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Resilient nations.*

# **REQUEST FOR PROPOSAL**

## **CONSULTANT SERVICES FOR SUPERVISION OF THE REHABILITATION WORKS OF THE MEDICAL WAREHOUSE IN THE MUNICIPALITY OF BEIRA, SOFALA (ONE FIRM)**

RFP No.: RFP\_001\_2020

Project: Health System Strengthening

Country: The Republic of Mozambique

Issued on: 16 March 2020

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## SECTION I. LETTER OF INVITATION

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The United Nations Development Programme (UNDP) hereby invites eligible bidders 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
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form

The tender document and its annexes appear online through UNDP online procurement platform:

<https://etendering.partneragencies.org>

**Event ID: 0000005604**

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

**Username:** event.guest

**Password:** why2change

Kindly note that UNDP only accepts submissions through its e-procurement. To indicate your interest, please select the function/button "Accept Invitation" in eTendering system, where applicable. This will enable you to keep track on amendments or updates related to this process. Should you require further clarifications, kindly communicate with the named focal point, identified in the Data Sheet.

Please ensure your tender is prepared in accordance with the requirements as set out in the ITB document. Your tender should be submitted well before the Deadline for Submission of Bids stipulated in the Bid Data Sheet to avoid last minute rush.

UNDP Mozambique Country Office looks forward to receiving your Bid and thanks you in advance for your interest in its procurement opportunities.

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

Issued by:

Approved by:

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Name: Rym Ghazzali  
Title: Procurement Unit  
Date: March 16, 2020

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Name: Vineet Mathur  
Title: Operations Manager, AI  
Date: March 16, 2020

## SECTION 2. INSTRUCTION TO BIDDERS

<b>A. GENERAL PROVISIONS</b>	
<i>1. Introduction</i>	<p><b>1.1</b> 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 <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p><b>1.2</b> 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><b>1.3</b> As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). 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>
<i>2. Fraud &amp; Corruption, Gifts and Hospitality</i>	<p><b>2.1</b> 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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p><b>2.2</b> 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><b>2.3</b> 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><b>2.4</b> All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
<i>3. Eligibility</i>	<p><b>3.1</b> 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><b>3.2</b> It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees</p>

	meet the eligibility requirements as established by UNDP.
<b>4. Conflict of Interests</b>	<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"> <li>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;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <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"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <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>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<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>
<b>6. Cost of Preparation of</b>	<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</p>

<i>Proposal</i>	conduct or outcome of the procurement process.
<i>7. Language</i>	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.
<i>8. Documents Comprising the Proposal</i>	8.1 The Proposal shall comprise of the following documents: <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i>	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.
<i>10. Technical Proposal Format and Content</i>	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.
<i>11. Financial Proposals</i>	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 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.
<i>12. Proposal Security</i>	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.

	<p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> </ul> </li> </ul> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. <i>Currencies</i>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> <li>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</li> <li>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.</li> </ul>
14. <i>Joint Venture, Consortium or Association</i>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p>



	<p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p><i>15. Only One Proposal</i></p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<p><i>16. Proposal Validity Period</i></p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p><i>17. Extension of Proposal Validity Period</i></p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without</p>

	<p>any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p><b>18. Clarification of Proposal</b></p>	<p><b>18.1</b> 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><b>18.2</b> UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p><b>19. Amendment of Proposals</b></p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <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>
<p><b>20. Alternative Proposals</b></p>	<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>
<p><b>21. Pre-Bid Conference</b></p>	<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>
<p><b>C. SUBMISSION AND OPENING OF PROPOSALS</b></p>	



<b>eTendering submission</b>	<p>whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>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.</li> <li>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:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></li> </ul>
23. <i>Deadline for Submission of Proposals and Late Proposals</i>	<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. <i>Withdrawal, Substitution, and Modification of Proposals</i>	<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</p>

	(only for manual submissions), except if the bid is withdrawn after the bid has been opened
25. <i>Proposal Opening</i>	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
<b>D. EVALUATION OF PROPOSALS</b>	
26. <i>Confidentiality</i>	<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. <i>Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
28. <i>Preliminary Examination</i>	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.
29. <i>Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>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;</li> <li>They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>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;</li> </ol>

	<p>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
<p>30. <i>Evaluation of Technical and Financial Proposals</i></p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. <i>Due Diligence</i></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>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;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>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;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
32. <i>Clarification of Proposals</i>	<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. <i>Responsiveness of Proposal</i>	<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. <i>Nonconformities, Reparable Errors and Omissions</i>	<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"> <li>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</li> </ul>

	<p>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;</p> <p>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</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	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. <i>Award Criteria</i>	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. <i>Debriefing</i>	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. <i>Right to Vary Requirements at the Time of Award</i>	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. <i>Contract Signature</i>	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. <i>Contract Type and General Terms and Conditions</i>	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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
41. <i>Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP</a>



	<p><a href="#">_DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&amp;action=default</a> 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.</p>
<p>42. <i>Bank Guarantee for Advanced Payment</i></p>	<p>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 <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARIY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARIY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<p>43. <i>Liquidated Damages</i></p>	<p>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.</p>
<p>44. <i>Payment Provisions</i></p>	<p>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.</p>
<p>45. <i>Vendor Protest</i></p>	<p>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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a></p>
<p>46. <i>Other Provisions</i></p>	<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 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></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	Site Visit and Pre-proposal conference	<p><b>Will be Conducted</b></p> <p>UNDP Mozambique will conduct one (1) site visit followed by a pre-proposal conference. The minutes of the conference will be <u>posted on etender</u>.</p> <p>Time: 2 pm site visit followed by the pre-conference at 3 pm</p> <p>Date: 25 March 2020</p> <p>Venue of the site visit: Armazem da Beira</p> <p>Venue of the preconference: Direcção Provincial de Saúde em Sofala</p> <p>To confirm your attendance please contact UNDP focal point for the arrangement is:</p> <p>Rym Ghazzali (Ms) E-mail: <a href="mailto:rym.ghazzali@undp.org">rym.ghazzali@undp.org</a></p> <p><b>E-TENDER INITIATION TO INTERESTED PROPOSERS</b></p> <p><b>IMPORTANT NOTE TO BIDDERS</b></p> <p>As of 01 September 2019, UNDP will <u>only accept</u> tender submissions' through its e-tender platform.</p> <p>To assist proposers in submitting their bids through e-tender, UNDP Mozambique will conduct <u>a one-hour training session</u> during which the Country Office will introduce the e-tender modality and provide guidance to interested bidders on how to submit through e-tender.</p> <p><b>INTERESTED BIDDERS ARE STRONGLY ENCOURAGED TO ATTEND THIS SESSION.</b></p>

			<p>Time: 4 pm</p> <p>Date: 25 March 2020</p> <p>Venue: Direcção Provincial de Saúde em Sofala</p> <p>To confirm your attendance please contact UNDP focal point for the arrangement is:</p> <p><b>Rym Ghazzali (Ms)</b></p> <p>To confirm your attendance to either conferences please email:</p> <p><b>Focal Point:</b> Rym Ghazzali (Ms.) E-mail: <a href="mailto:rym.ghazzali@undp.org">rym.ghazzali@undp.org</a></p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Required in the amount of USD 16,000 (sixteen thousand USD) or equivalent in MZN 1 020 960.00 (one million twenty thousand nine hundred and sixty)
7	41	Advanced Payment upon signing of contract	Allowed up to a maximum of 20% of contract value
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: 0.1% per each day of delays.</p> <p>Max. number of days of delay 100, after which UNDP may terminate the contract.</p>
9	40	Performance Security	Required in the amount of 10% of the contract amount.
10	18	Currency of Proposal	Local currency Mozambique Metical - MZN United States Dollars - USD
11	31	Deadline for submitting requests for clarifications/ questions	2 calendar days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP:</p> <p>Rym Ghazzali (Ms) E-mail address: <a href="mailto:rym.ghazzali@undp.org">rym.ghazzali@undp.org</a></p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Posted directly to eTendering</p> <p>Only tenders submitted through eTendering will be evaluated. Tenders submitted otherwise <u>will be disregarded</u>.</p>

14	23	Deadline for Submission	09 April 2020 at 1200 pm Maputo Time Zone. <b>06:00 AM EDT time zone on etender</b>
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address ( <b>e-tendering only</b> )	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> BU Code: <b>MOZ10</b> Event ID number: <b>0000005604</b>
16	22	Electronic submission ( <b>eTendering only</b> ) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for financial proposal must not be provided to UNDP until requested by UNDP</li> <li>▪ Max. File Size per transmission: 50 MB</li> <li>▪ Mandatory subject of email: RFP Supervision Beira</li> <li>▪ Documents which are required in original (Proposal Security) must be sent to the below address with a PDF copy submitted as part of the electronic submission within one calendar day from etender closure day and time: <a href="#">UNDP Mozambique</a> <a href="#">United Nations Development Programme</a> <a href="#">UNDP</a> <a href="#">Mozambique Country Office</a> <a href="#">Kenneth Kaunda Av, N. 931,</a> <a href="#">Maputo</a></li> </ul>
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>The selection is based on the quality of the technical offer and the financial proposal. Please refer to SECTION 4 for further details on the evaluation criteria and methodology.</p>
18		Expected date for commencement of Contract	April 20, 2020.
19		Maximum expected duration of contract	12 calendar months.
20	35	UNDP will award the contract to	One Proposer Only.

21	39	Type of Contract	Contract for Goods and Services on behalf of UN Entities: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23		Other Information Related to the RFP	This process accepts submissions through etender only. Any other forms of submissions will be rejected, and bidder's proposals will be disregarded and returned unopened.

## SECTION 4. EVALUATION CRITERIA

### Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

### 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
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	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 ITB clause 3.  Vendor is legally authorized to conduct business related to the subject matter of this RFP in The Republic of Mozambique.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	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
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

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

<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	<b>Minimum five (5) years</b> of relevant experience.	Form D: Qualification Form
	<b>Minimum three (3)</b> contracts of similar value, nature and complexity implemented over the last 10 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover of USD 100 000 (one hundred thousand USD) or equivalent to MZN 6,381,000 (six million three hundred eighty-one thousand) for the last 3 years. (2016 onwards). <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

## Technical Evaluation Criteria and Methodology

Proposal will be assessed following the below sequence:

STEP ONE: A preliminary examination (pass/fail) assessment will be carried out to determine whether proposals meet the qualification criteria. Proposals determined to meet the qualification criteria shall be considered for the next stage. Proposals not meeting the qualification criteria shall be rejected. The qualification (pass/fail) assessment is set out in Annex TBC.

STEP TWO: A two-stage process shall be adopted in evaluating proposals. Proposals shall be ranked according to technical score (Nt) and financial score (Nf) using the weights (T = the weight given to the technical proposal, 70 % (F = the weight given to the financial proposal 30%) (T + f = 1).

STEP THREE: The final score shall be calculated as follows:

$$\text{Final Score (NG)} = (\text{Nt} \times \text{T \%}) + (\text{Nf} \times \text{F \%})$$

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

Section 1. Bidder's qualification, capacity and experience		Points obtainable
<b>1.1</b>	<b>Reputation of Organization and Staff Credibility / Reliability / Industry Standing</b>	<b>50</b>
	<ul style="list-style-type: none"> <li>Description of the organization, including the year and country of incorporation, and types of activities undertaken.</li> </ul>	
	- Is the organization's profile sufficiently detailed and provide information on but not limited to its activities, Description of the business including the mission and/or vision; Description of services; Industry information; Client portfolio?	30
	- Does the company have a minimum of 10 (ten) years of experience in civil works planning, design, construction, supervision & contract management and administration?	20
<b>1.2</b>	<b>General Organizational Capability which is likely to affect implementation:</b>	<b>90</b>
	<ul style="list-style-type: none"> <li>Management structure. Does the management and organizational structure show clear reporting relationships and well-defined roles?</li> </ul>	20
	<ul style="list-style-type: none"> <li>Financial stability</li> </ul>	20



	<ul style="list-style-type: none"> <li>- Does the organization meet the minimum average annual turnover for the past three (3) years (2016 onwards) stated in the bidding document?</li> <li>- Does the organization have sound financial performance as evidenced by audited balance sheets (including notes and income statements) and or copies of financial statements for the past.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Project financing capacity</li> </ul> <p>Does the organization have evidence of access to credit facilities issued by a recognized bank or credit organ?</p>	10
	<ul style="list-style-type: none"> <li>• Project management controls</li> </ul> <p>Are the quality or monitoring and managing the team assigned to this process adequate and acceptable to UNDP Mozambique?</p>	30
	<ul style="list-style-type: none"> <li>• Extent to which any work would be subcontracted?</li> </ul>	10
<b>1.3</b>	<b>Relevance of specialized knowledge and experience on similar engagements undertaken in:</b>	<b>70</b>
	Does the organization have at least 10 years of experience on similar engagement in supervising contracts of similar nature, complexity and methodology?	25
	Did the organization completed at least 3 (three) contracts of similar value and complexity completed during the past three (5) years?	20
	Does the organization have experience in managing at least one (1) similar contract in The Republic of Mozambique? (5 points per contract up to 3)	15
	Does the organization have experience in managing similar contracts in the region of South Africa and The Southern African Development Community - SADC	10
<b>1.4</b>	<b>Quality assurance procedures and risk mitigation measures</b>	<b>60</b>
	- Did the organization propose adequate assurance procedures?	30
	- Are the proposed risk mitigation measures proportionate to the nature and complexity of the assignment	30
<b>1.5</b>	<b>Organizational Commitment to Sustainability (mandatory weight)</b>	<b>30</b>
	Is the Organization:	
	- Compliant with ISO 14001 or ISO 14064 or equivalent?	20
	- A member of the UN Global Compact?	5
	- Demonstrating significant commitment to sustainability through some other means: for example, internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues?	5
<b>Total Section 1</b>		<b>300</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
<b>2.1</b>	<b>Understanding of the requirement:</b>	<b>50</b>

	<ul style="list-style-type: none"> <li>Have the important aspects of the task been addressed in sufficient detail?</li> </ul>	25
	<ul style="list-style-type: none"> <li>Are the different components of the project adequately weighted relative to one another?</li> </ul>	25
<b>2.2</b>	<b>Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference:</b>	<b>50</b>
	<ul style="list-style-type: none"> <li>Proposed Programme and organization of work are adequate with the nature and complexity of the proposed assignment.</li> </ul>	15
	<ul style="list-style-type: none"> <li>Proposed monitoring and reported systems are adequate with the nature and complexity of the proposed assignment</li> </ul>	15
	<ul style="list-style-type: none"> <li>Proposed methodology well defined and fully meets the technical requirements specified in the TOR</li> </ul>	20
<b>2.3</b>	<b>Details on how the different service elements shall be organized, controlled and delivered at the inception stage, at the contract execution stage, the commissioning stage and at the final hand over stage.</b>	<b>50</b>
<b>2.4</b>	<b>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement</b>	<b>50</b>
	- Does the proposal include a detailed performance monitoring and evaluation mechanisms?	25
	- Are the performance monitoring and evaluation mechanics tailored to the requirements of this proposal?	25
<b>2.5</b>	<b>Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic</b>	<b>50</b>
	- Has the proposer included a detailed implementation plan?	10
	- Is the sequence of activities and the planning logical and realistic?	20
	- Is the sequence of activities clear and well detailed?	20
<b>2.6</b>	<b>Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract</b>	<b>50</b>
	- Does the proposal demonstrate how they plan to integrate sustainability (20 points), gender mainstreaming (20 points), child labor measures (20 points) in the execution of the proposed contract?	
<b>Total Section 2</b>		<b>300</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
<b>3.1</b>	<b>Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?</b>		<b>60</b>

3.2	Qualifications of key personnel proposed		
3.2 a	<b>Project Manager (one)</b>		<b>90</b>
	- Bachelor's degree in civil Engineer or Architect from a recognised university	30	
	- Minimum 15 years of experience in construction and rehabilitation works of similar size and nature.	40	
	- Regional/International experience.	10	
3.2 b	<b>Resident Civil Engineer (one)</b>		<b>70</b>
	- Bachelor's degree in Civil Engineer from a recognised university.	25	
	- Minimum 10 years of onsite experience in construction and rehabilitation works as resident supervisor/team leader.	30	
	- Regional/International experience.	5	
3.2 c	<b>Hydraulic Engineer – (one)</b>		<b>30</b>
	- Bachelor's degree in Civil Engineer from a recognised university.	15	
	- Minimum experience in design, installation and supervision of hydraulic system	10	
	- Regional/International experience	5	
3.2 d	<b>Electrical Engineer – (one)</b>		<b>30</b>
	- Bachelors' degree in Electrical engineer.	<b>15</b>	
	- Minimum five (5) years of experience in design, installation and supervision of electric system.	10	
	- Regional/International experience	5	
3.2 e	<b>Health, Safety and Environmental Engineer – (one)</b>		<b>30</b>
	- Bachelors' degree in Civil Engineer from a recognised university	15	
	- Degree in Occupational Safety and Health, or related Engineering	5	
	- Minimum five (5) years' experience in developing, implementing and monitoring health, safety and environmental-related issues in construction sites	5	
	- Regional/International experience	5	
3.2 f	<b>Quantity Surveyor (one)</b>		<b>30</b>
	- Technician in Civil Engineer, Civil Engineer or Architect, from a recognised university	15	
	- Minimum 5 years of experience on the design phase preparing BOQ and cost estimates and on the construction stage measuring the work done on site, tracking changes to the design and/or construction work and adjusting budget projections accordingly	10	

	- Regional/International experience	5	
3.2 g	<b>Structural Engineer – (one)</b>		<b>30</b>
	- Bachelors' degree in Civil Engineer	15	
	- Minimum five (5) years' experience in structural/foundation design	10	
	- Regional/International experience	5	
3.2 e	<b>Architect – (one)</b>		<b>15</b>
	- Bachelors' degree in Architecture from a recognised university	10	
	- Minimum five (5) years' experience in design and coordination of similar projects	5	
3.2 f	<b>Draftsman – (one)</b>		<b>15</b>
	- Technician in Civil Engineer	10	
	- Minimum 5 years of experience in creating technical drawings.	5	
<b>Total Section 3</b>			<b>400</b>

## SECTION 5. TERMS OF REFERENCE

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### 1. INTRODUCTION

The “Health System Strengthening” Project is part of the grant agreements between the Ministry of Health of the Republic of Mozambique (MoH) with the Global Fund to fight AIDS, Tuberculosis (TB) and Malaria (GF). In Mozambique in the area of HIV and TB. Within this project, UNDP will support MoH, through the Central Medical Store of Mozambique (CMAM) to strengthen the capacities of the national medicine supply system and the National Tuberculosis Control Programme (NTP) to provide quality health services to the population of Mozambique at national and local level, living in remote areas, in absolute poverty, which includes people living with HIV and AIDS, Multi-Drug Resistant Tuberculosis (MDR-TB) and Malaria patients.

The logistical system for the public health sector, covering pharmaceutical products and other health products, is managed centrally by two institutions: Central Medical Store of Mozambique (CMAM) and the Supply Centre (CA). CMAM manages the supply chain of medicines and other health products for the MoH and is responsible for the central level distribution of all pharmaceutical products for use in 1,392 health units. Mozambique’s supply chain is structured according to the Government administration structures (National, Regional, Provincial, district and sub-district levels). The current Mozambique medical storage facilities are divided into four levels, and consist of 3 central warehouses, 11 provincial stores, 147 district stores and 1,450 health centres. The current total storage capacity of the Mozambique medical warehouse network is 19,106 pallets.

UNDP intervention will contribute to the implementation of the CMAM Strategic Plan for Pharmaceutical Logistics (PELF) in two phases. In phase I, UNDP will support the reconstruction of Manica Warehouse, five MDR-TB hospitals and seventeen waiting areas for the TB patients. In phase II, UNDP will manage the rehabilitation of provincial warehouses and repair the roof of the Beira Regional Warehouse. UNDP support will contribute to the CMAM and NTP efforts to improve treatment outcome of MDR-TB, infectious disease control and storage conditions of the medicines, vaccines and other health products.

The “Health System Strengthening” Project aims to strengthen the national health system by reinforcing the medical supply chain system management and enhancing the MDR-TB treatment outcome through:

- Improved safety, security, and storage conditions of medicines, vaccines and other health products at sub-national level through the construction of a provincial warehouse in Chimoio (phase I), the rehabilitation of provincial warehouses and the repair of the roof of Beira Regional Warehouse (phase II);
- Improved conditions of clinical care for MDR-TB patients through the construction of five new wards for multi-drug resistant patients and 17 waiting shelters in the TB clinics (phase I).

The rehabilitation and the repair of the roof of the Medical Warehouse in Beira is part of the phase II of the agreement.

Thus, to ensure proper implementation of the activities, UNDP will hire a consulting firm **to oversee the construction and rehabilitation works of the Medical Warehouse in Beira, Sofala.**

#### 1.1. Description of the project for the Medical Warehouse in Beira

The Medical Warehouse in Beira is located in *Pioneiros* neighbourhood, in the city of Beira, at the following coordinates: 19°49'39"S; 34°50'36" E. The project includes the rehabilitation and expansion of the building to

increase its storage capacity up to 2,500 pallets. It involves the change of trucks entrance, the creation of a new loading and unloading area, the height increasing of the storage area and a general rehabilitation according to the identified needs.

The warehouse is located on a 19,000 sqm plot and consists of 2 buildings: Main warehouse and Warehouse for Flammables and Psychotropics. Only the Main Warehouse will be in the scope of works.

The Main Warehouse has 3,880 sqm and it is divided into 3 distinct areas: (i) general deposit; (ii) handling area; (iii) administrative area. The structure (columns and beams) is in reinforced concrete, the masonry in cement and sand blocks plastered and painted.

The general deposit consists of two symmetrical naves separated by a concrete gutter with 4 meters height, supported by rectangular reinforced concrete columns spaced at 8.50 meters. The roof is made of asbestos cement sheets supported by a metal structure. The ceiling is made of insulated metal panels. The floor is in squared screed.

The handling area is located in a relatively narrow area at the front of the building, hampering the manoeuvre of trucks, as well as the loading and unloading process. The access from the handling area to the general deposit has a height of 2.60m, which precludes the circulation of equipment with a higher height, such as forklifts. There are accesses to the cold storage room, as well as the changing rooms.

The administrative area is located on the 1st floor, partially above the handling area. In addition to the work offices, the meeting and training rooms, the canteen and the staff toilet are also installed in this area. The access is made through a stairwell in the handling area, making this not functional and increasing the risk of accidents. The administrative area is partially covered by a reinforced concrete slab and partially by a plasterboard false ceiling. The floor is covered in ceramic tiles and the door and window frames are in wood.

The mainly rehabilitation works are related to the Structure, Roof, Fence, Water and Energy supply and Firefighting system. The structure is in reinforced concrete and due to the expansion of the building there will be the need to consider the new areas and the increase in height of the General Deposit Area. It will involve reinforced concrete and metallic structure design. The roof sheets were severely damaged by Cyclone Idai and will be replaced. The existing fence is damaged which constitutes a vulnerability in access and should be replaced. The water supply is made through the public network of FIPAG. A 5,000L water tank is located at the floor level, supported by a pumping system. The elevated water tank connected to the firefighting network, however, was destroyed during Cyclone Idai, and the system is not operational. The Warehouse is connected to EDM's public energy network. The electrical installation in the building, although functional, is in a degraded state and need repairs.

## **2. OBJECTIVE OF CONSULTANCY**

The objectives of this assignment is to assist UNDP Mozambique to oversee the construction and rehabilitation works of the medical warehouse in Beira in Sofala Province as follows:

- To ensure high standards of quality assurance in the execution of work and secure a completion of works in compliance with the international as well as the local rules and regulations,
- To provide comprehensive supervision of project implementation activities carried out by the contractor to ensure complete compliance with the drawings, technical specifications and completion of the contractor's work schedule on time.

- The Secondary objective is to assist UNDP Mozambique in effectively monitoring the contract by providing project management and monitoring support.

### **3. SCOPE OF SERVICES**

#### **3.1 Primary objectives**

- Coordinate activities between UNDP Mozambique and the Contractor with quality, transparency and impartiality;
- Maintain UNDP Mozambique informed on all matters related to the execution of the civil work;
- Provide advice on technical matters to guide UNDP's decision.

#### **3.2 Inception of works**

- Provide the Engineering Project, including the Detailed Design, the Descriptive Document, the Technical Specifications, the Bill of Quantities (BOQ) and the Cost Estimates per discipline, in accordance with local and international rules and quality standards;
- Provide a Health, Safety and Environmental Management Plan (HSEMP) in accordance with local and international rules. The HSEMP will include information related but not limited to 1- regulatory permissions and consent; 2- consultation and community consent; 3-construction/ labour camp; 4- site clearance; 5- protection and property or resources; 6- quarry operations and 7- borrow areas.

#### **3.3 Construction supervision**

- Prepare the Initial Report in the beginning of construction works;
- Monitor and register the daily progress of the work activities until completion;
- Ensure the registration of all events and resources used, i.e. materials, facilities and work, particularly in circumstances that may lead to disputes or claims;
- Maintain records of all plant, labour and materials used in the construction of the Works;
- Provide a Weekly Activity Report and a Monthly Report during construction phase;
- Ensure that national and international occupational safety and health standards and rules are being followed;
- Supervise and approve the contractor's schedule of activities;
- Analyse and approve Contractor's materials ordering schedule;
- Hold work meetings (weekly, monthly and ad hoc) and the record the minutes;
- Control and inform UNDP Mozambique of changes to the schedule of activities, budget and design in the work, by presenting detailed technical reports. UNDP Mozambique shall approve any change before implementation;
- Propose technical solutions for incompatibilities that may occur in the work, related to changes or modifications in existing projects, subject to validation by UNDP Mozambique;
- Prepare and regularly maintain a list of the contractor's equipment, facilities and machines to verify the mobilization;

- Inspect the contractor's construction equipment to ensure compliance with the manufacturer's requirements and compliance with international pollution, noise and vibration standards;
- Approve subcontractors by the contractor for the execution of specialized services, and inform the UNDP Mozambique;
- Approve Contractor's measurement records with presentation of supporting documents;
- Issue interim certificates for progress payments;
- Analyse and approve the design of the final installation (as built) prepared by the contractor;
- Prepare the Final Report in the end of construction works;
- Analyse any contractual claim submitted by the Contractor and prepare a report for UNDP Mozambique addressing the contractual basis, in terms of both technical and financial issues, for the claim and recommendations for a response to the Contractor.

### **3.4 Quality Control**

- Analyse and approve the construction methods, the quality of the execution and the materials used by the contractor;
- Ensure that the materials used in construction work come from certified sources;
- Ensure that all work that does not meet contractual and / or regulated quality requirements is rejected;
- Certify the quality and completion of the works;
- Advise the contractor in the selection of equipment, through the evaluation of minimum requirements, by type and specification;
- Request specific and general tests from the contractor for the certification and confirmation of quality and adherence to the specifications of the materials to be used in the work.

### **3.5 General**

- Support UNDP Mozambique and the Contractor in order to obtain any necessary authorizations and licensing for the implementation of the project;
- Support UNDP Mozambique in engaging and liaising with stakeholders, including the community disrupted by construction activities;
- Exercise any and all powers delegated by UNDP Mozambique under the contract and guarantee the successful delivery of the project;
- Prepare quarterly cash flow projections for UNDP Mozambique in a format acceptable. Cash flows should identify budget estimates for all outstanding work.

## **4. PRODUCT DESCRIPTION**

In addition to the activities described in the previous item, the Supervision shall submit documents/reports in electronic and printed format on company letterhead, duly bound, stamped, dated and signed by the company's technical officer. Possible misunderstandings, imperfections or lack of details not detected at the time of delivery and approval of the documents do not exempt the contractor from repairing them, when requested. The



documents/reports should contain at least the following information:

**a. Engineering Project**

The Supervision shall provide the detailed design of the engineering disciplines: foundation, structure, electricity, hydraulics, firefighting system, closed circuit television system (CCTV), Heating, Ventilation and Air Conditioning (HVAC) and Telecommunications Networks.

The above-mentioned projects should be based on the Architectural drawings prepared by UNDP. The Supervision shall ensure the co-ordination among all disciplines and provide all constructive detail necessary to the proper execution of the works.

The Supervision shall provide, in addition to the detailed design, the Descriptive Document with Technical Specifications, the Bill of Quantities (BOQ) and the Cost Estimates per discipline, including Architectural.

A soil test should be conducted and delivered to support the design of foundation.

The Engineering Project, comprising Detailed Design, Descriptive Document with Technical Specification, BOQ and Cost Estimates, are expected to be delivered 5 weeks after contract signature.

**b. Initial Report**

The Initial Report is expected to be delivered 1 month after Contractor's contract signature. The Initial Report should include, but are not restricted to:

- Summary of Contractual Information (Supervision and Contractor);
- Review Contractor's documentation, such as Technical approach and Methodology, Construction Schedule of Activities, Cumulative Cash-Flow chart, Site Plan, Health, Safety and Environment Plan, Procurement Plan, Insurances and Guarantees;
- Templates for all documents and communication procedures to be used during the construction phase;
- Schedule date for Monthly Site Meetings, agreed with the UNDP Mozambique and the Contractor.

**c. Monthly/Interim Report**

The Report shall be delivered to the UNDP Mozambique on a monthly basis during the construction phase, expected to last 8 months. It should be bilingual (Portuguese/English), and provide information on the progress of the works in a technical, financial and administrative approach. The document should inform the UNDP Mozambique on all issues and indicate the necessary procedures to keep the project on schedule ensuring the performance standards. It should include, but are not restricted to:

- Summary of relevant facts to UNDP Mozambique's attention;
- Results of controls;
- Comment on quality controls;
- Activities planned vs. performed;
- Activities planning for next month;
- Supporting documents to justify any deviation on the design, schedule of activities or budget;
- Monthly measurement file.

#### **d. Final Report**

The Final Report should consolidate all information relevant to the project. It should include, but are not restricted to:

- Provisional reception of the work;
- Report on work with major events and constraints;
- Preparation of the final accounts related to the project and contractual termination;
- Final Measurement Map, containing all measurements made;
- Approved “As Built” project. It shall comprise the descriptive record and the graphic representation of the relevant drawings of all service items that are components of the works executed under supervision. It shall present in detail all changes made and accompanied by all tests;
- Results of testing of materials;
- Warranty certificates referring to all materials and services related to the work;
- Maintenance guide of the building.

The supervision firm shall conduct a final inspection, test and commission equipment prior to the handover of construction.

The supervision firm shall be available for any required assistance during the defect liability period (12 months after handover) and shall be present during the final handover of the construction.

#### **5. REPORTING AND ACCOUNTABILITY**

The supervision firm will report to HESS project manager or any designated focal point designated by UNDP Mozambique.

#### **6. SCOPE OF THE PRICE PROPOSAL AND PAYMENT SCHEDULE**

The proposal shall include the costs of service charges and all costs of required material and equipment, as well as transportation to produce each of the above results.

The price proposal shall consider a lump-sum contract with expected payments in twelve instalments. Payment will be made in accordance with the following results:

1 <sup>st</sup> Instalment 10 % of the contract price	Upon contract signature
2 <sup>nd</sup> Instalment 15 % of the contract price	Upon completion and acceptance of Deliverable 1 (Engineering Project)
3 <sup>rd</sup> Instalment 10 % of the contract price	Upon completion and acceptance of Deliverable 2 (Initial Report)
4 <sup>th</sup> Instalment 10 % of the contract price	Construction works 15% complete
5 <sup>th</sup> Instalment 10 % of the contract price	Construction works 35% complete
6 <sup>th</sup> Instalment 10 % of the contract price	Construction works 60% complete
7 <sup>th</sup> Instalment 10 % of the contract price	Construction works 80% complete
8 <sup>th</sup> Instalment 10 % of the contract price	Construction works 100% complete
9 <sup>th</sup> Instalment 15 % of the contract price	Upon completion and acceptance of Deliverable 11 (Final Report)

## 7. QUALIFICATIONS

The Supervision firm should be duly registered and licensed to work in Mozambique with a **minimum of Class 3 License** (categories I, II, III and IV).

The Supervisory team should consist of two (2) key personnel, engaged in a full-time basis and not replaceable:

- **Structural Engineer** (Civil Engineer with at least 5 years of experience in structural/foundation design);
- **Resident Civil Engineer** (Civil Engineer with at least 10 years of onsite experience in construction and rehabilitation works as resident supervisor/team leader) during Stage 2 (Construction phase).

The Supervisory team should consist of a support team, engaged when necessary during stages 1 and 2:

- **Project Manager** (Civil Engineer or Architect with at least 15 years of experience in construction and rehabilitation works);
- **Hydraulic Engineer** (Civil Engineer with at least 5 years of experience in design, installation and supervision of hydraulic system);
- **Electrical Engineer** (Electrical Engineer with at least 5 years of experience in design, installation and supervision of electric system);
- **Health, Safety and Environmental Engineer** (Environmental Engineer, Civil Engineer, Degree in Occupational Safety and Health, or related Engineering, with at least 5 years of experience in developing, implementing and monitoring health, safety and environmental-related issues in construction sites);

- **Quantity Surveyor** (Technician in Civil Engineer, Civil Engineer or Architect, with at least 5 years of experience on the design phase preparing BOQ and cost estimates and on the construction stage measuring the work done on site, tracking changes to the design and/or construction work and adjusting budget projections accordingly);
- **Architect** (Architect with at least 5 years of experience in design and coordination among all disciplines to ensure integration and compatibility);
- **Draftsman** (Technician in Civil Engineer with at least 5 years of experience in creating technical drawings).

Notwithstanding the above detailed team, the supervision firm shall be responsible to ensure that there is always a presence onsite during the construction phase.

## 8. SKILLS

- Work supervision will be carried out by a qualified team with satisfactory experience in the tasks of similar nature and dimensions;
- The inspection should have highly qualified and experienced experts, who can skilfully perform all construction supervision tasks;
- The inspection should be able to anticipate decision-making on any technical problems on site;
- The inspection should be fully familiar with all standard procedures specified in the contract documents;
- Ability to meet deadlines, solve problems, work both independently and as part of a team;
- Demonstrate knowledge of local and international rules and regulations, building codes, work safety requirements, and procedures of government agencies.

## 9. DURATION OF WORK

The duration of the Supervision contract will last from 8 April 2020 to 8 April 2021, within a 12-month time frame. The expected duration of the construction and rehabilitation works are 8 months. For a better quality of the services provided, it is determined that the supervision firm during construction stage must be adapted to the contractor's work schedule.

## 10. WORKPLACE

The first stage of works (Deliverables N° 1 and N° 2) will be office-based. The supervision firm is responsible for their own workplace.

The supervision firm is responsible for its own working conditions during all phases, including equipment such as computer, printer, mobile, internet connection and office stationery.

## 11. FACILITIES TO BE PROVIDED BY UNDP MOZAMBIQUE

During the construction works, the supervision firm will be based on site, located in the Municipality of Beira, Sofala province, Mozambique. The UNDP Mozambique will provide at the construction site, for the supervision's firm use:

- Office with 9 m<sup>2</sup>, with air conditioning, 1 table, 2 chairs;

- Shared-use Meeting Room with 9 m<sup>2</sup>, with air conditioning, 1 table, 6 chairs, placard to fix drawings and other documentation;
- Maintenance of the Office and the Meeting Room, including cleaning, water and electricity expenses.

## 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 it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

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

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

<p>Please provide the daily rates for each of the positions listed in the table below: The rates provided should include the following:</p> <p>a) Rates to be inclusive of all associated costs (excluding travel and subsistence, see paragraph 3.a.) what so ever or however incurred, to carry out the service including, insurances, overheads and profit.</p> <p>b) The rates shall be valid for all projects regardless of size type or location.</p> <p>c) The role descriptions provided in table shall include for all tasks associated with providing Site Supervision in accordance with TOR. <u>No other role descriptions will be accepted.</u></p>						
Site Supervision - Rates per day						
No	Role	Requirement	No of Man-Months	Rate Per day	Total Amount	
1	Structural Engineer (Key position design phase)	Civil Engineer with at least 5 years of experience in structural/foundation design	3			
2	Resident Civil Engineer (Key position Construction phase)	Civil Engineer with at least 10 years of onsite experience in construction and rehabilitation works as resident supervisor/team leader	9			
3	Project Manager	Civil Engineer or Architect with at least 15 years of experience in construction and rehabilitation works	3			
4	Hydraulic Engineer	Civil Engineer with at least 5 years of experience in design, installation and supervision of hydraulic system	6			
5	Electrical Engineer	Electrical Engineer with at least 5 years of experience in design, installation and supervision of electric system	6			
6	Health, Safety and Environmental Engineer	Environmental Engineer, Civil Engineer, Degree in Occupational Safety and Health, or related Engineering, with at least 5 years of experience in developing, implementing and monitoring	4.5			

			health, safety and environmental-related issues in construction sites			
	7	Quantity Surveyor	Technician in Civil Engineer, Civil Engineer, Architect, or equivalent with at least 5 years of experience on the design phase preparing BOQ and cost estimates and on the construction, stage measuring the work done on site, tracking changes to the design and/or construction work and adjusting budget projections accordingly	5		
	8	Architect	Architect with at least 5 years of experience in design and coordination among all disciplines to ensure integration and compatibility	2		
	9	Draftsman	Technician in Civil Engineer or equivalent with at least 5 years of experience in creating technical drawings	2		
				Total of Fees		0
Site Supervision - Other costs						
	No	Description	UoM	Qty	Unit Price	Total Amount
	1	Transport cost	Lump Sum			
	2	Traveling Expenses	Trip			
	3	Subsistence allowance	Day			
	4	Miscellaneous expenses	Lump Sum			
	5	Out-of-Pocket expenses	Lump Sum			
	6	Other Costs (please specify)				
				Total of other costs		0
Total of Fin. proposal						0

**Table 2: Breakdown of Price per Deliverable/Activity**

<b>Deliverable/ Activity description</b>	<b>Time (person days)</b>	<b>Professional Fees</b>	<b>Other Costs</b>	<b>Total</b>
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				



## SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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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:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ 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: Proposal Security Form	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in a separate sealed envelope/password protected email)**

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

## FORM A: TECHNICAL 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.

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

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> </ul>

## FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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 <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (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:	

## 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 UNDP Mozambique 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.

**Contracts performed as prime contractor on services of similar nature and volume over the last three (3) years. Also list details of current UNDP Mozambique.**

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken
<b>Current clients</b>				
<b>Previous clients</b>				

*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

<b>Annual Turnover for the last 3 years</b>	Year	USD
	Year	USD
	Year	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

<b>Financial information</b> (in US\$ equivalent)	<b>Historic information for the last 3 years</b>		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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

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

## FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[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: Bidder's qualification, capacity and expertise

- 1.1 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	[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]

	[INSERT]
PROFESSIONAL CERTIFICATIONS	<p>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</p> <hr/> <ul style="list-style-type: none"> <li>▪ NAME OF INSTITUTION: [INSERT]</li> <li>▪ DATE OF CERTIFICATION: [INSERT]</li> </ul>
EMPLOYMENT RECORD/ EXPERIENCE	<p>[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.]</p> <hr/> <p>[INSERT]</p>

REFERENCE 1:

REFERENCE 2

## REFERENCE 2

.....

.....

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.

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 it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

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

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

	Amount(s)
<b>Professional Fees</b> (from Table 2)	
<b>Other Costs</b> (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

**Table 2: Breakdown of Professional Fees**

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
<b>Subtotal Professional Fees:</b>				

**Table 3: Breakdown of Other Costs**

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
<b>Subtotal Other Costs:</b>				

**Table 4: Breakdown of Price per Deliverable/Activity**

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				