REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)

To: Engineering and Architecture Design Companies	DATE: May 21, 2020
	REFERENCE: RFP/FJI/JPN/002/20 (re-announcement) - Architectural & Engineering Design Services for Pohnpei State EOC/Fire Station in Kolonia and FSM DECEM/NEOC Expansion and Refurbishment in Palikir – Federated States of Micronesia

Dear Sir / Madam:

We kindly request you to submit your Proposal for Architectural & Engineering Design Services for Pohnpei State EOC/Fire Station in Kolonia and FSM DECEM/NEOC Expansion and Refurbishment in Palikir – Federated States of Micronesia.

Please be guided by the forms attached hereto as Annex I, II, III and IV, in preparing your Proposal.

Proposals shall be submitted on or before 23.59 (Fiji time) on 3 June 2020 and via email to etenderbox.pacific@undp.org[1]. Please ensure that Proposal submitted to the above email has the following subject:
"RFP/FJI/JPN/002/20 (re-announcement) – A&E Design Services"[2].

Your Proposal should be **signed and be in the .pdf format**, and free from any virus or corrupted files. It shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Clarifications and questions should be addressed in writing at least two days before submission deadline via email to murod.ruziev@undp.org cc victorina.loyola@undp.org.

Your Proposal must be expressed in the English language, and valid for a minimum period of 90 days. Proposals submitted in other languages, should have unofficial translation to English. In the event of discrepancy between original proposal and unofficial translation to English, unofficial English shall prevail.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a

[1] Proposals submitted to another email accounts will not be accepted and considered
[2] Proposals submitted without this subject or reference to RFP/FJI/JPN/002/20 will not be accepted and will not be opened by UNDP

maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP available at: https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html.

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

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

http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement unit
UNDP Pacific Office
5/21/2020

Annex I

Description of Requirements

Context of the Requirement	Architectural & Engineering Design Services for Pohnpei State EOC/Fire Station in Kolonia and FSM DECEM/NEOC Expansion and Refurbishment in Palikir – Federated States of Micronesia
Implementing Partner of UNDP	Pohnpei Fire and Emergency Services (FES) under the Pohnpei Department of Public Safety (DPS); Department of Environment, Climate Change and Emergency Management (DECEM)
Brief Description of the Required Services[3]	The objective of this assignment is to design purpose built, safe, disaster-resilient, functional, economic, practical, environmentally friendly, sustainable, low maintenance, low energy, self-sufficient, climate adapted, and modern Pohnpei State EOC/Fire Station and DECEM/NEOC facilities that are appropriate to the FSM Tropical context and activities.
List and Description of Expected Outputs to be Delivered	The two main outputs expected to be delivered through this assignment are: **Site #1:** Detailed A&E Design of an approximate 5000 Sqft footprint, two storey with roof deck new Pohnpei State Emergency Operations Center (EOC)/Fire Station that has garage with supporting facilities housing emergency services equipment/staff and 911 call center in Kolonia on Pohnpei State Government Land (see Scope of Work Annex 1,2,3 for a location map, extent of work, and photos). **Site # 2:** Design of a new approximately 1500 Sqft one storey extension to the existing DECEM/NEOC Office building and refurbishment of the existing facility in Palikir on FSM National Government Land. The investigations, assessments, and design of the new extension and refurbishment will be under this Phase (see Scope of Work Annex 1,4,5 for a location map, extent of works and photos)
Person to Supervise the Work/Performance of the Service Provider	UNDP Country Project Coordinator in FSM
Frequency of Reporting	*Monthly*
Progress Reporting Requirements	The Designer shall report at the end of each month from the date of commencement of the services. The reports shall outline substantive works completed to date, milestones achieved in accordance with the project plan.
Location of work	☒ Exact Address/es of construction areas: NEOC: Vacant lot (rear portion of DECEM) Department of Environment, Climate Change and Emergency Management (DECEM), National Emergency Operations Center (NEOC), PO Box PS-69, Palikir, Pohnpei, FSM 96941 PSEOC: Vacant lot (formerly occupied by Pohnpei Office of the Public Auditor) Along Kaselehlie Street Between Secondary Road to AG Office and Secondary Road to Pohnpei Legislature Kolonia, Pohnpei, FSM ☒ At Contractor's Location
Expected duration of work	3 months
Target start date	June 2020
Latest completion date	September, 2020

[3] A detailed TOR is attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

<table>
<tr><td>Travels Expected</td><td>Proposers are required to include travel costs (if any) associated with this project in their price proposal</td></tr>
<tr><td>Special Security Requirements</td><td>☐ Security Clearance from UN prior to travelling
☐ Completion of UN's Basic and Advanced Security Training
☐ Comprehensive Travel Insurance
☒ Others: (i) FSM Government Travel advisory; (ii) Contractor shall ensure security of its personnel during performing contract commitments</td></tr>
<tr><td>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</td><td>☐ Office space and facilities
☐ Land Transportation
☒ Visa support letter and coordination of meetings (if required)</td></tr>
<tr><td>Implementation Schedule indicating breakdown and timing of activities/sub-activities</td><td>☒ Required. It is expected to provide detailed timeline for each activity with due date based on deadlines provided in ToR
☐ Not Required</td></tr>
<tr><td>Names and curriculum vitae of individuals who will be involved in completing the services</td><td>☒ Required, CVs and copies of certificates for key staff to be engaged in contract implementation and who meet the qualifications and experiences indicated in the TORs (Annex IV) should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff and be signed by the individuals.
☐ Not Required</td></tr>
<tr><td>Currency of Proposal</td><td>☒ United States Dollars
☐ Euro
☐ Local Currency</td></tr>
<tr><td>Value Added Tax on Price Proposal[4]</td><td>☐ must be inclusive of VAT and other applicable indirect taxes
☒ must be exclusive of VAT and other applicable indirect taxes</td></tr>
<tr><td>Validity Period of Proposals (Counting for the last day of submission of quotes)</td><td>☐ 60 days
☒ 90 days
☐ 120 days
In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</td></tr>
<tr><td>Partial Quotes</td><td>☒ Not permitted
☐ Permitted [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</td></tr>
<tr><td>Payment Terms[5]</td><td>
<table>
<tr><th>Outputs</th><th>Milestone</th><th>Timing</th><th>Condition for Payment Release</th></tr>
<tr><td><u>Site #1: Detailed A&E Design of an approximate 5000 Sqft</u></td><td>1. 30% On submission of</td><td>1. Three weeks from the date of</td><td>Within thirty (30) days from the date</td></tr>
</table>
</td></tr>
</table>

[4] VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

[5] UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	footprint, two storey with roof deck new Pohnpei State Emergency Operations Center (EOC)/Fire Station that has garage with supporting facilities housing emergency services equipment/staff and 911 call center in Kolonia on Pohnpei State Government Land (see Scope of Work Annex 1,2,3 for a location map, extent of work, and photos)	Inception Report 2. 30% on 90% Design Documentation 3. 30% on submission of DPR 4. 10% On completion of Pre-Construction Support Service	Commencement of Contract. 2. Seven weeks after the contract 3. Within three months of contract. 4. Later after awarding construction contract	of submission final output for Site #1 and meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Site # 2: Design of a new approximately 1500 Sqft one storey extension to the existing DECEM/NEOC Office building and refurbishment of the existing facility in Palikir on FSM National Government Land. The investigations, assessments, and design of the new extension and refurbishment will be under this Phase (see Scope of Work Annex 1,4,5 for a location map, extent of works and photos).	1. 30% On submission of Inception Report 2. 30% on 90% Design Documentation 3. 30% on submission of DPR 4. 10% On completion of Pre-Construction Support Service	1. Three weeks from the date of Commencement of Contract. 2. Seven weeks after the contract 3. Within three months of contract. 4. Later after awarding construction contract	Within thirty (30) days from the date of submission final output for Site #2 and meeting the following conditions: c) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and d) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Project Engineer and End-users			
Type of Contract to be Signed	☐ Purchase Order ☐ Institutional Contract ☒ Contract Face Sheet (Goods and-or Services) UNDP Applicable template is available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			
Criteria for Contract Award	☒ Lowest Price Quote among technically responsive offers ☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. ☒ Positive results of reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed.			

Criteria for the Assessment of Proposal	**Technical Proposal (1000 points)** ☒ Expertise of the Firm 35% ☒ Methodology, its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% ☒ Management Structure and Qualification of Key Personnel 35% *Bidders shall obtain at least 70% or 700 points of technical score to qualify for financial evaluation* **Financial Proposal** Lowest Price Quote among technically responsive offers will be selected for contract award.
UNDP will award the contract to:	☒ One and only one Service Provider ☐ One or more Service Providers, depending on the following factors: *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]*
Contract General Terms and Conditions[6]	☒ General Terms and Conditions for contracts (goods and/or services) ☐ General Terms and Conditions for de minimis contracts (services only, less than $50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP[7]	☒ Technical evaluation scoring table (Annex II) ☒ Form for Submission of Proposal (Annex III) ☒ Detailed TOR (Annex IV) with attachments as Annex 1, Annex 2, Annex 3 (photos, available upon request), Annex 4 and Annex 5 (photos, available upon request)
Documents to be submitted	☒ Duly filled in Form as provided in Annex III ☒ Latest Business Registration Certificate and/or License ☒ Company Profile paying attention to the description of the company expertise in the fields mentioned in the attached Terms of References, Annex IV, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ☒ Income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ☒ Track Record – list of clients for similar services for the last 3 years as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references ☒ Signed and dated resumes and declaration of availability of involved specialists during contract implementation period ☒ Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if available) ☒ Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List ☒ Written self-declaration on acceptance of the UNDP Contract General Terms and Conditions

[6] Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

[7] Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only)[8]	United Nations Development Programme Level 8, Kadavu House Building, 414 Victoria Parade, Private Mailbag, Suva, Fiji UNDP Procurement Team: Murod Ruziev Fax: 679 3301718; murod.ruziev@undp.org cc victorina.loyola@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

[8] This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Other Information *[pls. specify]*	Offers submitted by two (2) or more Offerors shall all be rejected if they are found to have any of the following: • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP. • 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 Offer of, another Offeror regarding this RFP process. • they are subcontractors to each other's Offer, or a subcontractor to one Offer also submits another Proposal under its name as lead Offeror; or an expert proposed to be in the team of one Offeror participates in more than one Offer received for this RFP process. This condition does not apply to subcontractors being included in more than one Offer. Joint Venture, Consortium or Association: 1.1 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. 1.2 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. 1.3 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. 1.4 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. 1.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. 1.6 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. 1.7 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.

Annex II - Evaluation of Proposals – Technical Scoring Table

Evaluation forms for technical proposals are given below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Summary of Technical Proposal Evaluation Forms		**Points Obtainable**
1.	Bidder's qualification, capacity and experience	350
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	350
	Total	**1000**

Section 1. Bidder's qualification, capacity and experience		**Points obtainable**
1.1	Primarily an engineering/ architectural consultancy, construction contractor or developer well experienced in the A&E design and works contract supervision for government, and fire station infrastructure development	90
1.2	3 and more year's project design/ management experience for multiple public building sites, with a significant geographical spread throughout the Pacific region. This shall include at least two years' experience in design and construction for government facilities, healthcare facilities, and fire stations.	120
1.3	Similar 2 projects in architectural and engineering design consultancy services for the last 3 years. At least 2 completed contracts.	80
1.4	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	60
	Total Section 1	**350**

Section 2. Proposed Methodology, Approach and Implementation Plan		**Points obtainable**
2.1	Understanding of the requirement: - Have the important aspects of the task been addressed in sufficient detail? **40 points** - Are the different components of the project adequately weighted relative to one another? **30 points** - Is there a clear understanding of International Building Code, UFC, and FSM construction regulations and standards? **30 points**	100
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	70
2.3	Extent to which the work schedule is flexible and relevant to the set requirements and deadlines	60
2.4	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic and effectively implement sustainability measures in the execution of the contract	70
	Total Section 2	**300**

Section 3. Management Structure and Key Personnel			**Points obtainable**
3.1	**Qualifications of key personnel proposed**		
3.1 a	**Senior Design Team Leader**		140

	- General Experience – 5 and more years of experience in Project management for a multidisciplinary building design project with building design experience	40	
	- Specific Experience relevant to the assignment – at least 3 years minimum experience in Pacific Island Contexts – 30 points. 5 points per each additional two years, up to maximum of **20 points**	50	
	- English – preferably management level fluency; able to accurately interpret International and national regulations, standards & drawings	20	
	- Bachelor's degree in Civil Engineering or Architecture If the "Team Leader" does not meet the minimum education degree and experience, the CV will be disqualified	30	
3.1 b	**Structural Engineer**		70
	- General Experience – 3 and more years of experience in structural design	20	
	- Specific Experience relevant to the assignment – Structural engineering design of Essential Facilities using IBC/UFC, with specialty in concrete and concrete masonry structures, including 2 years of Pacific Island experience.	20	
	- Must have necessary licenses and registration in the country of origin and authorized to sign off and stamp all structural designs and drawings	10	
	- English – preferably management level fluency; able to accurately interpret International and national regulations, standards & drawings	10	
	- Minimum Bachelor's Degree in Structural Engineering If the "Structural Engineer" does not meet the education degree and does not have necessary licenses, the CV will be disqualified.	10	
3.1 c	**Architect**		70
	- General Experience – 3 and more years of experience in architectural design	20	
	- Specific Experience relevant to the assignment – Architectural design of essential emergency operations centers, shelter, and warehouse facilities using IBC/UFC, including 2 years of Pacific Island experience.	20	
	- Registered Architect in the country of origin and authorized to sign off and stamp all Architectural designs and documentation.	10	
	- English – preferably management level fluency; able to accurately interpret International and national regulations, standards & drawings	10	
	- Bachelor's degree in Architecture If the "Architect" does not meet the minimum education degree and licensing, the CV will be disqualified	10	
3.1 d	**Quantity Surveyor**		70
	- General Experience – 3 and more years of experience in Quantity Surveying	30	
	- Specific Experience relevant to the assignment – Rate analysis, quantity and cost estimate preparation of buildings using excel spread sheet including 2 years of Pacific Island experience.	20	
	- English – preferably management level fluency; able to accurately interpret International and National regulations, standards & drawings	10	
	- Bachelor's degree in quantity surveying, civil engineering and building services	10	
		Total Section 3	**350**

Annex III

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[9]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[10])

[insert: *Location*].
[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*
Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

a. Duly filled in Form as provided in Annex III
b. Latest Business Registration Certificate and/or License
c. Company Profile paying attention to the description of the company expertise in the fields mentioned in the attached Terms of References, Annex IV, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured
d. Income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.
e. Track Record – list of clients for similar services for the last 3 years as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references
f. Signed and dated resumes and declaration of availability of involved specialists during contract implementation period
g. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
h. Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List
i. Written self-declaration on acceptance of the UNDP Contract General Terms and Conditions

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

[9] This serves as a guide to the Service Provider in preparing the Proposal.
[10] Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

#	Deliverables *[list them as referred to in the RFP]*	Q-ty	Price in USD *(Lump Sum, All Inclusive)*
1	Deliverable 1: Site # 1 – Pohnpei State Fire Station / EOC Building and Associated Works Kolonia, Pohnpei State, FSM (Pohnpei State Land)	1	
2	Deliverable 2: Site # 2 – DECEM/NEOC Building Extension and Existing Building Refurbishment Palikir, Pohnpei State, FSM (National Government land, National Campus)	1	
3	Overhead Costs (please specify)		
	Total		

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component *[This is only an Example]*:

Note: in case if deviation of total prices in Table D and Table E, Table D will be corrected based on Table E

Site # 1

ITEM #	ITEM DESCRIPTION	Q-TY	UNIT OF MEASURE	PRICE IN USD (EXCLUSIVE OF VAT)	
				Unit Price	Total Price
1	Inception Report	1.00	Job		
2	Topographic Survey (all-inclusive including submission of documents)	65,000.00	Sqft		
3	Environmental and Social Impact Assessment Report	1.00	Job		
4	Preliminary Concept Design Stakeholder Workshop - Information Collection	1.00	Job		
5	Further Developed Design Brief Concept Design version 1	1.00	Job		
6	Confirmation of Concept Design Stakeholder Workshop	1.00	Job		
7	Updated Design Brief Concept Design version 2	1.00	Job		
8	90% Detailed Design Documentation – (All Disciplines)	1.00	lot		
9	95% Detailed Design Documentation – Tender Drawings - All Disciplines)	1.00	lot		
10	100% Detailed Design Documentation – (Construction Drawings – All Discipline)	1.00	lot		
11	Estimate and Tender/Bidding Documents (Detailed Bill of Quantities, Rate Analysis, Cost Estimate, Bidding Documents with Technical Specification)	1.00	lot		
12	Final Closeout Report (Detailed Project Report)	1.00	lot		
13	Pre-Construction Bidding Support Services	1.00	lot		
14	Overheads				
	Total Cost of Site # 1				

Site # 2

ITEM #	ITEM DESCRIPTION	Q-TY	UNIT OF MEASURE	PRICE IN USD (EXCLUSIVE OF VAT)	
				Unit Price	Total Price
1	Inception Report	1.00	Job		
2	Topographic Survey (all-inclusive including submission of documents)	3,000.00	Sqft		
3	Environmental and Social Impact Assessment Report	1.00	Job		
4	Existing Building Code Compliance Assessment Report	1.00	Job		
5	Preliminary Concept Design Stakeholder Workshop - Information Collection	1.00	Job		
6	Further Developed Design Brief Concept Design version 1	1.00	Job		
7	Confirmation of Concept Design Stakeholder Workshop	1.00	Job		
8	Updated Design Brief Concept Design version 2	1.00	Job		
9	90% Detailed Design Documentation – (All Disciplines)	1.00	lot		
10	95% Detailed Design Documentation – Tender Drawings - All Disciplines)	1.00	lot		
11	100% Detailed Design Documentation – (Construction Drawings – All Discipline)	1.00	lot		
12	Estimate and Tender/Bidding Documents (Detailed Bill of Quantities, Rate Analysis, Cost Estimate, Bidding Documents with Technical Specification)	1.00	lot		
13	Final Closeout Report (Detailed Project Report)	1.00	lot		
14	Pre-Construction Bidding Support Services	1.00	lot		
15	Overheads				
	Total Cost of Site # 2				

F. Reference list of completed similar services

Description of works	Period of activity according to the contract (year, month)	Contract Value	Customer (Name, contact person, telephone)
1.			
2.			
3.			
4.			
5.			

G. **Applicant information form**

1	Legal entity's (Proposer's) Name	
2	Legal Address:	
3	Telephone number:	
4	E-mail address:	
5	Fax:	
6	Country, place of Registration:	
7	Year of Registration:	
8	Name of Registration Certificate issuing organization:	
9	Taxpayer identification number:	
10	Banking information:	
11	Name of the head/director of the company:	
12	Contact person for RFP:	
13	Information on outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern	

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