpiles will be kept for record purpose.
- e. Provide all appropriate permitting, contracting and safety provisions for the transport phase. Documentation that should be provided with the transport activity includes:
 - i. Chain of Custody
 - ii. Inventory of the final numbers, types, and contents of certified and approved containers;
 - iii. Bill of lading;
 - iv. All necessary permits for inland hazardous wastes transportation;
 - v. Local authorities' documentation as required for the transport;
 - vi. Transport documents as generated by the transport company(s);
 - vii. Insurance as appropriate (for inland transportation, as requested).

5.3.1. Obtaining and providing due permits/documents for transportation

- a. The Offeror shall prepare all documentation necessary to obtain the transport permit and notification approvals from local authorities. Upon obtaining all necessary documentation for transport and notifications, the Offeror shall submit approved copy to project counterparts. The Offeror shall provide the financial guarantee requested for the movement of wastes in accordance with local regulations concerning the transport of waste and all other associated fees.
- b. The Offeror shall be responsible for obtaining any permits / documentation necessary to carry out the transportation operation, as required under local regulations.

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5.3.2. Transportation to the final destination point

- a. The packing of POPs pesticides, and unknown chemicals contaminated with POPs Pesticides, transportation of the containers/drums shall be performed on condition that the total amount of POPs chemicals and wastes, shall be transported to the final destination point.
- b. Provide transport, in an environmentally safe manner, of any generated waste from the repackaging and packing of the POPs chemicals, obsolete pesticides, and unknown chemicals.
- c. Before starting the loading of POPs pesticides, and unknown chemicals for transportation, all necessary safety precautions to prevent any possible contamination at the site shall be undertaken. In any event the Offeror shall ensure that a competent company carries out the loading and transportation operation with duly trained employees.
- d. Prior to departure from the existing storage facility, the Offeror shall submit to the project counterparts a verification that the transportation of the POPs pesticides, and unknown chemicals is being carried out in compliance with legislative requirements and pursuant to conditions stated in respective permits.

6. Duration of Work

The destruction shall be completed within six (6) months from the contract signature (under condition of the successful performance of the tests)

7. Location of Work

Country of Pakistan where POPs are located in Punjab, Sindh, Khyber Pakhtunkhwa and Balochistan. All the collected POPs Pesticides to be disposed of in an incineration unit in Karachi, Sindh and Sheikhpura in Punjab, therefore the offeror shall provide us the rates for these two locations separately, i.e collections of stockpiles from all the given locations to Karachi and Sheikhpura separately.

8. Deliverables

The Deliverables shall include the following:

1. Submission of an action plan for the transportation of POPs Pesticides.
2. NOCs from the relevant EPAs for handling & transportation of POPs from one province to another province (Sindh and Punjab)
3. Documentation acknowledging the receipt of the POPs chemicals and pesticides, and unknown chemicals at the storage facility. The documents to be acquired through handing/taking letter or certificate from where these stockpiles were collected.
4. Certification from the disposal/destruction facility verifying the quantity of the stockpiles received in every trip; which should be equivalent to 286 MT POPs pesticides at the end of the assignment

Scope of Time Schedule

Activity	Time Schedule
Training, packaging, labeling and transport of POPs chemicals and pesticides, and unknown chemicals contaminated with POPs from Pakistan	Along the whole project, in coordination with the destruction facility and as per their storage space
Part A: Project preparation	
Procurement of certified and approved containers/packaging material/bags for the packaging of the POPs Pesticides.	As required, but no more than 3 weeks after award of contract

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Part B: Packing, packaging, handling, labeling, training and chemical analysis (if required)	
Training, handling, packaging, labeling, and packing all POPs chemicals, POPs contaminated waste, pesticides, and unknown chemicals and chemicals analysis of unknown chemicals.	Starting within 3 weeks after award of contract
Part C: Transport	
Transport of POPs chemicals and pesticides, and contaminated waste within Pakistan; from current storage sites to the final destination point.	Starting within 4 weeks after award of contract
Part D. Verification and report	
Provision of report of process and certification.	Within 3 weeks of completion of transportation

Detailed schedule (Weeks): The offeror shall use the below format to develop and timeline/schedule of activities:

Activity	1	2	3	4	5	6	7	8	9	10	11	12
Part A: Site inspection and project preparation												
Procurement of certified and approved containers/packaging material/bags for the packaging of the POPs Pesticides.	X											
	x	x										
Part B: Packing, packaging, handling, labeling, training and chemical analysis (if required)												
SOPs Development, packaging, labeling, transport	x	x										
	x	x										
		x	x	x	x	x	x	x	x	x	x	x
Part C: Transport												
Transport of POPs chemicals and pesticides, and contaminated waste within Pakistan; from storage sites to the final destination point.		x	x	x	x	x	x	x	x	x	x	x
Part E. Verification and report												
Provision of report of process and certification			(x)			x			x			x



References

5. Project document "Comprehensive reduction and elimination of Persistent Organic Pollutants in Pakistan", UNDP, GEF; signed in March 20th 2015.
6. Destruction and Decontamination Technologies for POPs wastes under the Basel Convention. Training Manual for Hazardous Waste project Managers, Volume B, Part IV – Implementation Process. Part 1, Section 6, 8 and 9.
7. Destruction and Decontamination Technologies for POPs wastes under the Basel Convention. Training Manual for Hazardous Waste project Managers, Volume B, Part IV – Implementation Process. Part 1, Section 5.
8. National Implementation Plan (NIP) for ^[1]_{SEP} phasing out and elimination of POPs from Pakistan under Stockholm Convention, article 7 (a). Government of Pakistan, Ministry of Environment Islamabad. POPs Enabling Project, Islamabad, PAKISTAN.
9. Basel Convention, 2007. Updated general technical guidelines for the environmentally sound management of wastes consisting of, containing or contaminated with POPs. <<http://www.basel.int/meetings/sbc/workdoc/techdocs.html>>
10. NEP, 2001. The Stockholm Convention on Persistent Organic Pollutants. United Nations Environmental Programme. <<http://www.chem.unep.ch/sc/default.htm>>. UNEP, 2004. Review of the Emerging, Innovative Technologies.
11. GEF STAP guidance document (STAP is an independent advisory body of the GEF).
12. BS EN 1948:2006. Stationary source emissions. Determination of the mass concentration of PCDDs/PCDFs and dioxin-like PCBs. Sampling of PCDDs/PCDFs (Part 1); Extraction and clean-up of PCDDs/PCDFs (Part 2) and Identification and quantification of PCDDs/PCDFs (Part 3).

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Annex-6: Form of Bid Security

**Bid 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 Representative (Rupee) Account
[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated [Click here to enter a date](#), to execute goods and/or services (hereinafter called "the Bid"):

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 if the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
- d) 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 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 Bid 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]

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Annex-7: Form for Performance Security

(This must be finalized using the official letterhead of the A Rated Insurance Company. Except for indicated fields, no changes may be made on this template)

PERFORMANCE BOND

To,

UNDP Representative (Rupee) Account, UNDP Islamabad, Pakistan:

By this Bond[INSERT NAME AND ADDRESS OF THE CONTRACTOR] as Principal (hereinafter called "the Contractor") and[INSERT NAME, LEGAL TITLE AND ADDRESS OF SURETY, BONDING COMPANY OR INSURANCE COMPANY] as Surety (hereinafter called "the Surety") are held and firmly bound unto[INSERT NAME AND ADDRESS OF EMPLOYER] as Obligee (hereinafter called "the Employer") in the amount of.[INSERT AMOUNT OF BOND IN FIGURES AND IN WORDS], for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a contract with the Employer dated for[INSERT TITLE OF CONTRACT AND BRIEF DESCRIPTION OF THE WORKS] in accordance with the documents, plans, specifications and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto) then this obligation shall be null and void; otherwise it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- (1) complete the Contract in accordance with its terms and conditions; or
- (2) obtain a bid or bids from qualified Bidders for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsible Bidder, arrange for a Contract between such Bidder and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "Balance of the Contract Price", as used in this paragraph, shall mean the total amount payable by Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or
- (3) pay the Employer the amount required by Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors and assigns of the Employer.

This bond shall be valid until twenty eight calendar days after issuance of the Certificate of Final Completion.

In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this.....day of.....2020

SIGNED ON:
ON BEHALF OF:

SIGNED ON:
ON BEHALF OF:

NAME & TITLE:

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