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Resilient nations.*

# REQUEST FOR PROPOSAL

**De-risking investment on Renewable energies in São Tomé and Príncipe: Development of a Ressource Assessment and Mapping of Renewable energy resources (Wind, Solar, and Hydrological) for the production of a National Atlas**

RFP No.: RFP11/2020

**Project: Promotion of environmentally sustainable and climate-resilient grid/isolated grid-based hydroelectric electricity through an integrated approach in Sao Tome and Principe**

Country: São Tomé and Príncipe

Issued on: 24 July 2020

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## SECTION 1. LETTER OF INVITATION

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

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

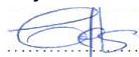
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - 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

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

Please acknowledge receipt of this RFP by sending an email to Procurement STP [procurement.st@undp.org](mailto:procurement.st@undp.org) indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:



Name: Cesaltina Almeida  
Title: Procurement Assistant  
Date: **July 21, 2020**

Approved by:



Name: Joseph Oji  
Title: Resident Representative a.i.  
Date: **July 21, 2020**



## SECTION 2. INSTRUCTION TO BIDDERS

<b>A. GENERAL PROVISIONS</b>		<b>B.</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>	1.4
<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 consultants and requires all bidders/consultant 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/consultants 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 consultants ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the consultants 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>	2.5
<i>3. Eligibility</i>	<p><b>3.1</b> A consultants should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Consultants are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these</p>	3.3

	<p>organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>	
4. <i>Conflict of Interests</i>	<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>	4.5
<b>C. PREPARATION OF PROPOSALS</b>		<b>D.</b>
5. <i>General Considerations</i>	<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>	5.3

	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	
<i>6. Cost of Preparation of Proposal</i>	6.1	The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.	6.2
<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.	7.2
<i>8. Documents Comprising the Proposal</i>	8.1	The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.	8.2
<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 consultants, 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.	9.2
<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.	10.5
	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.	11.4
	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>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p style="margin-left: 40px;">a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p style="margin-left: 40px;">b) In the event that the successful Bidder fails:</p> <p style="margin-left: 80px;">i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>	12.7
<i>13. 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> <p style="margin-left: 40px;">a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p style="margin-left: 40px;">b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>	13.2
<i>14. 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</p>	14.8

	<p>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> </ul>	<p>15.3</p>

	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.	
<b>16. Proposal Validity Period</b>	<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>	16.3
<b>17. Extension of Proposal Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>	17.4
<b>18. Clarification of Proposal</b>	<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>	18.4
<b>19. Amendment of Proposals</b>	<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>	19.3
<b>20. Alternative Proposals</b>	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,	20.3

	<p>or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>	
21. <i>Pre-Bid Conference</i>	<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>	21.2
<b>E. SUBMISSION AND OPENING OF PROPOSALS</b>		<b>F.</b>
22. <i>Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>	22.4
<b>Hard copy (manual) submission</b>	<p>22.5 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> <li>iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS.</li> </ul> </li> </ul>	22.8



<i>Proposals</i>	23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.	
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 (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>	24.5
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.	25.2
<b>G. EVALUATION OF PROPOSALS</b>		<b>H.</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 consultants sanctions procedures.</p>	26.3
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> <ul style="list-style-type: none"> <li>a) Preliminary Examination</li> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> </ul>	27.3

	d) Evaluation of Financial Proposals	
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.	28.2
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, consultantss that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>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 consultantss' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>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;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>	29.3
30. <i>Evaluation of Technical and Financial Proposals</i>	<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</p>	30.5

	<p>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;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><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><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>	
31. <i>Due Diligence</i>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <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>	31.2
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>	32.4



	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.	
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>	33.3
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 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;</li> <li>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</li> <li>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.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>	34.5
<b>I. AWARD OF CONTRACT</b>		<b>J.</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.	35.2
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	36.2

	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.	37.2
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.	38.2
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.	39.2
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>	40.2
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_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_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.	41.2
42. <i>Bank Guarantee for Advanced Payment</i>	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_LIBRARY/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_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>	42.2
43. <i>Liquidated Damages</i>	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.	43.2

<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>44.2</p>
<p>45. <i>Consultants Protest</i></p>	<p>45.1 UNDP's consultants 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 consultants 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>45.2</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>	<p>46.4</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	Portuguese or English
2		Submitting Proposals for Parts or sub-parts of the TOR	<b>No partial bid is Allowed</b>
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Date: August 6, 2020 12:00 AM GMT By zom conference connection  The UNDP focal point for the arrangement is: Cesaltina Almeida E-mail: procurement.st@undp.org
5	10	Proposal Validity Period	60 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not RequiredNot Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	10 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Maria Teresa Mendizabal E-mail address: maria.mendizabal@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	August 19 <sup>th</sup> , 2020 in the time indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>  <b>Business Unit: STP10</b> <b>Event ID: 0000006563</b>
16	22	Electronic submission (email or eTendering) requirements	Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard ▪All files must be free of viruses and not corrupted. ▪Password for financial proposal must not be provided to UNDP until requested by UNDP ▪Max. File Size per transmission:50 MB
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively  The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	September 14, 2020
19		Maximum expected duration of contract	14 months for Atlas
20	35	UNDP will award the contract to:	One Proposer Only

21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP <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 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	<i>n/a</i>

## 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

### 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>	Consultants is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Consultants 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.	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 consultants 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
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder	Form D: Qualification Form
<b>Previous Experience</b>		Form D: Qualification Form
	Relevant experience- Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years. (For JV/Consortium/Association, all Parties cumulatively should	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.

	meet requirement).	
<b>Financial Standing</b>	n.a.	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

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
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
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	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country. Relevant work experience in the context of Small Island Developing States (SIDS) and in developing countries would be an added value.	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Experience and knowledge of São Tomé e Príncipe's energy resources sector; the inclusion of national cadres in the team is recommended	30
<b>Total Section 1</b>		<b>300</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
<b>Total Section 2</b>		<b>400</b>

Section 3. Management Structure and Key Personnel for the Energy Atlas			Points obtainable
3.1	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>30</b>
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		<b>125</b>
	- General Experience in planning and policy	30	
	- Experience in team coordination and mission management	25	
	- Specific Experience relevant to the assignment – renewable energy analysis and planning	45	
	- Regional/SIDS experience	25	
3.2 b	Team member 1 – <b>Energy engineer</b>		<b>70</b>
	- Specific Experience relevant to the assignment	50	
	- Regional/SIDS experience	20	
3.2 c	Team member 2 – <b>Cartography specialist</b>		<b>45</b>
	- Specific Experience relevant to the assignment	45	
3.2 d	Team member 3 – <b>National consultants</b>		<b>30</b>
	- Specific Experience relevant to the assignment	20	
	- Experience/knowledge of the energy sector in São Tomé and Príncipe	10	
<b>Total 3.1+3.2</b>			<b>300</b>

The **Accredited subcontractors** requested in the Energy Atlas product shall be qualified, legalized, accredited and certified by international standards, as appropriate for the hydro, study of solar and wind resources.

## SECTION 5. TERMS OF REFERENCE

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### TERMS OF REFERENCE

- Post Title:** De-risking investment on Renewable energies in São Tomé and Príncipe: **Development of a Ressource Assessment and Mapping of Renewable energy resources (Wind, Solar, and Hydrological) for the production of a National Atlas**
- Project Title:** 94537 - Promotion of sustainable hydroelectric energy resilient to climate change through the integrated management of land and forests
- Duration:**
  - 14 (fourteen) months
- Work Site:** São Tomé Island, São Tomé e Príncipe
- Start Date:** Upon signature of the contract

## 1. COUNTRY CONTEXT AND FRAMEWORK

### A. THE GENERAL CONTEXT

The archipelago of São Tomé and Príncipe is located in the Gulf of Guinea. It was the oldest colony of the Portuguese Empire (1470-1975) and gained independence from Portugal on 12 July 1975. São Tomé and Príncipe is the second smallest country in Africa, with a total surface area of 1,001 km<sup>2</sup>, and in 2012, the population estimated at 178,739 inhabitants, of which 50.2 per cent are female. This population is relatively young: 42 per cent are under 15 years of age and 61 per cent are under 25. More than 67 per cent of the national population live in urban areas and around 33 per cent in rural areas. The average annual demographic growth rate of the population was estimated at 2.5 per cent in 2012, and life expectancy at birth is 65 years of age for both sexes. The island of São Tomé is divided into six administrative districts, namely Água Grande, Mé-Zóchi, Caué, Cantagalo, Lembá and Lobata. The island of Príncipe is an autonomous region. Água Grande is home to the capital São Tomé, as well as most economic activity other than agriculture. Each district has its own administrative departments, supervised by a council (Câmara distrital) that has been elected under universal suffrage and proportional representation. As an island nation, the country is very vulnerable and highly dependent on other nations, which has a substantial impact on the functioning of the country and its development. These factors were raised in most of the discussions on the challenges and perspectives for its sustainable development.

Government instability in a context of stronger democratic institutions. Despite the highly successful adoption of the political model of a liberal democracy and the development of competitive political institutions, as mentioned above, São Tomé and Príncipe has experienced political instability characterized by frequent changes of government in the last ten years. These changes, together with still-fragile institutions, are the subject of major public debate, including with the country's development partners.

The discovery of extensive oil reserves off the coast of São Tomé and Príncipe has potential importance for the country's economic perspectives. Its exclusive economic zone and the joint development zone that it shares with Nigeria should transform its destiny as a result of the new potential income from oil. This offers new opportunities for socio-economic development, while generating risks that demand transparent management and the effective and efficient use of public financial resources. There is some uncertainty surrounding oil production following the recent decision by the French oil company Total to withdraw from Block 1 of the Joint Development Zone with Nigeria (IMF, 2013). Given the abandonment of oil exploration activities, which was a major blow, and the uncertainties that this decision created, macroeconomic and financial policies must be strengthened and new sources of energy found to ensure energy security and independence for the Island as well as a sustainable growth path.

### B. THE SECTORIAL CONTEXT

Sao Tome and Principe's current energy system requires urgent transformative changes to more sustainable and inclusive standards. The current heavy reliance on imported fossil fuels for electricity generation and transportation represents a high cost to the country's economy, with negative impact on both the population's productivity as well as the living standards. Fossil fuel imports boost national debt and endanger energy security, successful development and adaptation to climate change. Current electricity tariffs do not cover generation costs and require high public subsidies for fossil fuels, which undermines the more economical renewable energy sources.

The electricity generation system in São Tomé e Príncipe (STP) is characterized by diesel (95%) and hydro (5%) thermoelectric generation. Total electricity access rate is of 72% and about a quarter of the rural population do not have access, and 70% still use Biomass as the source of cooking fuel. The overall efficiency of the power system is very low with an estimation of technical and commercial transmission and distribution losses at around 40%. End-user efficiency is also lacking due to lack of standards, inefficient technologies and low consumer awareness. Furthermore, the energy sector is the largest emitter of greenhouse gases in the country, contributing over 80% of national total emissions. According to the report on the greenhouse gas emissions inventory, issued within the framework of the Third National Dialogue on Climate Change, greenhouse gas emissions from electricity generation are 111 GgCO<sub>2</sub>, another major cause for increasing the vulnerability of the country and the effects of climate change.

Despite recent public and private efforts, STP's renewable energy and energy efficiency market has not achieved economies of scale. Most hydroelectric power stations from the colonial period are out of service and the deployment of renewable energy and energy efficiency solutions continues to be hampered by barriers related to weak energy policies, regulations, incentives, technical constraints, a weak economy, lack of financing schemes as well as lack of technological innovation and awareness.

However, different studies show that there is potential for electricity generation from renewable sources, namely hydro, solar, biomass, etc and the development of adapted transmission and distribution schemes. This potential has been little exploited due to the various abovementioned barriers that come as a result of a set of pre-existent restrictions: incomplete legal and regulatory framework, lack of clarity on the role of the different institutions involved in the electricity sector management (namely the utility -EMAE, the Directorate-General for Natural Resources and Energy as main political agency, and the regulatory institution -AGER), a small market with few large consumers, the utility's inefficiency in the generation and distribution of electricity, the absence of up-to-date national studies on the potential for power generation from sources other than thermal. All these restrictions have reduced the country's capacities to keep up with developments in the sector. The impact of this series of restrictions on investment in the sector is further reinforced by the absence of a clear national strategy on energy transition and the high cost of scarce financing.

In recent times, the Government has undertaken several investment actions with the support of different partners to structure and promote a better functioning of the electricity sector. In 2014, Decree-Law no. 26/2014 was issued. This document defines the Legal Regime of the Electricity Sector, mainly liberalizing the electricity generation. The Electricity Sector Rehabilitation Project has been under implementation since 2015, funded by the World Bank (WB) and the European Investment Bank (EIB). This project has two main objectives. The first is focused on the reform of the Public Water and Electricity Service (EMAE) and the General Regulatory Authority (AGER), aiming at the improvement and modernization of the commercial and technical aspects of both agencies. The second objective is to rehabilitate and increase the production capacity of the only operating hydroelectric power station, Contador Central, which dates from colonial times and still produces 1.9MW. The said Electricity Sector Rehabilitation Project has recently funded the development of the Low Cost Development Plan, a Government guidance document for the planning of the electricity sector for a period of twenty years.

## C. THE PROJECT CONTEXT

In 2016, the project “Promoting climate resilient and environmentally sustainable hydropower through an approach that integrates STP land and forest management” was funded by GEF (Global Environment Facility) through UNDP. Currently, this project focuses resources on reducing barriers and risks for possible private or public investments in the energy sector in Sao Tome and Principe. Actions implemented so far have strengthened the legal and regulatory framework through the development of a set of industry regulations. The project commissioned studies on hydrological and wind potential in the island of Principe and adopted a dynamic approach to sustainable land management and reforestation, operating in various districts of the country.

The project “Promotion Project for Investment in Renewable Energy and Energy Efficiency” started in 2019, through the United Nations Industrial Development Organization (UNIDO), funded by GEF (Global Environment Facility) and implemented by the Directorate-General for Natural Resources and Energy. This project, in conjunction with other ongoing projects, aims to support DGRNE's Energy Directorate in the implementation of the Low-Cost Energy Sector Development Plan. The project is conceived with the intention to provide clear short, medium and long term guidance for the development of renewable and non-renewable energy, and to provide a framework to guide decision making regarding energy development in STP.

## 2. SCOPE OF SERVICES

### 2.1 Objective

Undertake a **Resource Assessment and Mapping for the production of a National Atlas** for Solar, Wind, and Hydro sources for Sao Tome and Principe; in close collaboration with the national authorities, private sector, village communities, international financial institutions, and development partners that will guide STP decision makers to develop policies that increase the contribution of renewable energy sources to the national energy mix and reduce fossil energy consumption, thus reducing greenhouse gas emissions. The assignment places emphasis on locating and carrying out the necessary ground-based data collection required to complement existing solar, wind and hydro mapping and measurement studies, with the overall aim to improve development of power generation.

### 2.2 General Technical Specifications

The production of this technical document requires different skills and approaches that will have to be guaranteed in their execution. This includes but is not limited to collecting, analyzing and validating existing data and measuring new baseline data with the identification of specific sites for commercial exploitation. The renewable energy resources to be covered by the Atlas are Wind, Solar and Hydro.

The conclusion of the above deliverables will have to be supported by objective analysis processes and supported by data from known sources and traceable methodologies, as elaborated below.

The provision of services should be preceded by a detailed plan that, in addition to its schedule, outlines each of its main activities indicating the allocation of resources, methodological lines, datasets to be used, and expected results.

All activities will be closely developed with the Project Unit, the Directorate of Energy, UNDP and other relevant institutions and subject to regular reporting of progress and results already collected, based on detailed planning.

The working and writing language of all intermediate and final documentation will be Portuguese. Summaries or intermediate presentations might also be requested in English by UNDP. The Final Reports will be submitted in Portuguese and in English.

### 2.3 Coordination of the work /institutional arrangements

The management of the service delivery will be ensured by a Coordination Team that will integrate elements from the implementing partners; MOPIRNA/DGRNE, UNDP and PMU. This Coordination Team will be responsible for providing the information foreseen for delivery by the client, for the operational dialogue during the development of the work and for the supervision of its good implementation, cost, time and quality wise.

The Consultant is solely responsible for providing the required service, including the entire team and any subcontracts, ensuring specifically:

- the mobilisation and organisation of the team (national and international consultants);
- the presentation of a proposal for the methodology and a work plan with the expected results broken down into necessary activities and scheduled timeline. The proposal is to be discussed and validated by the Coordination Team, after which it will become the work schedule;
- actively participate as part of his work portfolio in the regular and extraordinary meetings that will be held during the development of the work;
- establish all the contacts at national level necessary for the development of the work, in which the Coordination Team will act as a mere facilitator and provided that this is objectively requested in advance;
- preparation of expected reports, and other documents that may eventually be decided on reporting activity or proposals for action, and their presentation to the Coordination Team and, when applicable, the subsequent preparation and issue of the Defined Reports.

### 2.4 Submission of reports and other outputs

Without prejudice to the transversal dialogue, formal communications, such as scheduling of meetings and delivery of documents, should be conducted by the Consultant, his/her coordinator/project leader and by the Coordination Team whom he/she indicates at the initial meeting.

All documentation must be submitted in Portuguese, with the exception of the final reports, which must be submitted in Portuguese and English.

The training sessions and workshops must be in Portuguese.

### 2.5 Particular Technical Specifications

**PRODUCT : RESOURCE ASSESSMENT AND MAPPING (ATLAS) OF RENEWABLE RESOURCES**

**PROJECT RATIONALE AND OBJECTIVES**

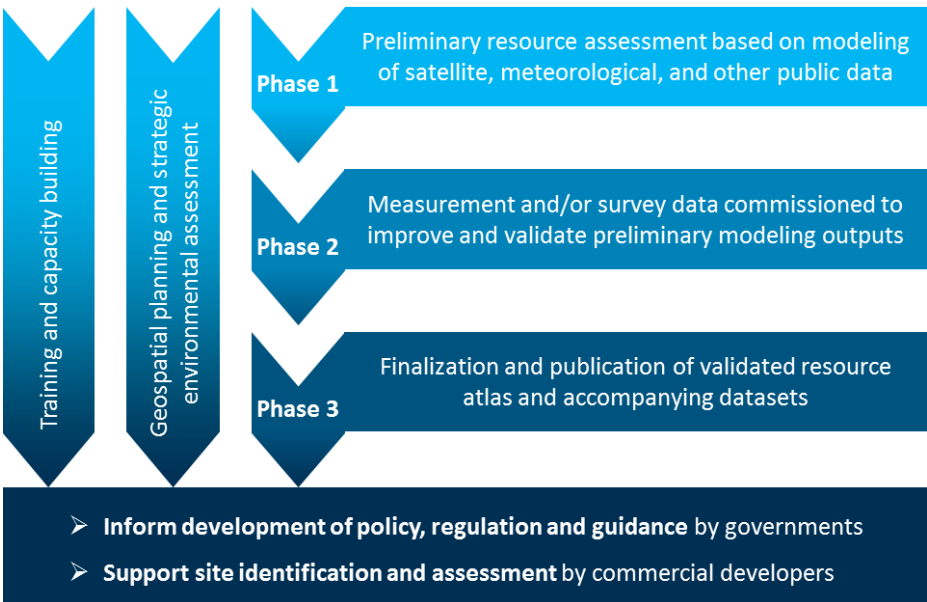
The objective of this assignment is to support the sustainable expansion of electricity generation from wind, solar and hydro power by providing STP public authorities, development partners and commercial developers with an improved understanding of the location and potential of renewable energy resources in STP through the production of a high quality, validated Wind and Solar Hydro Atlas and associated datasets.

The assignment will cover up to the following three phases of renewable energy resource assessment:

- Phase 1 – Project inception, preliminary modeling based on existing datasets, and site identification;
- Phase 2 – Ground-based data collection;
- Phase 3 - Production of a validated renewable energy Atlas.

The diagram below presents the main phases for the preparation of a Renewable Energy Resource Assessment (Atlas) to be applied by the consultants in STP.

Figure 1 - Three phases of renewable energy resource assessment and mapping, as defined under the ESMAP initiative



The table below present the identified users of renewable energy mapping outputs from this project:



Audience	User group	User sub-groups	Likely uses	Priorities
Primary	Government	Central ministries (energy, planning) Delivery agencies (electrification, meteorology) Regulatory agencies Institutes and advisory bodies	Energy policy development Planning guidance Infrastructure planning Tariff setting Tendering	Internationally accepted standards Data usability Local sourcing Capacity building
Secondary	Commercial developers	Developers Investors and lenders Contractors Specialist consultancy firms	Location scouting Resource validation Constraint analyses	Data quality and bankability Methodological transparency Easy of data access
	Utility companies	Transmission operator(s) Supply companies	Load management Portfolio planning Grid upgrade planning	Long time series Easy of data access Capacity building Scenario mapping
	Civil society	Private investors Consultants Academics and students Research organizations NGOs Industry associations	Modeling improvements Meteorology Scenario planning Promotional activities	Data quality and bankability Methodological transparency Easy of data access
	International organizations	Development agencies Multilateral Development Banks Bilateral agencies	Improvement of global datasets Country profiling Identification of knowledge gaps	Internationally accepted standards Data usability

## SCOPE OF WORK

### PHASE 1 – PROJECT INCEPTION, PRELIMINARY MODELING AND SITE IDENTIFICATION

#### *Preliminary renewable energy resource modeling*

- 1.1 The consultants shall carry out an initial mesoscale modeling of renewable energy resources based on the best available reanalysis and meteorological data and produce a Mesoscale Renewable Energy Modeling Report. The modeling and reporting, including the validation process that should be incorporated, needs to be in line with the World Bank ESMAP methodology or any other officially recognized modeling methodologies. The consultant should utilize existing public datasets to complete the resource modeling, and make recommendations where further ground data or will need to be collected or where new models should be developed during this assignment, to result more detailed atlases, usable by governments and renewable energy investors. There is also scope for the Consultants to work with specific data platforms such as UNDP's Modelling Unit to suggest new models in order to gather further geospatial data available, as to inform the preliminary report.

The below highlights some available resources that may be utilized for the mesoscale modeling:

Global Electrification Platform: <https://electrifynow.energydata.info/>

ESMAP Global Wind Atlas: <https://globalwindatlas.info/>

ESMAP Global Solar Atlas: <https://globalsolaratlas.info/>

IRENA Global Atlases: <https://www.irena.org/globalatlas>

Estudo de Inventário Hidroelétrico da Ilha do Príncipe Relatório Final – EDP – Dezembro 2016

Available Topographic maps: [http://atlas.saotomeprincipe.eu/1\\_atlasstp\\_situacao.htm](http://atlas.saotomeprincipe.eu/1_atlasstp_situacao.htm)

### ***Site identification***

- 1.2 For the purposes of the Phase 2 measurement campaign, the consultants shall prepare a Candidate Site Identification Report that is informed by the Mesoscale Modeling Report. This shall include recommendations for the number of ground-based measurement sites and a proposed longlist of possible site locations, ranked according to a methodology proposed by the Consultants.
- 1.3 The objective of ground-based data collection will be to provide high quality validation data and long-term historical reference data for the Renewable energy Atlas, rather than to obtain data for specific renewable energy power plants. The sites shall thus be selected so as to represent dispersed high-renewable energy zones with potentially commercially exploitable resources, as well as representing different local climate and/or topographical conditions, where the approach used for the Phase 1 resource modeling may exhibit poor performance.
- 1.4 The consultants' recommendations for candidate sites shall take into account the needs for adequate model validation, availability of suitable locations and personnel to maintain the sites, complementarity to available geospatial data, feasibility of data collection, the available budget, and with a view of pre-developing the specific sites. Site suitability shall further take account of:
  - Land access issues;
  - Land surface, obstructions and other physical limitations;
  - Protected and environmentally sensitive areas (which as far as possible shall be addressed through a preliminary screening process);
  - Military and other exclusion zones;
  - Ease of access for commissioning and maintenance purposes;
  - Security issues.

### ***Phase 1 workshop***

- 1.5 The consultants should provide the model used to the counterparts in STP and provide them with a comprehensive training on its design, use and revisions.

## **PHASE 2 – GROUND-BASED DATA COLLECTION**

During Phase 2 the consultant shall be responsible for obtaining high quality wind, hydro and solar data from a number of 3-5 sites (to be confirmed in preliminary discussions according to technical requirements and budget availability) sites over a minimum of 12 months period, in compliance with the minimum recognized standards.

Therefore, the instrumentation, as well as the laboratory responsible for the certification of the results, will have to comply with internationally required certifications and accreditations for the collected data and results to be considered valid. The consultants will need to provide background information on the international standards informing the data collection procedures.

In the interest of maximizing local capacity in renewable energy processes and technologies, measurements and data collection, as well as data downloading and handling, should be done by qualified local technicians, trained or to be trained, and sufficiently accompanied by the contractor to ensure the reliability of the process which will remain within the contractor's responsibility.

## 2.1 Hydroelectric resources

For the assessment of hydrological resources, long term data is lacking. Thus, irrespectively of site flow measurements that should be made, the mapping will be primarily based on existing readings and studies.

Rainfall and hydrology data are available in the basins of many of the existing rivers, as well as a significant amount of hydrological and hydroelectric potential studies in the country.

There is a need to review existing data and studies, identify their coincidences and divergences and, through current criteria and the current energy and environmental constraints, locate and characterize the various hydroelectric projects with prospects of technical, economic and economic viability, and environmental sustainability.

## 2.2 Wind and Solar resources

Current knowledge of wind and solar resources in Sao Tome and Principe are based only on satellite data, as well as data collected through stations installed for other purposes. It is recommended that the consultant utilize modern surveillance technologies such as LIDAR, for high quality data collection.

There is also a need to validate existing data by analyzing sources and their consistency and to collect new baseline data to measure the data collected by satellite, with a view to reducing 30% (the uncertainty margin that is allowed in satellite measurements) down to about 4% which is considered permissible for investment analysis.

In order to obtain as much basic data as possible, it is recommended that, in addition to own equipment, collaboration with the national entities that currently have equipped stations should be carried out. For the correct accomplishment of the objectives of this project, a calibration of the used instruments, guaranteed by an accredited laboratory, must be presented, in order to be able to certify the compiled base data. The new readings should cover at least one year.

For solar data, the location for radiation measurement equipment shall, unless otherwise decided jointly with the authorized institution, be located in a possible area identified for the development of a photovoltaic generation plant. Moreover, since the latitude of the territory of Sao Tome and Principe is between- 12° and + 12°, the Radiation Measurement Station should be appropriate, namely a Global Station type.

### ***Planning of renewable energy measurement campaign***

- 2.3 Based on the Candidate Site Identification Report and in agreement with the authorized authority, the consultants shall make arrangements for site visits to high priority sites for the purposes of assessing the existing installation of measurement masts and equipment or the need for such

installations. The consultants shall assess localized site constraints (e.g. obstacles), potential adverse impacts, and the availability of maintenance and security personnel, and shall carry out appropriate consultations with potential site hosts or land owners.

- 2.4 Following the field visits, the consultants shall prepare and submit a Phase 2 Implementation Plan that shall include the following:
- Shortlist of proposed sites for the measurement campaign (including reserve sites should some sites become unviable during implementation);
  - Logistical details and timeline for commissioning;
  - Environmental and social assessment(s) as relevant;
  - Assessment of key risks and appropriate mitigation measures;
  - Procedure for obtaining permits and local permission;
  - Proposed sub-contractors for provision of Phase 2 inputs (including details of measures taken to ensure value-for-money);
  - Proposed capacity building and training measures aimed at local partner(s) and sub-contractor(s).

***Delivery of renewable energy measurement campaign***

- 2.5 The consultants shall be responsible for delivering the measurement campaign to the specified minimum standards and in accordance with the Phase 2 Implementation Plan.
- 2.6 The consultants shall prepare a Site Installation Report immediately following commissioning of each site to provide a permanent record of the site characteristics, measurement equipment, and other variables. The consultants must in detail, specify the number of equipment to be installed, their full specifications and price ranges, the case of flow measurements, and demonstration of selection of equipment options based on competitive procurement guidelines. The equipment details should be categorized into a) wind measurement, b) solar radiation, and c) hydrometry. The costs must be clearly indicated within the financial proposals of applicants. For hydrometric stations, the consultants may also consider the option of recovering previously installed (but currently de-activated) sites, or will need to provide details on construction requirements for hydrometric stations.
- 2.7 The consultants shall assume sole ownership of the equipment for the duration of the measurement campaign. Consultants' ownership could include arrangements whereby the Consultants' local partner or Phase 2 sub-contractor is the legal owner of the equipment, or some other service or leasing provision negotiated by the consultants.
- 2.8 Following 12 and 24 months of measurements (using historical and project data), the consultants shall prepare a Site Resource Report for each site, delivered within six weeks of the end of the 12 month period.
- 2.9 In the event that national operators are to be recruited for the collection of monitoring data, they should be guaranteed training/capacity to do so.

In order to provide a continuous reference data series to be used for recalibrating future local measurements to a long-term normal data year (for solar, wind and hydro), it is preferable in most circumstances for the measurement equipment to remain in place for longer than the limited period possible under this project. As a result, ownership of the equipment shall be transferred to a legal entity identified by the UNDP and the national counterpart prior to the end of the measurement campaign. The consultants shall be responsible for clearly communicating the date of ownership transfer, obligations, and maintenance procedures to the nominated owner(s) via an exchange of letters, a Memorandum of Understanding, or some other appropriate method. The specifications of the types of equipment, broken down into a) wind b) solar radiation and c) hydrometry.

### PHASE 3: PRODUCTION OF VALIDATED RENEWABLE ENERGY ATLAS

- 2.10 Following delivery of the contracted ground-based data for all sites, the consultants shall produce a renewable energy Modeling Validation Report.
- 2.11 Taking account of the validation results, the consultants shall make adjustments to their mesoscale model (for wind, solar and hydro) at this stage to improve its accuracy and to better reflect local conditions (but without retrofitting the modeling results to match the measurement data), using the wind, solar and hydro measurement data from the Phase 2 measurement campaign and any other data provided by the national counterpart or not available during Phase 1.
- 2.12 The consultants shall then produce a final Renewable Energy Atlas for delivery to UNDP and the National Counterpart in the format of a stand-alone report, slide pack, GIS layers, and processed data outputs. The Renewable Energy Atlas shall include the results of the revised mesoscale modeling, and then a full, high resolution microscale modeling where local terrain effects are added back in. The Renewable energy Atlas shall provide a summary of the methodology and process followed during the assignment, details of the final wind, solar and hydro resource modeling results (including high resolution maps), a further validation of the revised modeling results, details of any limitations or challenges, and recommendations for future work.

This sets a period of 14 months for the preparation of the Renewable Energy Resource Mapping (Atlas) according to the following key dates from the date of signature of the contract.

#### EXPECTED DELIVERABLES

Due date	Deliverable / Description	Payment terms
10 weeks from appointment	During Phase 1 the consultants shall carry out and deliver the following: <ul style="list-style-type: none"><li>i) Initial mesoscale modeling of renewable energy resources based on the best available reanalysis and meteorological data</li><li>ii) A Mesoscale Renewable energy Modeling Report</li><li>iii) Candidate Site Identification Report</li><li>iv) Phase 1 workshop</li></ul>	20%
50 weeks from appointment	During Phase 2 the Consultants shall carry out and deliver the following: <ul style="list-style-type: none"><li>i) Phase 2 Implementation Plan</li><li>ii) Site Installation Report</li><li>iii) Site Resource Report for each site</li><li>iv) Trainings to the national counterparts for the use, revision and continuous data collection and exploitation</li><li>v) Report on the communication of the date of ownership transfer, obligations, and maintenance procedures for the measurement equipment installed by the consultants to the nominated owner(s) via an exchange of letters, a Memorandum of Understanding, or some other appropriate method</li></ul>	20%

<b>50 weeks from appointment</b>	At the conclusion of Phase 2, the consultants should transfer ownership of the wind measurement, solar radiation and hydrometry equipment to a designated and agreed upon entity.	<b>20%</b>
<b>56 weeks from appointment</b>	During Phase 3 the Consultants shall carry out and deliver the following: i) A renewable energy Modeling Validation Report and Final Renewable Energy Atlas (including stand-alone report, slide pack, GIS layers, and processed data outputs)	<b>40%</b>

## TIMELINE

2.13 Anticipated milestones are as follows:

<b>MILESTONE</b>	<b>DATE</b>
1. Contract awarded	tbd
2. Initial Modeling Report	6 weeks within appointment
3. Site visits	8 weeks within appointment
4. Candidate Site Identification Report	10 weeks within appointment
5. Phase 2 Implementation Plan	16 weeks within appointment
6. First batch of site measuring commissioned	18 weeks within appointment
7. Final batch of site measuring commissioned	21 weeks within appointment
8. End of Phase 2 measurement campaign	50 weeks within appointment
9. Delivery of final outputs	56 weeks within appointment

## 2.6 Experience and Qualifications and Eligibility Requirements

The consulting team will consist of professionals with the following profiles:

- 1.- Energy engineer:** Energy Engineering degree, with qualifications and at least 5 years' experience in Renewable Energy projects;
- 2.-Cartography specialist** with at least 5 years of experience in GIS (Geographic Information System) and high command of the software used for this purpose.
- 3.- National Technicians.** The company shall contract national technicians for field work activities, according to the required profile
- 4.- Accredited subcontractors:** as appropriate for the hydro, study of solar and wind resources. These subcontractors will be qualified, legalized, accredited and certified by international standards.

## 2.7 Language requirements

- Cumulatively, the team shall be able to fluently communicate in Portuguese for field activities and exchanges with national partners
- Cumulatively, the team shall be able to submit high quality reports in both Portuguese and English.

## 2.8 Mandatory Requirements

- The bidding consultants should have a Head of Mission/Team Leader.
  - methodology will be appropriate to the local working conditions and context.

## 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 consultants?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM consultants number]
<b>Are you a UNDP consultants?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP consultants 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> </ul>

- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- Power of Attorney

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

### Name of leading partner

(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)

[Complete]

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

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

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

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## FORM D: QUALIFICATION FORM

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

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

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### Previous Relevant Experience

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

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

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

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	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:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- 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 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country, in the context of Small Island Developing States (SIDS) and in developing countries
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Experience and knowledge of São Tomé e Príncipe's water resources sector.

### 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] <hr/>
POSITION FOR THIS ASSIGNMENT	[INSERT] <hr/>
NATIONALITY	[INSERT] <hr/>
LANGUAGE PROFICIENCY	[INSERT] <hr/>

	<p><i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i></p>
<p>EDUCATION/ QUALIFICATIONS</p>	<p>[INSERT]</p>
<p>PROFESSIONAL CERTIFICATIONS</p>	<p><i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i></p> <ul style="list-style-type: none"> <li>▪ NAME OF INSTITUTION: [INSERT]</li> <li>▪ DATE OF CERTIFICATION: [INSERT]</li> </ul>
<p>EMPLOYMENT RECORD/</p>	<p><i>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i></p>



## EXPERIENCE

[INSERT]

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*[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT  
INFORMATION FOR TWO (2) REFERENCES]*

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REFERENCES

REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]

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

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Signature of Personnel

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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**

<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				
.....				