



**UNDP/GEF/GoM PROJECT**  
**Mainstreaming Biodiversity into the Management of  
the Coastal Zone in the Republic of Mauritius**



**Consultancy services to carry out a study on the carrying capacity of the lagoons of the Republic of Mauritius and to develop a Strategic Environmental Assessment (SEA) for the ICZM plans of Black River and Rodrigues (RFP/MUS/2020/001)**

**Queries**

S/N	Query	Response
1	Please can you clarify. We have a profile on the UN Global Marketplace portal. Would this profile be the same as the UNDP system, or are we required to make a new account/profile on UNDP?	A new profile in ATLAS will have to be created.
2	Please can we receive clarity regarding postage of the bid security form. As raised by another attendee during the zoom call, we also foresee it may be difficult to courier the security form to Mauritius in time for the proposal deadline. We are experiencing major delays within postal services as a result of Covid19 implications. Please can you raise this issue with head office and advise if any alternative is acceptable? Looking forward to your response.	The original bid security should be sent by courier once the services are available.  However, due to the Covid-19 pandemic and restriction on flights in certain countries, interested bidders are requested to send the scanned copy of the bid security along with the submission.
3	This is to inform you that we are interested to submit a proposal. Will appreciate if you could inform on the date and time of submission please as we are unable to find this information in the document. We shall be most grateful if you could also share the minutes of the discussions please.	The submission for RFP is 30 June 11 pm New York time. Please check the link below  <a href="https://procurement-notices.undp.org/view_notice.cfm?notice_id=66391">https://procurement-notices.undp.org/view_notice.cfm?notice_id=66391</a> .  The minutes have been posted on the e-Tendering System.
4	Will we receive an email to advise when any new queries have been raised/answered? (I cannot see any mention to this in the training guidelines)	All responses will be posted on the e-tendering system two working days after the deadline  It will be also uploaded to the UNDP Procurement Notices website.
5	Ref. Page No. in the RFP: 12  Ref. Clause No. in the RFP: Section 2, D, 29, Evaluation of Eligibility and Qualification	One set of requested documents should be annexed in the proposal.

	<p>Ref. Clause in the RFP:</p> <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> <p>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</p> <p>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</p> <p>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</p> <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>Consultants' Queries:</p> <p>As mentioned in 29.1, Section 4 clearly defines the criteria's and proofs to be shared in a particular format (Form A and D), while criterias in section 29.2 are mostly the same criterias. Hence, we understand that it will not require any different set of documents. Kindly give clarity on this.</p>	
6	<p>Ref. Page No. in the RFP: 17</p> <p>Ref. Clause No. in the RFP: Section 3, BDS No. 16 (last bullet point)</p> <p>Ref. Clause in the RFP:</p> <p>Documents which are required in original (e.g. Performance Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:</p> <p>UNDP, 5<sup>th</sup> Floor, Anglo-Mauritius House, Intendence Street, Port- Louis, Mauritius (Attention: UNDP Resident Representative)</p> <p>Consultants' Queries:</p> <p>We understand that Performance Security is nil while bid/proposal security has to be submitted in original in the form of Bank Guarantee as per Form H via courier or by hand on the given address.</p>	<p>The original bid security should be sent by courier once the services are available.</p> <p>However, due to the Covid-19 pandemic and restriction on flights in certain countries, interested bidders are requested to send the scanned copy of the bid security along with the submission.</p>

	Considering the current COVID situation when courier services are not very reliable, we would request you to let us know the possibility of online payment options.	
7	<p>Ref. Page No. in the RFP: 17</p> <p>Ref. Clause No. in the RFP: Section 3, BDS No. 16, (4th bullet point)</p> <p>Ref. Clause in the RFP: Password for technical proposal must not be provided to UNDP until the date as indicated in No. 14 (for email submission only)</p> <p>Consultants' Queries Kindly clarify if technical proposal also has to be password protected?</p>	For technical proposal, no password is required. For financial proposal, password is required as the technical proposal is opened first. If the bid is technically responsive, then the financial proposal will be opened.
8	<p>Ref. Page No. in the RFP: 20</p> <p>Ref. Clause No. in the RFP: Section 4., Technical Evaluation Criteria, Bidder's qualification, capacity and experience – 1.5</p> <p>Ref. Clause in the RFP: Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues</p> <p>Consultants' Queries: What does mandatory weight means? Please clarify</p>	If the bidder does not meet the requirement of Section 1.5, they will not score the 30 points in the Technical Evaluation Criteria
9	<p>Ref. Page No. in the RFP: 25</p> <p>Ref. Clause No. in the RFP: Section 5, 2. Objectives</p> <p>Ref. Clause in the RFP: The scope and area under study for this consultancy will be the lagoon around Mauritius and SEMPA for the carrying capacity assessment</p> <p>Consultants' Queries: what is the area under these lagoons?</p>	The area of the lagoon of Mauritius is around 243 Km <sup>2</sup> and the area of SEMPA in Rodrigues is 43 Km <sup>2</sup>
10	<p>Ref. Page No. in the RFP: 28</p> <p>Ref. Clause No. in the RFP: Section 5, subsection 6, Table 3</p>	The 250 working person days within a period of 12 months will be coming from the 4 expert positions as shown in Table 3.

	<p>Ref. Clause in the RFP: Expected Person day involvement of key experts is 250 days.</p> <ul style="list-style-type: none"> <li>• The assignment should be completed within 12 months from the starting date of the assignment.</li> </ul> <p>Consultants' Queries: The expected person month involvement is 250 days whereas the total duration of assignment is 12 months. We understand this is assuming there will be full time position of project manager and other support staff also working to complete the deliverables in the stipulated time frame of 12 months.</p> <ul style="list-style-type: none"> <li>• PI confirm</li> </ul>	
11	<p>Ref. Page No. in the RFP: 29</p> <p>Ref. Clause No. in the RFP: Section 5, sub -section – 8</p> <p>Ref. Clause in the RFP: The Ministry of Tourism shall provide for office space with fax, telephone and internet facilities.</p> <p>Consultants' Queries: Please confirm if the project requires to have a project office for 12 months?</p>	During mission in Mauritius, the international experts will be provided office spaces.
12	<p>Ref. Page No. in the RFP: 31</p> <p>Ref. Clause No. in the RFP: Section 5 Sub- section 9</p> <p>Ref. Clause in the RFP: Table 4, Item 10: "Report on the Capacity building of officers on carrying capacity study / assessment implementation of the Management Framework as well as capacity building for the process of SEA"</p> <p>Consultants' Queries: The deliverables (Table 4, page 31) mentions a report on capacity building for the process of SEA whereas the scope of work (page 25 to 27) mentions capacity building only for the carrying capacity component. Please clarify the same</p>	It will become mandatory to provide a training on the process of SEA as it is important to enhance national capacity building on this important issue.
13	<p>Ref. Page No. in the RFP: Pg 31 and 32</p> <p>Ref. Clause No. in the RFP: Section 5 Sub - Section 10.1</p> <p>Ref. Clause in the RFP: Key Expert 1 – International Consultant – Environmental Scientist/Engineer (Team Leader)</p>	<p>The TOR suggest that the Team Leader should be an Environmental Scientist/ Engineer. The most important issue will remain the qualification, experience and skills that the Team Leader should have as shown in the evaluation criteria.</p> <p>We do not envisage any additional personnel for this project/assignment.</p>

	<p>Consultants' Queries: The team leader should be an Environmental Scientist/Engineer as per this section.</p> <ul style="list-style-type: none"> <li>• We suggest that architects and planners with relevant experience should also be allowed for this position as these kind of projects (including carrying capacity and SEIA) are widely being undertaken by planning professionals ( with eco sensitive planning experience ) and with an overall development perspective such projects can be lead very efficiently.</li> </ul>	
14	<p>Ref. Page No. in the RFP: 34</p> <p>Ref. Clause No. in the RFP: Section 5 , sub- section 12</p> <p>Ref. Clause in the RFP: In case of an international consultancy team, it is mandatory for the consulting team to associate with one local expert so as to have a better appreciation of the local context.</p> <p>Consultants' Queries: We understand that as per Section 10.3 and 10.4 on page 32 there are two national experts requirement but the phrase in point 12 says 1 national expert. Please clarify.</p>	<p>Confirming that there is a typo. Please read as <b><u>two national</u></b> experts required for this consultancy as shown in section 10.3 and 10.4.</p> <p>Section 12 is an important note which is included in all RFPs to ensure that national expert is included in any consultancy.</p>
15	<p>Ref. Page No. in the RFP: 38</p> <p>Ref. Clause No. in the RFP: Section 6, Form B: Bidder Information Form</p> <p>Ref. Clause in the RFP: "Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country"</p> <p>Consultants' Queries: The Bidders Information form asks for the "Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country"</p> <p>Could please clarify the above statement and its applicability in case of international consultant bidding from the head office.</p>	<p>If the bidder/firm has a local representation in Mauritius, then the Consultants who will be deployed for this project/assignment need to have the Official letter of Appointment or letter confirming that they represent the local office.</p> <p>Consultants who are based outside Mauritius and do not have a local representation here, need not submit this document.</p> <p>This is only for any firm/company that may be bidding on behalf of their local office in Mauritius.</p>
17	<p>Does this Bid have any specific insurance requirements that we must adhere to and to include the cost thereof in our tender?</p>	<p>The Consultants who will work and travel to Mauritius need to have Medical insurance and Travel insurance covered.</p> <p>UNDP will not be responsible for any eventuality.</p>
18	<p>Can the draft ICZM reports be provided to us? They will guide methodology writing.</p>	<p>The ICZM plans is presently being developed during this project. It will be submitted by October 2020. This has been clearly mentioned on page 24.</p>

19	<p>Please confirm we understand the geographical scope of the TOR correctly:</p> <p><b>Carrying capacity</b> Mauritius island: consider the whole of the island Rodrigues island: consider SEMPA only</p> <p><b>SEA</b> Mauritius island: consider only Black River District Rodrigues island: consider the whole of the island</p>	<p>For carrying capacity, the scope of work will be the lagoon surrounding Mauritius and SEMPA.</p> <p>For the SEA, it will be on the ICZM plan of Black River district and Rodrigues.</p>
20	<p>Ref. Page No. in the RFP: 11</p> <p>Ref. Clause No. in the RFP: 22.6 c)</p> <p>Ref. Clause in the RFP: Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>Consultants' Queries: We understand that the original form for Bid/ proposal security has to be couriered. Looking at the COVID situation it is possible that courier doesn't reach well within the deadline of 29 June 2020. Can we share the proof of Bank guarantee form and courier tracking ID along with the technical proposal through e-tendering portal while courier can take its due time to reach at the given address in Mauritius?</p>	<p>The original bid security should be sent by courier once the services are available.</p> <p>However, due to the Covid-19 pandemic and restriction on flights in certain countries, interested bidders are requested to send the scanned copy of the bid security along with the submission.</p>
21	<p>Ref. Page No. in the RFP: 33</p> <p>Ref. Clause No. in the RFP: 12</p> <p>Ref. Clause in the RFP: In case of an international consultancy team, it is mandatory for the consulting team to associate with one local expert so as to have a better appreciation of the local context.</p> <p>Consultants' Queries: Should we understand that other three key experts can be international consultants? Please clarify</p>	<p>Kindly refer to the TOR.</p> <p>The TOR indicate that there will be two international and two national experts.</p> <p>The requirement is to have minimum of <b>2 National experts. They cannot be replaced by International Consultants.</b></p> <p>Please refer to the clarification made above No. 14</p> <p>Section 12 is an important note which is included in all RFPs to ensure that national expert is included in any consultancy.</p>
22	<p>Ref. Page No. in the RFP: 37</p> <p>Ref. Clause No. in the RFP: Form C</p> <p>Ref. Clause in the RFP: 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:</p>	<p>Confirmed that there is no need for Notarised letter.</p> <p>Letter of Intent and availability in the Office letterhead or consortium office letterhead will suffice.</p>

	<input type="checkbox"/> Letter of intent to form a joint venture <b>OR</b> <input type="checkbox"/> JV/Consortium/Association agreement  Consultants' Queries: We understand that notarised agreement is not mandatory and letter of intent to form a JV or consortium on the letter head of the associate firm addressing to lead firm is acceptable. Please confirm. Please note that the notarised JV agreement between two international consultants or between national and international consultant is difficult during this COVID situation.	
23	Ref. Page No. in the RFP: 46  Ref. Clause No. in the RFP: Form H  Ref. Clause in the RFP: UNDP <i>[Insert contact information as provided in Data Sheet]</i>  Consultants' Queries: We understand that following address has to be filled in Form H- To, UNDP [5th Floor, Anglo-Mauritius House, Intendence Street, Port- Louis, Mauritius (UNDP Resident Representative) sujitha.sekharan@undp.org +230 214 2508 / +230 214 2514 / +230 212 3726]	Yes
24	Ref. Page No. in the RFP: 46  Ref. Clause No. in the RFP: Form H  Ref. Clause in the RFP: AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder: a) Fails to sign the Contract after UNDP has awarded it; b) Withdraws its Proposal after the date of the opening of the Proposals; c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.  Consultants' Queries: Although we understand the bid security amount is refundable unless any of the event as mentioned in point a, b, c, and d is true for the bidder. However, we	If Bidder is unsuccessful, the Bank Guarantee will be returned immediately upon conclusion of approval of the evaluation of Technical proposal process.  If Bidder is successful, the Bank Guarantee will be returned after the validity period which is <b>90 days</b> .

	would like to have more clarity on when shall it be refunded: 1. if none of the event is true and bidders is unsuccessful in winning the project 2. if none of the event is true and bidder has successfully won the project.	
25	Ref. Page No. in the RFP: 46  Ref. Clause No. in the RFP: Form H  Ref. Clause in the RFP: This guarantee shall be valid up to 30 days after the final date of validity of bids.  Consultants' Queries: As per BDS, the proposal validity period is 90 days but the Form H says that –'This guarantee shall be valid up to 30 days after the final date of validity of bids'. Kindly clarify what should be printed in Form H- 30 days or 90 days?	This guarantee shall be valid up to <b>90 days</b> . There is a typo in the RFP.
26	Does the client anticipate that there will be the need for any additional field data collection (primary data) for the purposes of the SEA outside of the stakeholder consultation?	The ICZM plans of Black River and Rodrigues will be ready for submission by October 2020. These plans will be the primary data for the SEA.  No additional field data would be required at this stage.
27	Will the client provide copies of all of the background reports to support the SEA at the start of the consultancy (e.g. ICZM Plans for Black River and SEMPA)?	The ICZM plans and any supporting documents will be submitted to the successful proposer after award of the contract.
28	One of the tasks listed on p27 of the RFP, in relation to the SEA relates to monitoring, tracking and the effects of the environmental plan. Does this relate to the preparation of a monitoring programme for Government staff to use following the end of the consultancy?	The ICZM plans will be submitted by October 2020 and implementation of these plans would come at a later stage.  In that case a monitoring and action plan will be required as deliverable.

**The deadline for the submission of this RFP is extended to 07 July 2020.**

Approved by:



Parmananda Ragen  
Project Manager

Prepared by:



Samanta Hardas  
Project Assistant