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**REQUEST FOR QUOTATION (RFQ 94/2020)**

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| **RFQ 94/2020 Independent Engineering Review of Basic Design Project for a Green Parking Lot of the Skopje ZOO** | DATE: September 1, 2020 |
| Requesting project:  **00109163: Resilient Skopje: Scaling-up for Sustainability, Innovation and**  **Climate Change** |

Dear Sir / Madam:

We kindly invite you to submit your quotation in MKD, Vat exempt for **RFQ 94/2020 for Independent Engineering Review of Basic Design Project for a Green Parking Lot of the Skopje ZOO,** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 3.

Quotations shall be submitted on or **before extended deadline** September 21, 2020 by 10:00am via dedicated email: [**offers.mk@undp.org**](mailto:offers.mk@undp.org)

**Subject: RFQ 94/2020 Review of design for parking of ZOO-(company’s name)**

It shall remain your responsibility to ensure that your quotation will reach UNDP before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned works

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| --- | --- | --- |
| Delivery Terms  [INCOTERMS 2010]  *(Pls. link this to price schedule)* | ☐FCA  ☐CPT  ☐CIP  ☐DAP  ☒ **n/a** | |
| Customs clearance, if needed, shall be done by: | ☐UNDP  ☐Supplier/Offeror  ☐Freight Forwarder  **n/a** | |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | UNDP,Project Manager | |
| UNDP Preferred Freight Forwarder, if any | **n/a** | |
| Distribution of shipping documents *(if using freight forwarder)* | n/a | |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | ☒ **3weeks**  ☐ As per Delivery Schedule attached  Time:  Time Zone of Reference: | |
| Delivery Schedule | ☐Required  ☒ Not Required | |
| Packing Requirements | n/a | |
| Mode of Transport | ☐ AIR | ☐LAND |
| ☐SEA | ☒ n/a |
| Preferred  Currency of Quotation | ☐United States Dollars  ☐Euro  ☒Local Currency : **MKD** | |
| Value Added Tax on Price Quotation | ☐ Must be inclusive of VAT and other applicable indirect taxes  ☒ **Must be exclusive of VAT** | |
| After-sales services required | ☐Warranty on Parts and Labor for minimum period of Click to type  ☐Technical Support  ☐Provision of Service Unit when pulled out for maintenance/ repair  n/a | |
| Deadline for the Submission of Quotation | *Monday, September 21, 2020 and 10:00am* | |
| All documentations requested, (including catalogs, instructions and operating manuals), shall be in this language | ☒ English (except copies of original documents shall be submitted in Macedonian, no translation required)  ☐ French  ☐ Spanish  ☒ Macedonian (copies of original documents) | |
| Documents to be submitted | Following Documents Establishing Offeror’s Eligibility & Qualifications must be submitted and include the following:  Required documents :  **FOR THE COMPANY**  ☒ Company Profile reflecting the relevant experience (brief of the company, experience, Quality Certificate (e.g., ISO, etc.)  ☒ Certificate of Registration of the business (Tekovna sostojba)  ☒ Copy of Licence B for review of design, as per national regulations for the Company  ☒ List of relevant projects only (as required in the TOR)  (fill in the table 1 under Annex 1.1)  *List of relevant projects needs to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or fax numbers of contact persons).*  ☒ Please provide a list of ongoing projects and time for completion and as well list any ongoing contract with UNDP*.*  *☒ Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List*  FOR THE EXPERTS  ☒ CVs of all Experts/Team Members reflecting their experience. Also please fill in the table 2 under Annex 1.1  ☒ Copy of Authorization B for review of designs per national regulations  ☒ Sattement of availability / *Written confirmation from each personnel that they are available for the entire duration of the contract.*  ☒ Financial Offer expressed in MKD, VAT presented separately | |
| Way of submission of documents **by Email:** | |  | | --- | | Documents to be submitted by email to dedicated email: [offers.mk@undp.org](mailto:offers.mk@undp.org)  Subject: RFQ 95/2020 review of design for parking of ZOO-(Bidder’s name)  Format: PDF files  **All files must be in PDF and free of viruses and not corrupted.**  **Technical and Financial OFFER must be separately uploaded as TWO separate documents.**  **Max. size of uploaded files (per document) must not exceed: 30 MB**  **All submitted files should be in the following format:**  **Companyname\_nameofthefile.pdf (or .docx)**  **ONLY FINANCIAL offer will be submitted as PDF “password protected file”, DIGITALLY signed and** or signed and scanned in the .pdf format.  **Password for Financial OFFER SHALL be provided to UNDP ONLY after the DEADLINE.**  **(Password protection of a PDF document can be done using Adobe Reader. Open the PDF and choose Tools > Protect > Encrypt > Encrypt with Password)** | | |
| Period of Validity of Quotes starting the Submission Date | ☐ 60 days  ☐ 90 days  ☒ 120 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. | |
| Partial Quotes | ☒ Not permitted  ☐ Permitted [*pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]* | |
| Payment Terms | ☒ 100% upon complete delivery of services  ☐ Based upon Invoices submitted.  UNDP shall make progress payments. The period covered by each Invoice shall be 30 (thirty) days during the Time for completion. Invoices shall indicate the quantity of work performed and percentage of completion of each portion of Works as of the end of the period covered by the Invoice.  ☐ Invoices reflecting final payment certificates shall be paid within 30 (thirty) days of the date of their receipt and acceptance by UNDP. | |
| Liquidated Damages | n/a | |
| Evaluation Criteria  *[check as many as applicable]* | ☒ Technical responsiveness/Full compliance to requirements and lowest price  Comprehensiveness of after-sales services  ☒ Full acceptance of the Contract General Terms and Conditions  ☐ Earliest Delivery / Shortest Lead Time  ☐ Others *[pls. specify]* | |
| UNDP will award to: | ☒ One and only one supplier  ☐ One or more Suppliers | |
| Type of Contract to be Signed | ☒ **minime Contract for services**  ☐ Long-Term Agreement *(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*  ☐ Other Type/s of Contract *[pls. specify]* | |
| General Terms and Conditions | <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. | |
| Special conditions of Contract | ☐ n/a  ☐ Others | |
| Conditions for Release of Payment | The payment will be processed in the following tentative installments:  Passing all Testing  Completion of Training on Operation and Maintenance  Installments: Flexible, linked to the Construction Contractor’s payment certificates (invoice amount shall be equal to the percentage of works completed)  Payments will be done upon report submitted with the invoice | |
| Annexes to this RFQ | ☒ Terms of reference (TOR) (Annex 1)  ☒ Table to fill in for relevant experience/projects (Annex 1.1)  ☒ Form for Submission of Quotation (Annex 2)  ☒ Evaluation Criteria (Annex 3) | |
| Contact Person for Inquiries  (Written inquiries only) | Procurement Official  *Procurement.mk@undp.orgProcurement.mk@undp.org*  *Written inquiries only Written inquiries only*  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. | |

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP’s re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

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

http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct\_english.pdf

Thank you and we look forward to receiving your quotation.

**Annex 1**



**Terms of Reference**

**Independent Engineering Review of Basic Design Project for a Green Parking Lot of the Skopje ZOO**

**Project: 00109163: Resilient Skopje: Scaling-up for Sustainability, Innovation and**

**Climate Change**

**Duration: 3 weeks**

**Duty Station: Skopje**

**BACKGROUND**

The City of Skopje, in cooperation with UNDP, is implementing the project Resilient Skopje: Scaling-up for Sustainability, Innovation and Climate Change. The main purpose of the project is to establish models for enhancing urban resilience, resistance to risks and climate change.

City urbanization has brought about several undesirable environmental changes. In the process of urbanization, land cover change and natural surfaces are replaced by the urban fabric which is characterized by higher temperatures than the surrounding green areas in the city. Up to half of the surface area of a typical city can consist of paved surfaces. A large percent of this paved surfaces are unroofed parking lots made mostly of asphalt and other dark materials. The dark pavements absorb almost all of the sun’s energy, the pavement surface heats up, which in turn warms the local air and aggravates urban heat islands. Uncovered parking lots account for a large part of the surface area in the City of Skopje making them a major contributor to increased urban temperature call the “heat island” effect.

In 2018 analysis and action plan for Urban Heat Islands for the City of Skopje was developed. The action plan gave recommendations and measures for certain locations that were identified as urban heat islands. One of the locations that were identified with the thermal mapping for urban heat islands of the city of Skopje, is the parking lot of the Skopje ZOO. The parking area of the ZOO is paved with asphalt, one of the most common paving materials used for parking lots, a dark, a heat-absorbing material. In order to cope with the extreme temperatures identified in the area, the design project needs to rethink the commercial parking area in front of the ZOO and transform it into green parking space.

The services required under this Terms of Reference (ToR) aim at engineering verification of the prepared technical documentation (basic design project) according to the provisions of the current relevant national legislation (e.g Law on Construction).

Subject to review will be the technical documentation for construction of green parking lot in front of the Skopje ZOO. The technical documentation includes detailed technical specification, basic project design and Bill od Quantities for construction works and procurement and installation of appropriate equipment. The technical engineering review shall focus on ensuring adequacy for organizing the construction / rehabilitation works.

**SCOPE OF WORK**

The technical documentation should be detailed and comprehensive to serve as basis for issuing a tender for selecting a company that will implementing the proposed design.

The objective of this Independent Engineering Review of the technical documentation (basic design project) for Green Parking Lot in front of the ZOO in City of Skopje is to guarantee highest possible quality of developed technical documentation to ensure adequacy for future bidding processes for selection of construction contractors and supervising engineers.

The scope of work includes review of technical documentation (basic design project) for Green Parking Lot in front of the ZOO in City of Skopje developed to a level of details for basic design according to the national legislation (e.g. Law on Construction).

**MAIN DELIVERABLES**

The Contractor shall be responsible for delivering:

Engineering review report on the: the technical documentation (basic design project) for Green Parking Lot in front of the ZOO in City of Skopje.

**QUALIFICATION REQUIREMENTS**

The Company shall have extensive experience (at least 7 years) in development and/or review of technical documentation as per national regulations. It will possess minimum a valid License B for review of technical documentation for construction projects issued by the Ministry of Transport and Communications.

The Company shall have a minimum 4 relevant projects (development and/or review of technical documentation/basic design projects/architectural projects) in the past 7 years. The list of relevant projects shall include their value, year of execution and contacts of clients (e-mail addresses) for reference checking purposes. If available, relevant references should also be submitted.

The Bidders shall submit a full reference list and as well list the top 4 relevant projects in the past 7 years.

The scope of work requires a team of skilled professionals with previous experience in similar assignments. Engineering design review experts shall also possess minimum a valid Authorization B for review of technical documentation as per national regulations.

The Key Personnel as a team of experts shall be able to respond to the requirements of the following specific key areas of expertise:

|  |  |  |
| --- | --- | --- |
|  | **Team members**  and/or  **areas of expertise** | **Qualification requirements** |
| **1.** | Architect | * Valid Authorization (minimum B Authorisation) for review of technical documentation in the field of architecture issued by the Macedonian Chamber of Authorized Architects and Authorized Engineers; * Minimum 5 years of relevant professional experience in review of projects for public buildings /commercial buildings/ parking spaces and/or buildings / public space planning or similar. * Record of at least 5 projects in preparing and/or review of technical documentation of compatible nature and degree of complexity (e.g. parking buildings/ spaces planning/ public buildings/ commercial buildings or similar). |
| **2.** | Landscape expert | * Minimum university degree in Agriculture, Forestry, or equivalent; * Minimum 3 years of professional experience in landscaping projects/ green area management/ design of green urban areas/ green parking lots or equivalent; * Record in at least 3 relevant projects (i.e. design of green areas /complex landscaping projects / public green spaces/ greening of parking lots/green urban areas that include combination of irrigation and landscaping works of similar nature. |
| **3.** | Civil Engineer | * Valid Authorization (minimum B Authorisation) for review of technical documentation in the field of civil engineering issued by the Macedonian Chamber of Authorized Architects and Authorized Engineers; * Minimum 3 years of relevant professional experience in review of construction and static projects for public/commercial/ residential buildings or equivalent. * Record of at least 3 projects in review construction and static projects of compatible nature and degree of complexity (e.g. public/commercial/ residential buildings). |
| **4.** | Electrical Engineer | * Valid Authorization (minimum B Authorisation) for preparation of technical documentation in the field of electrical engineering issued by the Macedonian Chamber of Authorized Architects and Authorized Engineers; * Minimum 3 years of relevant professional experience in review of electrical projects for public/commercial/residential buildings or equivalent; * Record of at least 3 projects in review electrical projects of compatible nature and degree of complexity (e.g. public/commercial/ residential buildings). |

**Notes:**

* Failure to provide adequate expertise in all areas of expertise is considered grounds for disqualification

**If one of the experts assigned by the Bidder appears in other offer of other company, both offers will be disqualified.**

**Terms and Conditions**

* *Language*

The language of the required deliverables/outputs is Macedonian.

* *Legal and other requirements*

The content of the requested documents shall conform to the pertaining relevant legislation in the country and the international best practices and models.

* *Duration of the assignment*

Maximum available time for completion of tasks under this term of reference is 3 weeks upon signing of the contract.

* *Additional costs*

The Contractor should calculate the possible costs for acquiring various maps, layouts and other relevant documents/information and technical equipment required for successful finalisation of all tasks. Planned field trips and logistical arrangements will not be covered additionally. UNDP shall not accept any additional expenses which are not included in the company’s financial offer.

* *Reporting requirements*

The expert team will report to UNDP through the Project Manager.

* *Submission of data, reports and other material produced*

All primary data, reports, and other documentation produced during this assignment shall be made available to UNDP in electronic format on CDs.

* *Cooperation requirements*

The consulting team is expected to work closely with other experts and expert teams hired by UNDP on parallel/complementary activities.

* *Payment schedule*

100% upon submission and acceptance of the engineering review report.

**1.1. – Qualification Requirements Table**

**1. For the Company/Service provider**

Please fill in the table below to summarize 4 relevant projects (development and/or review of technical documentation/basic design projects/architectural projects) related to this contract in the past 7 years years by the legal entity.

The full reference list of projects shall also be provided separately, but it shall not exceed 15.

|  |  |  |
| --- | --- | --- |
| **Titles of TOP 4 relevant projects** | **References Contact Details (Name /Email)** | **Briefly elaborate the title/relevance of the project** |
|  |  |  |
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**2. For the Key Personnel**

Please fill in the table below as per the requirements of the ToR, for each of the proposed Key Personnel.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***No.*** | ***Position[[1]](#footnote-2)*** | ***TOP 5 relevant projects (as per requirements in TOR )*** | ***Authorization B***  ***(indicate validity)*** | ***Total experience/***  ***experience in relevant projects (years)*** |
| *1.* | Architect | *1.*  *2.*  *3.*  *4.*  *5.* |  |  |
| *2.* | Landscape expert | *1.*  *2.*  *3.* |  |  |
| *3.* | Civil Engineer | *1.*  *2.*  *3.* |  |  |
| *4.* | Electrical Engineer | *1.*  *2.*  *3.* |  |  |

***3. Availability confirmation form*** (to be filled by all proposed experts)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, last name), agree that the entity \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the applicant entity) will use my CV for the tender application under this RFP

I declare that the information provided in my CV is accurate, and I am able to provide relevant evidence (reference letters, job contracts, etc.) upon request.

If the entity \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the applicant entity), is selected for contract, I agree to be available under the conditions given in the ToR.

Name and last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(as in your ID document)

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

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

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery***

Skopje

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

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the services listed below in conformity with the specification and requirements of UNDP as per **RFQ 94/2020 for Independent Engineering Review of Basic Design Project for a Green Parking Lot of the Skopje ZOO**

in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MKD, VAT excluded.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RfQ.

We hereby declare that:

1. All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RfQ, and the General Terms and Conditions of UNDP’s Standard Contract for this RfQ.

We agree to abide by this Bid for 60 days*.*

We undertake, if our Bid is accepted, to commence the Works and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

*[please mark this letter with your corporate seal, if available]*

**Annex 3**

**Evaluation criteria**

**Evaluation criteria**

Contract will be awarded to the Bidder that meets the criteria based on pass/fail method and offers the lowest offer.

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| **Minimum Requirements** | | **Status** |
| **For the Company:** |  | **YES/NO** |
|  | * Minimum a valid License B for review of technical documentation for construction projects issued by the Ministry of Transport and Communications. | YES/NO |
| * The Company shall have extensive experience (at least 7 years) in development and/or review of technical documentation as per national regulations. | YES/NO |
| * Minimum 4 relevant projects (development and/or review of technical documentation/basic design projects/architectural projects) in the past 7 years. | YES/NO |
| **Architect** | |  |
|  | * Valid Authorization (minimum B Authorisation) for review of technical documentation in the field of architecture issued by the Macedonian Chamber of Authorized Architects and Authorized Engineers | YES/NO |
| * Minimum 5 years of relevant professional experience in review of projects for public buildings /commercial buildings/ parking spaces and/or buildings / public space planning or similar. | YES/NO |
| * Record of at least 5 projects in preparing and/or review of technical documentation of compatible nature and degree of complexity (e.g. parking buildings/ spaces planning/ public buildings/ commercial buildings or similar). | YES/NO |
| **Landscape expert** | |  |
|  | * Minimum university degree in Agriculture, Forestry, or equivalent; | YES/NO |
|  | * Minimum 3 years of professional experience in landscaping projects/ green area management/ design of green urban areas/ green parking lots or equivalent; | YES/NO |
|  | * Record in at least 3 relevant projects (i.e. design of green areas /complex landscaping projects / public green spaces/ greening of parking lots/green urban areas that include combination of irrigation and landscaping works of similar nature. | YES/NO |
| **Civil Engineer** | | |
|  | * Valid Authorization (minimum B Authorisation) for review of technical documentation in the field of civil engineering issued by the Macedonian Chamber of Authorized Architects and Authorized Engineers; | YES/NO |
|  | * Minimum 3 years of relevant professional experience in review of construction and static projects for public/commercial/ residential buildings or equivalent | YES/NO |
|  | * Record of at least 3 projects in review construction and static projects of compatible nature and degree of complexity (e.g. public/commercial/ residential buildings). |  |
| **Electrical Engineer** | | |
|  | * Valid Authorization (minimum B Authorisation) for preparation of technical documentation in the field of electrical engineering issued by the Macedonian Chamber of Authorized Architects and Authorized Engineers; | YES/NO |
|  | * Minimum 3 years of relevant professional experience in review of electrical projects for public/commercial/residential buildings or equivalent; | YES/NO |
|  | * Record of at least 3 projects in review electrical projects of compatible nature and degree of complexity (e.g. public/commercial/ residential buildings). | YES/NO |

1. *CVs in English with clear and relevant information about reviewer’s involvement in stated projects.* [↑](#footnote-ref-2)