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REQUEST FOR PROPOSAL

Provision of Engineering Consultancy Services for Sustainable Roads and Transport Management in Kingdom of Saudi Arabia (KSA)

RFP No.: **RFP/SAU/20/005**

Programme: **Sustainable Roads and Transport Management**

Country: **UNDP Saudi Arabia (KSA)**

Issued on: 19 February 2020

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Section 1. Letter of Invitation

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

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

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

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

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

In case your company is not registered in the E-Tendering Module, please use the following temporary username and password to register your company/firm:

Username: event.guest

Password: why2change

Bidders who will be registered on the e-tendering will be able to download the complete bidding documents from the e-tendering website at: <https://etendering.partneragencies.org>

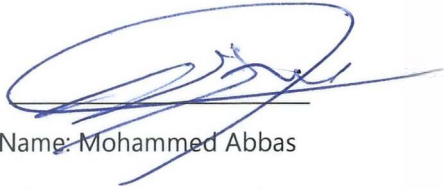
"Bidders can download the complete tender documentation from the e-Tendering upon registration".

You may utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

IMPORTANT NOTE: The amount of Financial Offer **MUST** not be mentioned anywhere in the submitted documents or e-Tendering system. The Financial Proposal **MUST** be password protected and the password will be requested later as per the RFP requirements. Failure in compliance with the mentioned conditions shall result in rejection of the offer.

Issued by:



Name: Mohammed Abbas

Title: Procurement Analyst

Date: **February 19, 2020**

Approved by:



Name: Mohammed Siddig Mudawi

Title: Resident Representative a.i.

Date: **February 19, 2020**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p>4. Conflict of Interests</p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. Cost of Preparation of Proposal</p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. Language</p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<p>8. Documents</p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<p>Comprising the Proposal</p>	<p>a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.</p>
<p>9. Documents Establishing the Eligibility and Qualifications of the Bidder</p>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<p>10. Technical Proposal Format and Content</p>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<p>11. Financial Proposals</p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p>12. Proposal Security</p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p>

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p>13. Currencies</p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p>14. Joint Venture, Consortium or Association</p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18. Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p>19. Amendment of Proposals</p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p>

<p>Email Submission</p> <p>eTendering submission</p>	<p>iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25.Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27.Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28.Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29.Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p>

	<ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. Clarification of Proposals</p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. Responsiveness of Proposal</p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. Nonconformities, Repairable Errors and Omissions</p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected;

	<p>and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP

	DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence. 46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. 46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.11% Max. number of days of delay 90 Calendar days, after which UNDP may terminate the contract.
9	40	Performance Security	Required - 10% of total contract amount. <ul style="list-style-type: none"> • Within fifteen (15) days of the contract signature by both parties. • Using the template provided by UNDP; • Issued by a Reputable Bank; • Valid for 180 days beyond the contract validity
10	18	Currency of Proposal	United States Dollar Any other convertible currency; However, the contract will be signed in the currency that the proposer selects in quoting the price in their proposal. Method for Currency Conversion: UN Operational Rate of Exchange (UNORE) prevailing on: Bid Closing Date

11	31	Deadline for submitting requests for clarifications/ questions	4 working days before the submission deadline.
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Mohammed Abbas HASSAN, Procurement Analyst Address: UNDP, Saudi Arabia E-mail address: mohammed.abbas@undp.org</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 Focal.</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	<p>As indicated in eTendering system.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p>Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. 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 to the system.</p> <p>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 submitting your proposal at the last minute, UNDP may not be able to assist.</p>
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> e-Tendering <u>Event ID number: SAU10- RFP-20-005</u>
15	22	Proposal Submission Address	https://etendering.partneragencies.org

16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files preferably ▪ 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. ▪ If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP <p>IMPORTANT NOTICE: DO NOT DISCLOSE your price anywhere in your technical proposal or in e-tendering system, other than in the encrypted financial proposal. Please insert "1" as your bid price in e-tendering line item.</p> <p>Required Documents: Please refer to Form B</p>
17	27 36	Evaluation Method for the Award of Contract	<p>Respectively Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70% of the technical score.</p>
18		Expected date for commencement of Contract	June 7, 2020
19		Maximum expected duration of contract	12 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	<p>Proof of Proposal (POP): UNDP might request the bidders (i.e. consulting firms) to host a virtual live sharing conference call to demonstrate that the propose offer is proven, fit for purpose, fully developed and able to meet the requirements of supporting Transit Roads Around Cities.</p>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Required Documents mentioned in Form B

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

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

Subject	Criteria	Document Submission requirement
Previous Experience	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Statement of Satisfactory Performance from at least 2 relevant Clients. Such statements shall be dated two months or later, before the deadline for submission of bids in response to this RFP.	
Financial Standing	Minimum annual turnover of USD 1.5M in any single year for the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. Bidder must demonstrate the ability access to the credit facilities for large projects. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> Note: UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing. UNDP had the right to reject any bid if submitted by a offeror whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.	Form D: Qualification Form
Proposed Staff	The offeror shall submit CVs of the proposed key personnel as per the TOR: <ul style="list-style-type: none">▪ CVs of the below proposed key personnel<ol style="list-style-type: none">1. Team Leader:2. Transportation Economist:3. Transportation Modeler; and4. Senior Roadway Engineer.	Proposed Staff
Implementation timetable	Implementation timetable as per the requirements; 12 months	Implementation timetable

Technical Evaluation Criteria

The overall evaluation score will be based on a combination of the technical score (max. 70%) and the financial offer (max. 30%).

The minimum technical score is 700 of the technical proposals (i.e. 70%x1000 points).

The Technical Proposals will be evaluated on the basis of their responsiveness to the Terms of Reference (Section 5) and other documentation provided, applying the following technical evaluation criteria:

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

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Overall organizational/Firm capability: <ul style="list-style-type: none"> • Structure of Organization/Firm - 10 Points • Operational capacity in handling similar/complex projects - 10 points • Strength of project management support 10 points 	30
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> • Financial stability (annual turnover more than 1.5M for the past 5 years) 20 points • The Organization's financial management capacities, including Audit Reports for the past 5 years - 20 points • Strength of project management support 20 points • Project financing capacity 10 points 	70
1.3	Relevance of specialized knowledge and experience on similar engagements done in the country and/or region. Demonstrated Experience and know how in: -Previous road sectors consulting engagements done in the region/country- 10 points -Previous road sectors feasibility studies and detailed design of road projects- 80points -Previous expansion and development of complex Road Networks-10 points	100
1.4	Quality assurance procedures and risk mitigation measures	70
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?		85
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference		85
2.3	Details on how the different service elements shall be organized, controlled and delivered		70
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement		65
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic		65
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract		30
Total Section 2			400

Section 3. Management Structure and Key Personnel*			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1 a	Team Leader , minimum relevant experience (20) years in similar works. BSc or MSc degree in civil engineering or regional planning or other relevant field from accredited University.		85
	- Education Background	15	
	- Specific Experience relevant to the assignment	45	
	- Regional/International experience	20	
	- Cultural Understanding of road construction and maintenance projects estimation within the country and/or similar regions	5	
3.1 b	Transportation Economist , minimum relevant experience (15) years. BSc degree in economy and additional certificate in one of the financial specializations or MBA (Master of Business Administration) from accredited university.		85
	- Education Background	15	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	25	
	- Language (Arabic)	5	

Section 3. Management Structure and Key Personnel*			Points obtainable
3.1 c	Transportation Modeler , minimum relevant experience (7) years. BSc degree, with the study of design of transportation networks, computer sciences, mathematics, statistics, engineering and planning.		70
	- Education Background	15	
	- Specific Experience relevant to the assignment	35	
	- Regional/International experience	15	
	- Cultural Understanding of road construction and maintenance projects estimation within the country and/or similar regions	5	
3.1d	Senior Roadway Engineer , minimum relevant experience (10) years. Degree in civil engineering, Transport Economy or related discipline.		60
	- Education Background	15	
	- Specific Experience relevant to the assignment	40	
	Language (Arabic)	5	
Total Section 3			300

***Note:** For evaluation purposes the average score of CVs will be used if multiple CVs are submitted for each position.

Proof of Proposal

UNDP will conduct a Proof of Proposal (PoP) test for the consulting firms who obtained the highest combined Technical and Financial Scores. The purpose of the PoP is to demonstrate that the offer is proven, fit for purpose, fully developed and able to meet the requirements of supporting the Transit Roads Around Cities study. If the Organization/firm fails the PoP test, it will be deemed non-responsive. UNDP will then proceed with the PoP test for the Bidder with the next highest combined Technical and Financial Scores.

Section 5. Terms of Reference

Sustainable Roads and Transport Management

Terms of Reference for Consulting Engineering Services Project for Studying of Transit Roads Around the Major Cities

Introduction:

Road network is one of the most important infrastructure sectors in any country, MOT during last years had constructed a number of roads contributed in linking the cities and villages of KSA with each other, but some roads penetrates some cities what caused many disadvantages such as traffic congestion, pollution and traffic accidents specially the trucks, which necessitates creation of radical solutions to this problem. Therefore, the issue requires a comprehensive scientific study aim to come up with a clear vision for the cities that in need to construction of transit roads around them with setting their priorities, estimation the cost of its construction and clarifies paths on maps according to specified time plan.

Objectives of the Study:

This study includes KSA major cities (which need transit roads around them) according to the scope of work for (20) years which assists in shorting the journey, reduce traffic congestion, alleviation of pollution in these cities so as to facilitate the delivery of goods and reduces cargo costs, enhances safety and preservation of environment.

The idea behind this study is to have roads outside/around cities to be used by the traveling trucks and others in order to avoid passing inside the cities.

The study to be conducted aims at the following:

1. Determination of the cities that need construction of transit roads around them (Shall not exceed 10 major cities such as Riyadh, Jeddah, Etc...);
2. Specification the tracks of these roads on maps through GIS system for all KSA regions;
3. Prioritization the construction of these roads;
4. Development of time plan for the construction of these roads;
5. Determination the impact of these roads on the Gross Domestic Product as well as the environmental, traffic, economic, financial and social.

Expected Outputs and Deliverables:

The consultant shall provide the following reports including the specified contents according to the following stages:

First Task: Review and evaluation of the current status:

1. Study and review of data and information provided by MOT from concerned departments and other relevant Ministries such as MOMRA;
2. Estimation of the current situation for the constructed existing ring roads around cities (transit roads);
3. Comparison the traffic volume rates on roads with the international rates;
4. Review of the studies conducted about truck parking;
5. Review of the other studies, which have relation with road construction such as The United Nations Economic and Social Commission for West Asia (ESCWA) and our National Transport Strategy (NTS), Urban National Strategy, reconnaissance studies of the main, secondary and future roads;

6. Coordination with Ministry of Municipal and Rural Affairs (MOMRA), Public Transport Authority and other Secretariats;

Deliverables:

- Provide a report on the coordination results with the relevant government authorities;
- Provide a report on the extent of the capacity of roads around the cities for traffic volumes and specification of service levels on road;
- Contents and connotations for the populations, growth of cities, existing and anticipating traffic, economic and social factors for KSA cities.

Second Task: Analysis and Assessment:

1. Expectation of Volume and impact of future traffic on road network around major cities;
2. Analysis the effect of internal and external factors which affecting the roads in KSA (political, economic, social, technological, environmental and legislative);
3. Analysis of demand and capacity of the existing and future roads around major cities for (20) years and comparison of rates and indications for demand and capacity with the international rates;
4. GAP analysis;
5. Assessment of environmental, economic, financial and social risks;
6. Study of the future roads, traffic volumes, analysis of benefits and costs on expected roads around cities considering the following:
 - Shorten the time of journeys (reduce the time of the new journey);
 - Save operating costs of vehicles (fuel... etc.);
 - Save the costs of accidents, mortalities and injuries (benefits of traffic safety);
 - Reduction of CO2 emissions (preservation of environment);
 - Impact of each project on the Gross Domestic Product.

Deliverables:

- Provide the report of the existing and future demand and the capacity on road around the cities in KSA and comparison of it with the international rates;
- Provide the report of GAP analysis;
- Provide the report of risks;
- Provide report considers the economic, social, financial and environmental impacts in case of project implementation and in case of non-implementation.
- Provide report on the results of cost analysis and benefits for the expected projects.

Third Task: Specification of roads to be implemented around major cities.

1. Preparation of mechanism to specify priorities of anticipated projects and revenue of investment;
2. Propose of alternatives not less than (3) alternatives roads for the track of each road includes the assessment of these alternatives roads economically, environmentally, operationally, technically and geometrically then specification of optimum alternative;
3. Determination of roads which is required to be implemented.

Deliverables:

- Provide of report on road priorities to be implemented around cities.
- Provide of report and maps explain the track of the expected roads.
- Provide of the final report.

Fourth Task: Pre-Feasibility Study of Selected Roads.

1. Mapping:

Define the technically best road alignment for the corridor, including preliminary mapping along the preferred corridor at a scale of 1:5,000 or better, including contour lines. The maps should include information on current and proposed land use in areas adjacent to the potential road alignments.

2. Demand for the Road:

Carry out origin-destination to determine to what extent the new road would be used by existing through traffic in the area. Prepare an assessment of the future demand for the road in directing regional traffic around the city.

3. Preliminary Land Acquisition and Resettlement Action Plan:

Prepare a preliminary Land Acquisition and Resettlement Action Plan which would evaluate for each proposed alternative road alignment the following: amount of land which would need to be acquired; identify the land-ownership status and assess the number of persons and structures which would need to be relocated.

4. Preliminary Archaeological and Historical Sites Survey:

Prepare a preliminary archaeological and historical sites survey of the proposed road alignment alternatives including any sacred religious sites, structures, etc. The data from this preliminary survey would be plotted on maps and used to evaluate measures which could fully be adopted to avoid sites or minimize damage possible.

Deliverables:

• **Pre-Feasibility Study Report:**

The Organization/firm shall prepare Pre-Feasibility Study Reports. The Pre-Feasibility Study would include the basic land use master plan for the subject road corridors, Preliminary Land Acquisition and Resettlement Action Plan, a Preliminary Archaeological and Historical Sites Survey, and a preliminary cost estimate.

Tasks	Month											
	June	July	Aug	Sep	Nov	Dec	Jan	Feb	Mar	April	May	June
Review and assessment of the current situation												
Analysis and assessment												
Specification of roads to be implemented around cities												
Pre-Feasibility Study of Selected Roads												

Institutional Arrangement

- A. The Ministry will provide the firm's staff with office space (includes office and electric power only); however, the firm shall be responsible for providing all computer devices, printers and any tools needed in performing this scope.
- B. The firm's staff shall report to the Deputy Minister for Roads Construction and interact with the UNDP Chief Technical and Contractual Advisor directly.

Required Task Team for the Project:

The Organization/firm shall provide specialized and integrated team work to perform all required task and achievement of project's goals, the teamwork shall minimum include the basic factors stated in the following table.

The Organization/firm shall provide the supporting documents of his previous expertness and the experience of candidates for the project through submission of CV's and related references.

No.	Job description	Minimum Requirements
1	Team Leader	<ul style="list-style-type: none"> ✓ MSc degree in civil engineering/regional planning from accredited University. ✓ Experience of not less than 20 years in a field related to initiatives and main national and international development operations, with a long record of working with facilities providers and a wider group of concerned authorities in the commercial and public sector. (or BSc with 25 years' experience). ✓ Obtain of PTP (Professional Transport Planner) certificate. ✓ Expert in comprehensive planning for major development projects and urban / regional planning –preferably at the national level as well as, comprehensive knowledge of the principles of urban planning and planning for infrastructure, knowledge of other fields related to planning activities, traffic studies and Requirements projects, with the understanding of the required transaction and engagements for the implementation of works. ✓ Great work experience at the international level (preferably in the Middle East / KSA). Cultural understanding for project management within KSA. ✓ Outstanding skills in oral and written communication.

No.	Job description	Minimum Requirements
2	Transportation Economist	<ul style="list-style-type: none"> ✓ BSc degree in economy and additional certificate in one of the financial specializations or MBA (Master of Business Administration) from accredited university. ✓ Experience of not less than 15 years, with undertaking of the following tasks: ✓ Perform the economic evaluation and prepare of demand anticipations, analysis of costs and benefits and estimation of operation costs. ✓ Experience in transportation and roads. ✓ Application of the mechanisms and methodologies of preparing alternative economic models, in order to permit equilibrium between costs and specification of its priorities according to the results of services, programs and projects. ✓ Knowledge of related methodologies with unspecified aspects in assessment and principles of project's portfolio administration and methodologies of priorities specification. ✓ Knowledge of the principles of benefits administration and its achievement. ✓ Development of methodologies to show the conformity of plans and decisions of expenditure with the strategic plans. ✓ Provide of economic analysis and consultation in terms of policies and operation matters. ✓ Contribution in the studies related to macroeconomic, sectoral, and regional relevant to land use and transportation. ✓ Contribution in the assessment of social, economic and environmental impacts. ✓ Participation in the discussions with other disciplines including engineers, designers and planers. ✓ Show of intellectual competence and ability to active communication, with the interpretation of technical issues to different people in English Language (preferably the Arabic Language). ✓ Outstanding personal skills and ability to teamwork within the team ✓ Outstanding skills in oral and written communication.
3	Transportation Modeler	<ul style="list-style-type: none"> ✓ BSc degree in engineering, with the study of design of transportation networks, computer sciences, mathematics, statistics, engineering and planning. ✓ Experience for 7 years or more in (at a leadership level) at work in design of transportation companies, transportation planning and software development. ✓ Knowledge of the tools of transport network design and understanding of suitable and effective analytical capabilities for policy analysis and participation in quality assurance and quality control process. ✓ Experience in coordination with model application staff to support design and analysis of transport network models for preparing wide-

No.	Job description	Minimum Requirements
		<p>scale regional plans, implementing and analyzing transport systems, study of roads and study of investment in highways and major crossings.</p> <ul style="list-style-type: none"> ✓ Ability to coordinate so as to integrate transport models and land use as well as, coordination with the staff of economic and demographic affairs to identify the connections between data and testing of scenarios within the model . ✓ Comprehensive knowledge of developing data solutions for maintaining transport data bases, usage of modern and accurate data on traffic flow, data collection of this flow such as compiling and processing of statistical data, statistics of local main roads and passenger's data. This also includes assumption on the existing network and the planned one, as well as, coordination to use the GIS to update databases. ✓ Standardization of operation model and verification of origins of data of other parties, such as, speed data, trips from origin to destination, truck data and lighting poles data, as well, knowledge of the latest issues of model preparation software such as VISSUM, VISSIM, HCS, SYNCHRO. ✓ Outstanding skills in oral and written communication.
4	Senior Roadway Engineer	<ul style="list-style-type: none"> ✓ BSC degree in engineering from accredited university or any other relevant field. ✓ Minimum (10) years of experience in wide-scale projects, including full responsibility of road engineering. ✓ Accredited RSP. ✓ Experience in developing construction plans, including traditional sections and horizontal and vertical geometric shapes and identifying the level of ground levelling works and quantities. ✓ Tasks may also include coordination of utilities and preparation and analysis of safety plans. ✓ Experience in developing traffic plans including maintenance and protection of traffic signals and signs. ✓ Knowledge and experience in using Auto CAD, in roads, micro station, GIS, Civil 3D. ✓ Experience in making geometric design of roads and urban projects, starting from preliminary design up to final design, including practical good knowledge of entire cycle of projects. ✓ Experience of developing specifications, cost estimates and preparation of final proposals. ✓ Possessing strong practical knowledge of software tools for road design. ✓ Knowledge of systems, accounts, equipment, and applications of techniques, materials and computers used in this field. ✓ Knowledge of sectional and organizational criteria, design criteria or planning criteria used in this respect.

No.	Job description	Minimum Requirements
		<ul style="list-style-type: none"> ✓ Knowledge of engineering measures or procedure, design manuals, automated and administrative practices. ✓ Possessing strong leadership skills. ✓ Knowledge of using and coordinating CAD two-dimensional and three-dimensional design tools in any project. ✓ Outstanding skills in oral and written communication. ✓ Arabic language is preferable.

Method of Payment of dues:

The Organization/firm due payments is subject to UNDP Payment policy and shall be made in instalments matching the amount of works accomplished under the contract this shall be done after completing, submitting and outputs of themes according to the following:

Deliverables of the project	Dues from contract value (%)
First task: Review and assessment of the current situation	
Provide report on coordination results with the related governmental agencies.	15
Provide report on the extent of the of roads around the cities for traffic volumes and specification of service levels on road.	
Contents and connotations for the populations, growth of cities, existing and anticipating traffic, economic and social factors for KSA cities.	
Second task: Analysis and assessment	
Analysis of demand and capacity for the existing and future roads around cities and comparison of it with the international rates.	35
Provide the report of GAP analysis.	
Provide the risks report.	
Provide report explains the economic, social, financial and environmental impacts in case of project implementation and in case of non-implementation for the cities that in need to construction of transit roads around them.	
Provide report on the results of cost analysis and benefits for the anticipated projects.	
Third task: Specification of roads to be implemented around cities	
Provide report on road priorities to be implemented around cities.	25
Provide report and maps explain the track of the expected roads.	
Provide the final report.	
Fourth Task: Pre-Feasibility Study of Selected Roads	
Provide Pre-Feasibility Study Report	25

Section 6: Returnable Bidding Forms / Checklist

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

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the Bid Data Sheet.

Have you duly completed all the Returnable Bidding Forms?	<input type="checkbox"/>
▪ Form A: Technical Proposal Submission Form (Mandatory)	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

(Must be submitted in a separate file/password protected)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form (Mandatory)	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/SAU/20/005 - Provision of Engineering Consultancy Services for Sustainable Roads and Transport Management in Kingdom of Saudi Arabia (KSA)		

We, the undersigned, offer to provide the services for Provision of Engineering Consultancy Services for Sustainable Roads and Transport Management in Kingdom of Saudi Arabia (KSA) in accordance with your Request for Proposal No. RFP/SAU/20/005 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, preferably not to exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Technical proposal contains the Methodology and Work Plan. A brief Methodology on how the firm/company will approach and conduct the work, including the applicable risks analysis and assumptions. (submitted Proposal without technical or financial proposal will be rejected) ▪ List and value of projects performed for the last 7 years, plus client's contact details who may be contacted for further information on those contracts; ▪ Last five years Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past five years (2014, 2015, 2016, 2017 and 2018). The

bidders having completed certified audited financial statement for 2019 can also submit the report which will be considered for evaluation.

- Statement of Satisfactory Performance from the Top Three (3) Clients in terms of similar projects completed within last 7 years;
- Implementation timetable as per the requirement;
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- Tax Registration/Payment Certificate issued by the Local Revenue Authority evidencing that the Bidder is updated with its tax payment obligations (local bidders), or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- Local Government permit to locate and operate in assignment location, if applicable
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- CVs of the below proposed key personnel as per TOR:
 - Team Leader:
 - Transportation Economist:
 - Transportation Modeler; and
 - Senior Roadway Engineer.
- Form A: Bid Submission Form **(Mandatory)**
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/ Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Bid (including Implementation plan and Technical compliance sheet)
- Form F: Financial Proposal Form **(Mandatory)**

Form C: Joint Venture/Consortium/Association Information

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/SAU/20/005 - Provision of Engineering Consultancy Services for Sustainable Roads and Transport Management in Kingdom of Saudi Arabia (KSA)		

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

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

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

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

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	<input type="text" value="Select date"/>
RFP reference:	RFP/SAU/20/005 - Provision of Engineering Consultancy Services for Sustainable Roads and Transport Management in Kingdom of Saudi Arabia (KSA)		

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

Historical Contract Non-Performance

Contract non-performance did not occur for the last 3 years

Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

No litigation history for the last 3 years

Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

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

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

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

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

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

Financial Standing

Annual Turnover for the last 5 years	Year	USD
	Year	USD
	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years				
	Year 1	Year 2	Year 3	Year 4	Year 5
	<i>Information from Balance Sheet</i>				
Total Assets (TA)					
Total Liabilities (TL)					
Current Assets (CA)					
Current Liabilities (CL)					

	<i>Information from Income Statement</i>				
Total / Gross Revenue (TR)					
Profits Before Taxes (PBT)					
Net Profit					
Current Ratio					

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

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

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/SAU/20/005 - Provision of Engineering Consultancy Services for Sustainable Roads and Transport Management in Kingdom of Saudi Arabia (KSA)		

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

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, industry standing, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country. Provide evidence of demonstrated experience and know-how in road sectors feasibility studies and detailed design of road projects, expansion and development of complex Road Networks and road sectors consulting engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/SAU/20/005 - Provision of Engineering Consultancy Services for Sustainable Roads and Transport Management in Kingdom of Saudi Arabia (KSA)		

Please submit a detailed financial proposal separately as a password protected file.

We, the undersigned, offer to provide the services for Provision of Engineering Consultancy Services for Sustainable Roads and Transport Management in Kingdom of Saudi Arabia (KSA) in accordance with your Request for Proposal No. RFP/SAU/20/005 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	<input type="text" value="Select date"/>
RFP reference:	[Insert RFP Reference Number]		

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

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

The Offeror is required to prepare the Financial Proposal following the below format and submit it as sperate file from the Technical Proposal as indicated in the Instruction to Bidders.

- ✓ The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.
- ✓ The financial proposal will specify a total lump sum amount per deliverable(s) per line item and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.
- ✓ Financial Proposal Form, providing a breakdown as required (including travel, per diems) is to be provided by the offeror.

Currency of the proposal: USD

Table 1: Summary of Overall Prices

#	Deliverables	Quantity	Unit Cost (Currency)	Total Price (All Inclusive)
1	<p>First task: Review and assessment of the current situation includes but not limited to the following:</p> <ul style="list-style-type: none"> ➤ Provide report on coordination results with the related governmental agencies. ➤ Provide report on the extent of the of roads around the cities for traffic volumes and specification of service levels on road. ➤ Contents and connotations for the populations, growth of cities, existing and anticipating traffic, economic and social factors for KSA cities. 	Lump-sum		
2	<p>Second task: Analysis and assessment includes but not limited to the following:</p> <ul style="list-style-type: none"> ➤ Analysis of demand and capacity for the existing and future roads around cities and comparison of it with the international rates. 			

	<ul style="list-style-type: none"> ➤ Provide the report of GAP analysis. ➤ Provide the risks report. ➤ Provide report explains the economic, social, financial and environmental impacts in case of project implementation and in case of non-implementation for the cities that in need to construction of transit roads around them. ➤ Provide report on the results of cost analysis and benefits for the anticipated projects. 	Lump-sum		
3	Third task: Specification of roads to be implemented around cities includes but not limited to the following: <ul style="list-style-type: none"> ➤ Provide report on road priorities to be implemented around cities. ➤ Provide report and maps explain the track of the expected roads. ➤ Provide the final report. 	Lump-sum		
4	Fourth Task: Pre-Feasibility Study of Selected Roads	Lump-sum		
	Total cost (Currency)			

The above Unit price shall take into consideration of all likely cost to be incurred by the firm e.g. staff remuneration, Travel Cost (Living allowance, ticket), Printing and Stationery, or any other costs that may be associated in performing the contract.

Important:

1) The following template MUST be used to derive the Cost for each expenditure category depicted in the above table in order to demonstrate the relevance and reasonableness of the quoted Price;

2) The proposed period of engagement for each category of experts if left to the discretion of the company but it should NOT exceed the total project duration of 12 months

Table 2: Breakdown of Professional Fees

Table-B:							
The offeror shall add additional rows/ modify the table as applicable							
Cost Element/Structure	Per Day Remuneration (Currency) (a)	Proposed Period of engagement (days) (b)	Total Remuneration $c = a * b$	Travel Expenses (d)		Other Costs (currency) (please specify) (e)	Total Amount (currency)) $f = c + d + e$
				Living Allowance	Ticket		
1. Staff Cost (Personnel Services):							
1.1 Team Leader							
1.2 Transportation Economist							
1.3 Transportation Modeler							

1.4 Senior Roadway Engineer							
1.5 Any other support staff (if applicable)							
Total Amount (Currency) g							
2. Operating Expenditures:							
2.1 International flights		-	-	-	-	-	
2.2 Subsistence allowance							
2.3 Miscellaneous travel expenses							
2.4 Local transportation costs							
2.4 Out-of-Pocket Expenses							
2.5 Stationery and Reproduction	lump sum						
2.6 Any Other Costs (please specify)	Lump sum						
Total Amount (Currency)							
Grand Total [f + g)							

Please note that Price Quoted in Table-A MUST be equal to Grand Total Quoted in Table-2,

Form H: Form for Performance Security

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

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [*name and address of Contractor*] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. [Click here to enter text](#).dated [Click here to enter a date](#). , to execute Services (hereinafter called "the Contract"):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, 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 Contract Price 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 until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date

Name of Bank

Address