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REQUEST FOR PROPOSAL

Hiring of Consultant Firm/Organization for Feasibility Study, Detail Design and Construction Supervision of 19 model Retrofitted Structures and 14 Tsunami Evacuation Sites under Tsunami & Earthquake Preparedness Project

RFP No: UNDP-RFP-2020-082

ORPS: 2450

Project: Tsunami & Earthquake Preparedness Project, UNDP

Country: Pakistan

Issued on: 21 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 (Not Applicable)
- 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 (Not Applicable)

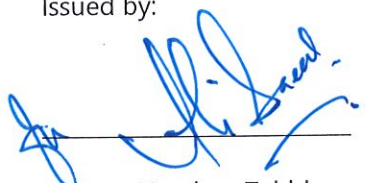
Section 7: Form of Performance Security (Not Applicable)

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 i.e. **06 March 2020 (12:30 PM Pakistan Standard Time) OR 02:30 AM EST** set out in Bid Data Sheet, through UNDP E-Tendering System <https://etendering.partneragencies.org>

Please acknowledge receipt of this RFP by sending an email to pakistan.procurement.info@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function **on or before 29th February 2020** in e-Tendering 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.

Issued by:

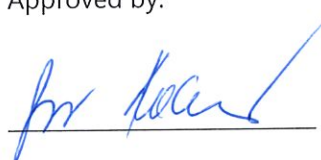


Name: Zeeshan Zahid

Title: Manager Procurement

Date: **February 21, 2020**

Approved by:



Name: Ignacio Artaza

Title: Resident Representative

Date: **February 21, 2020**

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SECTION 2. INSTRUCTION TO BIDDERS

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



7. Language	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.
8. Documents Comprising the Proposal	8.1 The Proposal shall comprise of the following documents: c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; f) Proposal Security, if required by BDS; g) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	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.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 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. 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 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.
11. Financial Proposals	11.1 The Financial Proposal and Financial Proposal Submission Form 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. 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. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	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. 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. 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.

- 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.
- 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:
- a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;
 - b) In the event that the successful Bidder fails:
 - i. to sign the Contract after UNDP has issued an award; or
- 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.

13. Currencies

- 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:
- 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
 - 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.

14. Joint Venture, Consortium or Association

- 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.
- 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.
- 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.
- 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.
- 14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:

	<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>
15. Only One Proposal	<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.
16. Proposal Validity Period	<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>
17. Extension of Proposal Validity Period	<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>

	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.
18. Clarification of Proposal	<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>
19. Amendment of Proposals	<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> <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.</p>
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	<p>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.</p>
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> <ul style="list-style-type: none"> g) 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. h) 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: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS 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>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>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 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. c) The password for opening the Financial Proposal and Financial Proposal Submission Form 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.
e-Tendering submission	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS,</p>



	<p>shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal and Financial Proposal Submission Form files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 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 and Financial Proposal Submission Form 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. 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. 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-notice/resources/
23. Deadline for Submission of Proposals and Late Proposals	<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>
24. Withdrawal, Substitution, and Modification of Proposals	<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 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</p>

	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.
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> <ul style="list-style-type: none"> i) Preliminary Examination j) Minimum Eligibility and Qualification (if pre-qualification is not done) k) Evaluation of Technical Proposals l) 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> <ul 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 resources to perform the contract and all existing commercial commitments, 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.

30. Evaluation of Technical and Financial Proposals

- 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.
- 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.
- 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.
- 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

31. Due Diligence

- 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:
- 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

	<p>that may have done business with the Bidder;</p> <p>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;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>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>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>
33. Responsiveness of Proposal	<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>
34. Nonconformities, Reparable Errors and Omissions	<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; and 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



	<p>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>
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	<p>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.</p> <p>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.</p> <p>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 </p>



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	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	<input checked="" type="checkbox"/> Not Required
10	18	Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (US\$) <input checked="" type="checkbox"/> Local Currency i.e. PAK Rupees In case of US\$, the UN Rate of Exchange of respective month shall apply when proposal submission period closes. The Local vendor will be paid in PKR.
11	31	Deadline for submitting requests for clarifications/ questions	Five (05) days before the submission date.
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Ali Saeed- Procurement Analyst, UNDP Address: UNDP Country Office, 4th Floor, Serena Business Complex, Pakistan. E-mail address: pakistan.procurement.info@undp.org

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Direct communication to prospective Proposers by email and Posting on the following websites</p> <p>http://www.pk.undp.org/content/pakistan/en/home/operations/procurement0/</p> <p>AND</p> <p>https://etendering.partneragencies.org</p> <p>Please keep visiting the above websites till the closing date for additional information and updates.</p>
14	23	Deadline for Submission	<p>06th March 2020 (12:30 PM Pakistan Standard Time OR 2:30 AM EST).</p> <p>PLEASE NOTE :-</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.
14	22	Allowable Manner of Submitting Proposals	<p><input checked="" type="checkbox"/> Online bidding in E-tendering module.</p>
15	22	Proposal Submission Address	<p>To be submitted in e-Tendering system:</p> <p>https://etendering.partneragencies.org</p> <p>Note: Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering system Bidder User Guide and Instructional videos available on this link:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
16	22	Electronic submission (e-Tendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ 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.

			<ul style="list-style-type: none"> ▪ Password for Financial Proposal and Financial Proposal Submission Form <u>must</u> not be provided to UNDP until requested by UNDP (see note below) <p>Note:</p> <ul style="list-style-type: none"> ▪ The Proposer is required to prepare and submit the Financial Proposal and Financial Proposal Submission Form in a password protected PDF file separate from the rest of the proposal submission as indicated in the Instructions to Proposers. ▪ Password for the Financial Proposal and Financial Proposal Submission Form <u>must</u> not be provided to UNDP until it is formally requested by UNDP focal point indicated below: ali.saeed@undp.org
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>Where the minimum passing score of technical proposal is 70%.</p>
18		Expected date for commencement of Contract	<i>April 1, 2020</i>
19		Maximum expected duration of contract	Expected duration of work is approx. 10 months with effective from the date as per Work Plan subject to the signing of the contract.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and 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>Technical, Financial Proposal and Financial Proposal Submission Forms should be submitted in separate PDF files and Financial Proposal and Financial Proposal Submission Form must be password protected.</p> <p>Note:</p> <p>While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your Financial Proposal and Financial Proposal Submission Form in the e-tendering system. It should only be mentioned in the Password Protected File/Attachment of Financial Proposal and Financial Proposal Submission Form. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p>
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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- as mentioned in Form-B
- Technical and Financial Proposals and Financial Proposal Submission Form submitted separately
- Bid Validity
- Proposal Security submitted as per RFP requirements with compliant validity period. **(Not Applicable)**

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. Power of Attorney Power of Attorney to the authorised representative	Form B: Bidder Information Form
Legal Status/ Tax payer	Tax Registration/Payment Certificate issued by the Internal Revenue Authority	Form B: Bidder Information Form
Financial proposals is Password Protected	Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal and Financial Proposal Submission Form must be password protected	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
Previous Experience	a). The Firm should have 10 years of proven experience in Planning/Designing and Supervision of Construction Work.	Form D: Qualification Form
	<p>b). Proposer must have a minimum average annual turnover of PKR 50 Million (for local firms) or USD 250,000 (for international firms) in the last 2 years evident from its financial statements.</p> <p>The annual turnover will be calculated through Audited Statements (2017-18 and 2018-19).</p> <p>c). Proposer must be registered with Pakistan Engineering Council (PEC) and The Pakistan Council of Architects and Town Planners (PCATP)</p> <p>d). Proposer must have complete Three Contracts of similar nature and complexity of Value PKR 20 Million each. with National/Multinational Organizations (please attach copies of contracts).</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Financial Standing	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

TECHNICAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise and Capacity of Firm / Organization	30%	210
2.	Proposed Methodology, Approach and Implementation Plan	45%	315
3.	Management Structure and Key Personnel	25%	175
Total			700

Form 1 Technical Proposal Evaluation		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing.	30
1.2	Provide three Satisfactory Performance certificate along with duration of each assignment (each certificate carries 10 marks)	30
1.3	Demonstrated experience of 10 years of Design Construction and Supervision Retrofitting of existing buildings and Tsunami Evacuation Shelters, Critical Infrastructure, planning and management (each year carries 7 marks)	70
1.4	4 Years' experience in application of building design related Softwares like Building design suit, Green building studio, BIM 360Glue, Autocad Architecture, Structural Design software, and project management softwares like Prima vera, Ms Project etc..	40
1.5	Financial stability (Last 2 years Audited Account (2017-2018 and 2018-2019) Current Ratio should be more than 1. (15 marks for each Audited statement).	30
1.6	<p>Organizational Commitment to Sustainability:</p> <ul style="list-style-type: none"> Organization is compliant with ISO 14001 or ISO 14064 or equivalent. (2.5 marks) Organization is a member of the UN Global Compact. (2.5 marks) <p>Organization demonstrates significant commitment to sustainability through some other means- (5 Marks), for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues.</p>	10
Total		210



Form # 2		
Technical Proposal Evaluation		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of Reference?	100
2.2	Proposed Methodology & Approach, including work plan, demonstrating knowledge of the importance of public private partnerships for innovative DRR and experience of Designing and supervision, planning and management of similar Projects in coastal areas of Sindh and Balochistan, Pakistan	100
2.3	Comprehensive knowledge of international Building codes , Guidelines used for the Construction of Tsunami Shelter and retrofitting works, Understanding about the Building codes and international standard used in Pakistan (ACI, ASTM, AASHTO, etc)	60
2.4	Is the proposal well defined and in line with UNDP's mandate to promote resilience(Clear and concise approach)	55
Total		315

Technical Proposal Evaluation Form 3		Points Obtainable
Management Structure and Key Personnel		
3.1	Team Leader/ Chief Resident Engineer (01)	70
	General qualification: Should have a Master's Degree in Construction Management, Contracts Management, project management, or Equivalent HEC/PEC recognized degree	30
	Past experience working on similar projects: Minimum 15 years' experience in the field of civil Engineering, Structural Engineering and experience in similar types of projects: 15-20 Years – 20 Marks 20 and above – 30 Marks	30
	Knowledge of the Region	5
	Language Qualifications (Local Languages – Sindhi & Balochi)	5
	Resident Engineer/Senior Structure Engineer (02)	70

3.2	General Qualification	
	Bachelor's Degree in Civil Engineering, preferably Masters in structures registered with PEC	20
	10 years' experience in Managing and implementing similar projects (3 Marks for each year)	30
	4 Years professional experience in Design and Design related software (4 marks each year)	16
	Knowledge of the subject	2
	Language Qualifications (Local Languages – Sindhi & Balochi)	2
3.3	Technical Staff (Architect, Engineers, surveyors) (07)	35
	General Qualification	15
	Educational Qualifications - Bachelor's degree Civil or Architecture	
	2 Years professional experience in Design and Design related softwares (5 marks each year)	10
	2 Years Professional Experience in Building construction, Supervision (5 marks each Year)	10
Total		175

SECTION 5. TERMS OF REFERENCE

Context of Requirement:

Hiring of Consultant Firm/Organization for Design, Feasibility Study and Construction Supervision of 19 model retrofitting in the existing structures of public buildings (primary schools, dispensaries) in the identified area and 14 tsunami shelters with complete design of the proposed communal evacuation structure site and route through Tsunami & Earthquake Preparedness Project at three coastal districts of Malir & West Karachi (Sindh), and Gwadar (Balochistan).

Background:

Historical evidences prove to the possibility of a devastating tsunami potential of the Indian Ocean. The Makran Subduction Zone (MSZ) and Sumatra have been sources of two of the greatest tsunamis in the region in year 1945 and 2004 respectively. The latter claiming some 230,000 lives.

The coastline of Pakistan has experienced a disastrous tsunami in 1945 when an earthquake of magnitude 8.0 occurred in the Arabian Sea which generated a tsunami. Although the population density along the Makran coast was very low even then the casualties were more than 4,000. Karachi, despite being approximately 450 km away from the earthquake's epicenter, faced 2 m high tide-like waves that affected harbor facilities. Arabian Sea cannot be ignored due to its earthquake potential as Makran subduction zone is located about one hundred kilometers away from the coast. In case of another potential Makran event, Pakistan, India, Iran, Oman and proximate regions are highly vulnerable to tsunamis.

The fast-growing cities along the coast are likely to be the most vulnerable to tsunami due to being very close to the subduction zone. Of the country's 1,150 kilometers of coastline, more than 600 km lies within Balochistan province, with the remainder in Sindh province. On the Balochistan coast, the population is concentrated mostly in port cities such as Gwadar and Pasni, smaller towns such as Ormara, Jiwani, Daam and Sonmiani and scattered villages.

The population at Pakistan coast has increased during all these years with approximately 85,000 for Gwadar and over 20 million for Karachi (in comparison to less than 8000 in Gwadar and .1 million in Karachi of late 1940's urban population statistics) thereby augmenting the problem of vulnerability to destruction. 70% of Pakistan's 1,046 km coastline lacks appropriate early warning system (according to UNDP's study during the Early Warning initiative under One UN Joint Pilot Programme for DRR (2009-2012). Comparison between levels of susceptibility to damages by a potential tsunami in the region back then and now has led to the realization that there is virtually very little that has been improved in terms of community preparedness.

As the Makran subduction zone is located 70 km from the Pakistan coast, it is reported that the 1945 Tsunami hit the coast in less than 20 minutes. Distant tsunamis have not affected Pakistan so far. The 2004 Indian Ocean Tsunami did not reach Pakistan, as Pakistan is located behind the Indian subcontinent where the tsunami originated.

Scope of Work:

UNDP has recently signed a Project titled "Strengthening tsunami and earthquake preparedness in coastal areas of Pakistan", with financial assistance from Government of Japan. UNDP will closely work with NDMA, Sindh and Balochistan PDMA, PMD, and other stakeholders.

UNDP has planned to construct 14 communal structures which will serve as a multi-purpose used during normal days. The shelters will also provide a safer space against diverse kinds of natural calamities like tsunami, earthquakes and storm surges. The evacuation structures will be accessible from multiple sides (i.e. roads access). Considering the risk of tsunami wave, the safer place will be made at a safe distance from the sea. The structure will accommodate all the essential facilities like safe drinking water, sanitation (separate toilets for males and females). The facility will have segregated spaces for males and females, and it will give special attention in terms of access to people with disabilities, pregnant women, elderly and the under-age children. The proposed communal structure shall be designed keeping in view to facilitating dropping of provisions from the air (using helicopter) during the emergencies. There shall be minimum or no operation and maintenance cost of the safer communal structure after completion.

The project will also carry out reinforcing and retrofitting of facilities for earthquake and tsunami mitigation and preparedness through low cost retrofitting of the selected buildings against earthquake and tsunami risks, these buildings shall educational and health facilities and any other existing infrastructure facility in District Malir, West Karachi and Gwadar.

UNDP intends to carry out feasibility studies for structural interventions for each site including retrofitting of existing buildings and construction of shelters to meet requirements during disasters, in accordance/ compliance with building bylaws and requirements.

the following table presents the break-up of structures to be retrofitted.

1. Model retrofitted structures – 19 (13 Schools and 6 health facilities)

District	Schools	Health facilities
Malir	5	02
West Karachi	4	02
Gwadar	4	02

UNDP will identify and develop tsunami evacuation sites (designated areas with shelter facilities, considering population size as per census records, basic needs, social set up, age and gender wise setup). This will include notification of evacuation routes with tsunami sign boards, following the regional and global best practices. The district wise breakup of the 14 shelters is given in the table below:

2. Tsunami evacuation sites (with shelter facility and evacuation routes) 14:

District	Shelters
Malir	06
West Karachi	05
Gwadar	03

These solutions will be designed on the engineering principles with regard to DRR, considering the impact of Tsunami and Earthquake Cyclones as per specific Pakistan Building Code zones vis-a-vis local community considerations. The Detail technical Engineering Design report with building codes to be used.

The services of consulting firm are required with following main tasks

Task-1 Identification of Schemes & conduct Feasibility Study

1. **Feasibility Report** based on primary and secondary data covering demographics, assessment of identified sites, site appraisals, including geotechnical studies, socio-economic status, land availability & acquisition, taking into consideration international best practices and building by-laws of Pakistan Engineering Council. Feasibility report should also cover vulnerability assessment and structural details of community infrastructure including schools and hospitals.
2. **Environmental Impact Assessment (EIA)**, approved by EPA:

Task-2 Detail Engineering design, Bill of Quantities (BOQs)

Preparation of detailed engineering design including construction drawings, conceptual reports, BOQs, engineering estimates for each intervention.

Task-3 Preparation of Request for Proposal for hiring of construction Firms

1. Preparation of TORs to hire construction firm and prepare construction drawings, interior and furnishing works, specifications, Bill of Quantities and cost estimates based on market prices for RFP, and provide at least 03 copies of the final sets of such drawings to the UNDP for further processing
2. Assist UNDP in bid evaluation for qualification/selection of contractor/s and arrange relevant services leading to the award of contract

Task-4 Development of Forms

The consulting firm shall develop standard forms for reporting including receipt of material, testing of materials, details of work done along with measurements etc

Task-5 Services for Construction Supervision (Resident Supervision)

- I. The consulting firm shall perform duties of "Engineer In charge" with the contractor/s to supervise construction with agreed terms and conditions with UNDP.
- II. In carrying out the assignment, the consulting firm shall undertake the following works:
 - a) Issue instructions to the contractor/s and provide engineering supervision to the execution of works.
 - b) Ensure quality control through laboratory tests and other non-destructive tests at the expense of the contractor.
 - c) Verification of Interim Payment Certificate on the basis of actual work done.
 - d) Prepare monthly progress reports. Maintain estimate and comparative statements of project costs for UNDP. Assist coordination between UNDP and the contractor.
 - e) Review and approve "As Built" drawings prepared by the Contractor.
 - iv. The consulting firm shall certify that works are executed as per approved design, drawings, standard specifications, technically sanctioned estimate and within the provisions of contract agreement.
 - v. The consulting firm shall supervise the contractor in all matters concerning safety and care of the work and advise the UNDP on any problem arising in the construction work during its execution.
 - vi. The consulting firm shall certify that the construction material brought at site by the contractor(s) is in accordance with the specifications and is tested as per standard practices.
 - vii. The consulting firm shall check systematically the progress of work according to the construction schedule of the agreement and shall submit monthly progress reports of the contractor in the prescribed format to UNDP pointing out the deficiencies and suggest remedial measures.
 - viii. The consulting firm shall keep the record of daily inspection reports in the prescribed forms at the site office and submit it to the UNDP on weekly basis.
 - ix. The consulting firm shall carry out detailed final inspection of the work and shall recommend to the client for issuance of completion certificate stating that the work has been completed as per design, drawings, standard specifications and contract agreement.
 - x. Consultant shall be responsible for getting all such defects rectified from the concerned contractor(s) and final payment of the contractor(s) shall be verified only after satisfactory removal of the defects.
 - xi. The UNDP may increase or decrease the quantum of work without assigning any reason.
 - xii. UNDP's authorized representative may regularly visit the site for checking resident supervision of the consulting firm and the quality of work executed by the contractor and issue necessary instructions to the consulting firm or contractor/s for proper execution of the work at site
 - xiii. Plan and design and supervise the work of interior furnishing meeting the best standards.

Expected Outputs and Deliverables:

Outcome: The technical firm's work is expected to result in safe and economical design for the listed work items, keeping in view the best practices used for Earthquake and Tsunami Resilient Structures, latest building codes/standards and the requirements of the respective building

control authorities and the Client. The consulting firm is will be responsible for supervision of the construction as per specifications and ensure quality.

Sr. No	Deliverables/ Outputs	Action Required	Estimated Timelines
1	<ul style="list-style-type: none"> • 33 Feasibility study reports including but not limited to Identification and initial assessment of potential sites, Technical assessment, Financial assessment, Disaster Impact Analysis (DIA) and possible mitigations and monitoring activities and related costs associated with each site identified. • UNDP SESP • the environmental and social risks including Environmental Impact Assessment Report (EIA) and environmental / social mitigation frameworks (for sites where required) 	<ul style="list-style-type: none"> • The assessment including locations, accessibility, relevance, and conditions. problem statement, proposed solutions and preliminary design and rough cost estimate for each proposed solution and preliminary design The work shall include consultations with stakeholders on the proposed site. The consultations shall be done in close collaboration with UNDP and the stakeholders and key findings shall be summarized and incorporated in the options to be presented to the project manager for decision on the preferred location site. • Public Hearings for Environmental impact assessment and redress of grievances by local community 	08 weeks
2	<ul style="list-style-type: none"> • Engineering Design report • Bill of Quantities • Engineering estimates 	<ul style="list-style-type: none"> • field visits and assessments of selected sites, required surveys, location mapping, structural designs, architectural plans, construction drawings, minimum soil testing if requires. • Prepare bills of quantities (BOQ), detailed cost estimates based on market rates and trends, and other necessary documentation for all material supplies and construction phase • Detailed designs including construction plans and drawings, specifications for all the materials and services involved, design calculations, computer models and simulations, bills of quantities, cost estimates, and other necessary documentation for each site. • For retrofitting of existing sites, show both existing and proposed new works on drawings, clearly distinguishing between the two. Appropriate provision should be made in 	04 weeks

		specifications and bills of quantities for any modifications and/or rehabilitation of existing structures and components required as part of retrofit work.	
3	RFP for Hiring construction Firms, Technical specifications	Preparation of TORs to hire construction firm and prepare construction drawings, interior and furnishing works, specifications, Bill of Quantities and cost estimates based on market prices for RFP	04 Weeks
4	Standard reporting Forms	Development of standard reporting, receipt and testing of materials, details of work including done along with measurements etc.	02 weeks
5	<p>Following milestone-based reports and monthly progress reports are as under,</p> <ul style="list-style-type: none"> • First report shall be submitted on completion of 25 % of work after commencement • Second report shall be submitted on completion of 50% of work • Third report shall be submitted on completion of 75% of work • Fourth report shall be submitted on 100 % completion of work including handing/taking over. • Monthly progress reports shall be submitted at the end of every month during construction supervision phase 	Regular construction supervision based on the agreed TORs and preparation of milestone completion report at 04 stages of work and monthly progress reports	28 Weeks

Key Performance Indicators

1. Submission of reports 100% on time
2. Response time within 8 working hours
3. 100% quality compliance
4. 100% satisfaction level

Person to Supervise the Work/Performance of the Service Provider

National Project Manager –Strengthening Tsunami and Earthquake preparedness in Coastal Areas of Pakistan- UNDP

Location of work:

District Malir, West Karachi, District Gwadar (Balochistan)



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 BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<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: Form of Proposal Security (Not Applicable)	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Files:

(Must be submitted in a password protected PDF files)

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



FORMA: TECHNICAL PROPOSAL SUBMISSIONFORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] 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:	<input checked="" type="checkbox"/> Power of Attorney to the authorised representative to submit/sign the RFP submission documents and for further correspondence with UNDP on behalf of organization <input checked="" type="checkbox"/> Technical and Financial proposals should be submitted as separate PDF files. Financial Proposal and Financial Proposal Submission Form must be password protected; <input checked="" type="checkbox"/> Proposer's Profile providing organogram, details of employees, CVs of key professionals, list of clients and available facilities/expertise; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer. <input checked="" type="checkbox"/> Valid Pakistan Engineering Council Registration Certificate (PEC) of Year 2019 and The Pakistan Council of Architects and Town Planners (PCATP)

- ☒ Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past two years 2017-18 & 2018-19.
- ☒ Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation.
- ☒ Official Letter of Appointment as local representative, if proposer is submitting a proposal on behalf of an entity located outside the country.
- ☒ Statement of Satisfactory Performance from the Top Three Clients in the past three years for reference. Note: Please provide the latest contact details of the focal point at client for which performance certificates will be provided.
- ☒ Three relevant Contracts of Value **PKR 20 Million Each** with National/Multinational Organizations (please attach copies of contracts).
- ☒ All information regarding any past and current litigation during the last three (3) years, in which the proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded,
- ☒ CVs of all the personnel that will be assigned to this job.
- ☒ An affidavit on stamp paper that the Proposer has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients.



FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM (NOT APPLICABLE)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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 (address, telephone numbers, fax numbers, e-mail address)	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:	Select date
RFP reference:	[Insert RFP Reference Number]		

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

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> 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)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> 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:	
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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 3 years	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
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
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:	[Insert RFP Reference Number]		

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: Expertise of Firm / Organization

- 1.1 Brief description of the organization, including the year and country of incorporation, 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.
- 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.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

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]
	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
References	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:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] 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.

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]



FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped PDF version of financial proposal through e-tendering system. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should be aligned with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: PKR/USD

Scope of Proposal Price and Schedule of Payments

Sr. No	Deliverables/ Outputs	Action Required	Payment Plan	Price (Insert Currency)
1	<ul style="list-style-type: none"> 33 Feasibility study reports including but not limited to Identification and initial assessment of potential sites, Technical assessment, Financial assessment, Disaster Impact Analysis (DIA) and possible mitigations and monitoring activities and related costs associated with each site identified. UNDP SESP the environmental and social risks including Environmental Impact Assessment Report (EIA) and environmental / social mitigation frameworks (for sites where required) 	<ul style="list-style-type: none"> The assessment including locations, accessibility, relevance, and conditions. problem statement, proposed solutions and preliminary design and rough cost estimate for each proposed solution and preliminary design. The work shall include consultations with stakeholders on the proposed site. The consultations shall be done in close collaboration with UNDP and the stakeholders and key findings shall be summarized and incorporated in the options to be presented to the project manager for decision on the preferred location site. Public Hearings for Environmental impact assessment and redress of grievances by local community 	15%	



2	<ul style="list-style-type: none"> Engineering Design report Bill of Quantities Engineering estimates 	<ul style="list-style-type: none"> field visits and assessments of selected sites, required surveys, location mapping, structural designs, architectural plans, construction drawings, minimum soil testing if requires. Prepare bills of quantities (BOQ), detailed cost estimates based on market rates and trends, and other necessary documentation for all material supplies and construction phase Detailed designs including construction plans and drawings, specifications for all the materials and services involved, design calculations, computer models and simulations, bills of quantities, cost estimates, and other necessary documentation for each site. For retrofitting of existing sites, show both existing and proposed new works on drawings, clearly distinguishing between the two. Appropriate provision should be made in specifications and bills of quantities for any modifications and/or rehabilitation of existing structures and components required as part of retrofit work. 	20%	
3	RFP for Hiring construction Firms, Technical specifications	Preparation of TORs to hire construction firm and prepare construction drawings, interior and furnishing works, specifications, Bill of Quantities and cost estimates based on market prices for RFP	15%	
4	Standard reporting Forms	Development of standard reporting, receipt and testing of materials, details of work including done along with measurements etc.	10%	
5	<p>Following milestone-based reports and monthly progress reports are as under,</p> <ul style="list-style-type: none"> First report shall be submitted on completion of 25 % of work after 	Regular construction supervision based on the agreed TORs and preparation of milestone completion report at 04 stages of work and monthly progress reports		



	commencement <ul style="list-style-type: none"> • Second report shall be submitted on completion of 50% of work • Third report shall be submitted on completion of 75% of work • Fourth report shall be submitted on 100 % completion of work including handing/taking over. • Monthly progress reports shall be submitted at the end of every month during construction supervision phase 		40%	
GRAND TOTAL (Insert Currency)				

Table 2: Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Remuneration per Unit of Time in Rs.	Total Period of Engagement	No. of Personnel	Total Price in Rs.
I. Personnel Services				
1. Team Leader / Chief Resident Engineer			1	
2. Resident Engineer/Structures, Contracts			02	
3. Technical Team (Engineers, Architects, surveyors)			07	
II. Activity Cost				

III. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

Bidders can add more lines under each category to provide further bifurcation of price or add any new heads as appropriate. If you think less resources are required, and project can be done innovatively with less cost then please quote accordingly.

Note: All the bidder should quote the Unit Prices excluding of tax. However please mention separately the percentage of applicable tax in your jurisdictions as under:

Tax Description: ----- Percentage: -----

Note: UNDP is exempted from taxes and duties and will provide the exemption certificate to contractor upon submission of invoice after completion of services, however in case UNDP is unable to obtain exemption from the Government, UNDP will also make the payment for tax amount.

- **Important Note:** This Financial Proposal Form must be password protected and should not be included as part of the technical proposal.
- Kindly specify the currency of your proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]