



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: March 3, 2021
	REFERENCE: RFP/UNDP/PETRA/131382/012/2021 Review of Bill of Quantities (Quantity Survey Consultant) for Construction of Two Landfills and Supporting Facilities in Central Sulawesi

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Review of Bill of Quantities (Quantity Survey Consultant) for Construction of Two Landfills and Supporting Facilities in Central Sulawesi**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Pre-Proposal Conference will be held on:

Virtual Pre-Proposal Conference (registration is required)

Date/Time: Monday, 8 March 2021 at 10:00 AM (GMT+7)

Place: Online via https://undp.zoom.us/webinar/register/WN_sGK9YNXqRnOjOoktLQ7HDA

Proposals may be submitted on or before **Wednesday, March 17, 2021** and via email to the address below:

United Nations Development Programme

Email Address: Bids.id@undp.org

Attention to: Procurement Unit

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

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

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

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscs/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Martin Stephanus Kurnia
Head of Procurement Unit
3/3/2021

ANNEX 1

Description of Requirements

Context of the Requirement	Review of Bill of Quantities (Quantity Survey Consultant) for Construction of Two Landfills and Supporting Facilities in Central Sulawesi
Implementing Partner of UNDP	Government of Central Sulawesi through BNPB (National Disaster Management Agency)
Brief Description of the Required Services ¹	<p>In 2018 Central Sulawesi was struck by a 7.4 magnitude earthquake, followed by a tsunami and a rare phenomenon known as ‘soil liquefaction’ on 28th September. Over 2,096 people are known to have died as a result of the disaster, with more than 4,438 people seriously injured and 1,373 people missing. 68,451 houses are estimated to have been directly damaged and over 173,522 people are displaced. Affected public service infrastructure includes 176 health facilities (among which two hospitals, in Palu city and Parigi Moutong, have been severely impacted) and 1509 education buildings (ranging from elementary schools to universities). Local economic infrastructure has not been immune to damage: 13 marketplaces and 9718 ha of agricultural land have been adversely impacted– with extensive losses being reported in other sectors, such as fisheries and public administration.</p> <p>Beyond the immediate humanitarian and relief assistance, UNDP has initiated engagements with national and local governments and international partners in support of Central Sulawesi and Lombok’s recovery efforts. The Sulawesi / Lombok Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance (‘PETRA’ in short) has been designed to contribute to such transition: from the immediate response to longer-term recovery.</p> <p>The ultimate goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces. It addresses the need to accelerate the restoration of critical public services (such as health, education and landfills), improve economic livelihood opportunities for affected communities, while, at the same time, enhancing resilience to future shocks in both provinces. It will be guided and informed by the post-disaster needs assessments and will be fully aligned with relevant national and sub-national recovery plans.</p> <p>PETRA will deliver two outputs, namely:</p> <ul style="list-style-type: none"> (1) Rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services; and (2) Rehabilitation of affected communities’ economic infrastructure to promote more resilient and sustainable livelihoods

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>PETRA-supported investments will be delivered through coordinated, inclusive and well-informed (national and sub-national) decision-making processes, with due attention to vulnerable populations and the need to promote gender-sensitive development. 'Build back better' principles will be reflected throughout the initiative, with a view to enhance the safety, resilience, energy-efficiency, and more gender-friendly of the local infrastructure. Accessibility considerations (to enable and facilitate physical access to persons with disabilities) will also inform the design of infrastructure rehabilitation or reconstruction projects. Best practice in social and environmental standards will also be adopted by the Project.</p> <p>PETRA's objectives are aligned with the Sustainable Development Goals (SDGs) as well as with the Sendai Framework for Disaster Risk Reduction. Very importantly, the project will be guided and informed by nationally-led and locally driven recovery efforts, with a view to ensure full national and local ownership and sustainability.</p> <p>As part of implementation of Output 1, timely restoration or reconstruction of two landfills in Central Sulawesi, namely Kawatuna Landfill and Kabonga Landfill, is very critical. In order to deliver the effectiveness and efficiency of implementation and to support the resilient recovery of disaster-affected communities in Central Sulawesi, PETRA project would like to engage a Quantity Survey Consultant to provide accurate and timely pre-contract and post-contract cost management services on the Construction of two Landfills and Supporting Facilities in Central Sulawesi.</p>
<p>List and Description of Expected Outputs to be Delivered</p> <p><i>(Please refer to TOR for more details)</i></p>	<p><u>Scope of Services</u></p> <p>The primary objective of the assignment is to hire Quantity Surveyor Consultant to provide accurate and timely cost review and advice to the Bill of Quantity of Kawatuna and Kabonga landfills, in both pre contract and during contract implementation, to the PETRA Project Manager in order to ensure that the Project can be delivered within the available budget.</p> <p>The duties of the consultant during the assignment shall comprise, but not be limited to the following services and activities:</p> <ol style="list-style-type: none"> 1. The Quantity Survey consultant will be engaged to provide independent pre-contract up to post-contract cost management services to the UNDP Project Manager in accordance with these TOR. <p>The Quantity Survey consultant will report to the UNDP Project Manager and will be responsible for attending regular meetings with UNDP as well as the Design Team chaired by the UNDP Project Manager or Resident Engineer. The Quantity Survey consultant will be required to work collaboratively with the UNDP Project Manager and Technical Team to ensure that the project is maintained within budget at each design review stage as approved by the Project Board. By working collaboratively with the Technical Team, it is understood that the Quantity Survey consultant will be proactive and not reactive in his/her cost advice; that is, the Quantity Survey consultant will work with the Technical Team throughout the design's development, responding to queries on and providing advice on systems and materials to be used, appropriate to the Indonesian regional and global markets, and providing all necessary assistance to the Technical Team to</p>

	<p>enable the Technical Team to develop the contract documentation for the design and achieve tender prices for civil works that are within the available budget.</p> <p>The scope of services of the Quantity Survey Consultant is to provide Cost Consultancy and Contract Administration service required by UNDP, in successfully completing the above mentioned two landfill packages under the following tasks to be carried out.</p> <ol style="list-style-type: none"> a. Task A: Review of Site investigation Reports and Detail Engineering Design. b. Task B: Review and Management of Bill of Quantities for the tender purpose. c. Task C: Preparation of cost-related information and documentation for the bidding documents. d. Task D: Assistance and guidance to UNDP in the financial evaluation of the works contracts. <p>2. The Quantity Survey Consultant assist UNDP in completing above tasks under the following aspects but not limited to:</p> <ol style="list-style-type: none"> a. Provide review and analysis of bills of quantities (BoQ) covering all the activities for the proposed measures and the activities for facilities in the two landfills. b. Cost estimates adopting the standard construction rates used by the Design Consultant for the project areas as pre-agreed with UNDP project. c. Provide support to UNDP in cost management of contract administration in civil works contracts. d. Provide miscellaneous information to UNDP in preparing the bidding documents with special attention to the BoQ, bidding data, contract data, particular conditions and Conditions of Contracts including post-qualification and bid evaluation criteria and the schedules. e. Provide guidance and assistance in cost management to UNDP during the bidding process and evaluation of bids of the Civil works packages. f. Attend to site visits and pre bid meetings, in order to provide necessary inputs for preparation of minutes of pre bid meetings and addendums and provision of revised drawings and BoQs as appropriately. g. On request from UNDP, provide assistance for the evaluation of bids, paying attention to the skills and experience of the bidders; adequacy of the machinery and equipment of the bidders to execute the works; construction rates of the bid; and construction work program submitted by the bidders. h. On request of UNDP, provide inputs for the preparation of bid evaluation report. i. Attend project coordination meetings and other similar progress reviews during the contract period and make presentations on up to date progress of works. <p><u>Main Activities</u></p> <p>1. Review of Detail Engineering Design</p> <p>The Quantity Survey consultant shall undertake:</p>
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- a. Thorough review of the Detail Engineering Design (DED) and review of available Site Investigation reports as required to fully understand the scope of work.
- b. Review life cycle costing of major building/construction systems developed by the Design consultant.
- c. Thorough review of the project budget and provide a short-written report in English on any key issues / considerations for the design, including advice on:
 - Escalation for inflation or other factors such as currency fluctuation,
 - Availability of skills, trades and products in the Indonesian market, and
 - Suitable systems, methods and materials to maximize value for money.
- d. Develop a cost plan based on quantities at the completion of the DED, for review by UNDP Technical team and approval by Project Manager, including any recommendations on cost-saving measures if required to ensure the design can be delivered within the available budget.

2. Review and Analysis of Bill of Quantities for both Landfills

The Quantity Survey consultant shall:

- a. Prepare a draft detailed priced pre-tender Bill of Quantities (BoQ) based on the completed drawings and specifications as the basis for an Invitation to Bids (ITB) from Civil Works Contractors for review by UNDP.
- b. Update the final BoQ for tender based on the final drawings, specifications and comments received from UNDP Technical team for approval by Project Manager.
- c. Prepare other schedules as required for inclusion in the ITB as required to ensure adequate monitoring and control of costs during the Civil Works.
- d. Provide advice as appropriate to UNDP Technical team and Project Manager on contract conditions required to ensure cost control during the Civil Works.

3. Tender Process Support in Cost Management

The Quantity Survey consultant shall:

- a. The Consultant will provide cost management advisory support to UNDP in conducting the procurement process and evaluation of bids, including but not necessarily limited to: attending pre-bid conferences; preparing responses to pre-bid conference questions and requests for clarifications; attending interviews with tenderers, etc. in order to understand the whole context of tender process for the better analysis of bid price.
- b. Participate in the Evaluation Panel tasked with bidder's costs review and contractor recommendation, in accordance with UNDP regulations, policies, rules and procedures.
- c. Prepare the value-for-money assessment report aimed at summarizing the comparative findings on the financial bids received with respect to the project budget/BOQ and taking into consideration any contractor exclusions or caveats and assessing the comparative cost benefit of any alternatives offered by bidders.

	<p>d. Assist UNDP in review of performance bonds, advance payment bonds and insurance guarantees submitted by the Contractors and advise the Evaluation Panel on their compliance or otherwise with the Contract.</p> <p>4. Budget Analysis Support During Civil Works</p> <p>The Quantity Survey consultant shall:</p> <ol style="list-style-type: none"> Assist UNDP in undertaking evaluation of construction progress and certification of contractor monthly progress claims in accordance with the signed contracts. Provide cost reports to UNDP every month (or at such other intervals as may be requested by the Project Manager) in such form and with such details as the Project Manager shall require including without limitation the estimated final account, a comparison with approved contract expenditure, the cost effect of Variation Orders and Variation Order Requests under consideration, the cost effect of claims (actual and potential) for additional payments, adjustment of Provisional Sums, the status of the re-measurement of the Works as executed (where applicable) and cash flow forecasts. Assist UNDP to draft Variation Orders or requests for changes. Undertake evaluation of variations claims, propose other feasible options where possible, and submit recommendations as appropriate to the UNDP for agreement with the Contractor, and approval in accordance with UNDP rules, regulations and procedures. Maintain register of Variation Orders, both issued and under consideration, including details of approval status and estimated or agreed cost. Recommend cost management measures and strategies to UNDP, as and when necessary, in various areas of contract implementation stages and for a broad range of cost components (labor, non-labor, material, equipment, waste minimization, etc.). <p>All cost-related instructions to the Contractor shall be issued only upon the written authorization by the UNDP Project Manager or Resident Engineer.</p>
Person to Supervise the Work/Performance of the Service Provider	<ol style="list-style-type: none"> UNDP PETRA National Project Manager. UNDP PETRA Resident Engineer.
Frequency of Reporting	Please refer to the TOR (Annex 4)
Progress Reporting Requirements	Please refer to the TOR (Annex 4)
Location of work	Palu and Donggala, Central Sulawesi
Expected duration of work	5.5 months
Target start date	April 2021
Latest completion date	September 2021

Travels Expected	<input checked="" type="checkbox"/> N/A
Special Security Requirements	<input checked="" type="checkbox"/> N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Other: N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency for Local Bidders (IDR)
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	No	Outputs	Deliverables Duration	Percentage	Condition for payment release
	1	Design Services Review of Detail Design, Bill of Quantities and ready for tendering.	1.5 months	40%	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	2	Pre-Construction and Bidding Support Services Provision of technical advice on financial evaluation during the bidding process	2 months	30%	
	3	Construction Supervision Assistance in cost management for the first 2 months of Construction Supervision	2 months	30%	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	1. UNDP PETRA National Project Manager. 2. UNDP PETRA Resident Engineer.				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Professional Service Contract				
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers. <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) – Only bidder(s) who received minimum score of 70 on the technical score will be requested for password to open the financial proposal. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.				

Criteria for the Assessment of Proposal	<p><u>Technical Proposal (Weight 70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (30%)</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (30%)</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (40%)</p> <p><i>NOTE: Only bidder(s) who received minimum score of 70 on the technical score will be requested for password to open the financial proposal. Financial Proposal must be password-protected when submitted.</i></p> <p><u>Financial Proposal (Weight 30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors</p>
Contract General Terms and Conditions ⁴	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁵	<p><input checked="" type="checkbox"/> Form for Submission of Proposal - Annex 2</p> <p><input checked="" type="checkbox"/> General Terms and Conditions - Annex 3</p> <p><input checked="" type="checkbox"/> Detailed Terms of Reference (TOR) – Annex 4</p> <p><input checked="" type="checkbox"/> Detailed Engineering Design (DED) for Kawatuna & Kabonga Landfills – Annex 5</p> <p><input checked="" type="checkbox"/> Bill of Quantity (BoQ) for Kawatuna Landfill – Annex 6.1</p> <p><input checked="" type="checkbox"/> Bill of Quantity (BoQ) for Kabonga Landfill – Annex 6.2</p> <p><input checked="" type="checkbox"/> PETRA ESMF – Annex 7</p> <p><input checked="" type="checkbox"/> PETRA ESMP Palu Subproject Landfill – Annex 8</p> <p><input checked="" type="checkbox"/> Form of Self-Declaration of being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List – Annex 9</p>

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Sylvia Indriani and Galang Wijaya</i> <i>Procurement Unit</i> sylvia.indriani@undp.org and galang.wijaya@undp.org</p> <p>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.</p>
Other Information [pls. specify]	N/A

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

ANNEX 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

No	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive in IDR)
1	Design Services Review of Detail Design, Bill of Quantities and ready for tendering.	... %	
2	Pre-Construction and Bidding Support Services Provision of technical advice on financial evaluation during the bidding process	... %	
3	Construction Supervision Assistance in cost management for the first 2 months of Construction Supervision	... %	
	Total	100%	

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

E. Cost Breakdown by Cost Component:

Description of Activity	UOM	Quantity	No. of Personnel	Unit Price in IDR	Total Rate in IDR
A. PROFESSIONAL FEE					
I. Design					
1. Senior Quantity Surveyor (Team Leader)	Month	1.5	1		
2. Quantity Surveyor	Month	1.5	1		
II. Bidding Support					
1. Senior Quantity Surveyor (Team Leader)	Month	2	1		
2. Quantity Surveyor	Month	2	1		
III. Supervision Support					
1. Senior Quantity Surveyor (Team Leader)	Month	2	1		
2. Quantity Surveyor	Month	2	1		
TOTAL PROFESSIONAL FEE					

Description of Activity	UOM	Quantity	Frequency /Duration	Unit Price in IDR	Total Rate in IDR
B. OTHER COSTS					
I. Design Stage					
1. Travel Cost					
a. Flight from Origin City – to Palu (TL/Senior QS & QS)	Person-Trip	2	1		
2. Lodging and Allowance					
a. Hotel					
- TL/Senior QS	Person-Day	3	1		
- QS	Person-Day	5	1		
b. Allowance					
- TL/Senior QS	Person-Day	3	1		
- QS	Person-Day	5	1		
3. Transport					
a. Car Rental (incl. driver & fuel) in Origin City	Unit-Month	1	1.5		
b. Car Rental (incl. driver & fuel) in Palu	Unit-Day	1	5		
4. Offices Space, Operational, Stationaries & Communications					
a. Head Office Operational (Origin City)	Ls-Month	1	1.5		
5. Office Equipment Procurement (Computer / Printers etc.)					
a. Laptop	Unit-month	2	1.5		
b. Printer A4	Unit-month	1	1.5		
c. Camera	Unit	1	1		
6. Reports and Documentation (Printed materials)					
a. Preliminary Report	Ls	1	1		
b. Project BoQ Design Report	Ls	1	1		
SUBTOTAL DESIGN STAGE					
II. Bidding Stage					
1. Transport					
a. Car Rental (incl. driver & fuel) in Origin City	Unit-Month	1	2		
2. Offices Space, Operational, Stationaries & Communications					
a. Head Office Operational (Origin City)	Ls-Month	1	2		

3. Office Equipment Procurement (Computer / Printers etc.)					
a. Laptop	Unit-Month	2	2		
b. Printer A4	Unit- Month	1	2		
4. Reports and Documentation (Printed materials)					
a. Document and Cost Revisions	Ls	1	1		
b. Tender Evaluation Report	Ls	1	1		
SUBTOTAL BIDDING STAGE					
III. Supervision Stage					
1. Mobilization/demobilization & Travel Cost					
a. Flight from Origin City – to Palu (TL/Senior QS & QS)	Person-Trip	2	2		
2. Lodging and Allowance					
a. Hotel					
- TL/Senior QS	Person-Day	3	2		
- QS	Person-Day	5	2		
b. Allowance					
- TL/Senior QS	Person-Day	3	2		
- QS	Person-Day	5	2		
3. Local Transport					
a. Car Rental (incl. driver & fuel) in Palu	Unit-Day	1	10		
4. Offices Space, Operational, Stationaries & Communications					
a. Head Office Operational (Origin City)	Ls-Month	1	2		
5. Office Equipment Procurement (Computer / Printers etc.)					
a. Laptop	Unit-Month	2	2		
b. Printer A4	Unit-Month	1	2		
c. Camera	Unit	1	2		
6. Reports and Documentation (Printed materials)					
a. Progress and Claim Report	Ls	1	3		
b. Final Report	Ls	1	1		
SUBTOTAL SUPERVISION STAGE					
TOTAL OTHER COSTS					

Summary of Cost Component:

Description of Activity	Total Rate in IDR
A. PROFESSIONAL FEE	
B. OTHER COSTS	
TOTAL	

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

ANNEX 3

UNDP GENERAL TERMS AND CONDITIONS

(Please see in separate attachment)

ANNEX 4

TERMS OF REFERENCE

REVIEW OF BILL OF QUANTITIES (QUANTITY SURVEY CONSULTANT) FOR CONSTRUCTION OF TWO LANDFILLS AND SUPPORTING FACILITIES IN CENTRAL SULAWESI

The Consultant shall be required to provide review of BoQ for the construction of :

- *Kawatuna Landfill, Kota Palu*
- *Kabonga Landfill, Kabupaten Donggala*

1. BACKGROUND

In 2018 Indonesia was struck by two particularly severe natural disasters: a 7.0 magnitude earthquake in West Nusa Tenggara (NTB) on 5 August and, less than 8 weeks later - on 28th September - a 7.4 magnitude earthquake, followed by a tsunami and a rare phenomenon known as 'soil liquefaction', in Central Sulawesi.

In Central Sulawesi, over 2,096 people are known to have died as a result of the disaster, with more than 4,438 people seriously injured and 1,373 people missing. 68,451 houses are estimated to have been directly damaged and over 173,522 people are displaced. Affected public service infrastructure includes 176 health facilities (among which two hospitals, in Palu and Parigi Moutong, have been severely impacted) and 1509 education buildings (ranging from elementary schools to universities). Local economic infrastructure has not been immune to damage: 13 marketplaces and 9718 ha of agricultural land have been adversely impacted—with extensive losses being reported in other sectors, such as fisheries and public administration.

The programmatic response. Beyond the immediate humanitarian and relief assistance, UNDP has initiated engagements with national and local governments and international partners in support of Central Sulawesi and NTB's recovery efforts. **The Sulawesi / Lombok Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance ('PETRA'** in short) has been designed to contribute to such transition: from the immediate response to *longer-term recovery*.

The ultimate goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces.

It addresses the need to accelerate the restoration of critical public services (such as health and education), improve economic livelihood opportunities for affected communities, while, at the same time, enhancing resilience to future shocks in both provinces. It will be guided and informed by the post-disaster needs assessments and will be fully aligned with relevant national and sub-national recovery plans.

PETRA will deliver two outputs, namely:

(a) rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services; and

(b) rehabilitation of affected communities' economic infrastructure to promote more resilient and sustainable livelihoods

Lessons learned and knowledge generated by the Project will also be leveraged to inform wider efforts – in other provinces and/or at national level.

PETRA-supported investments will be delivered through coordinated, inclusive and well-informed (national and sub-national) decision-making processes, with due attention to *vulnerable populations* and the need to promote *gender-sensitive development*.

'Build back better' principles will be reflected throughout the initiative, with a view to enhance the safety, resilience and energy-efficiency of the local infrastructure.

Accessibility considerations (to enable and facilitate physical access to persons with disabilities) will also inform the design of infrastructure rehabilitation or reconstruction projects.

Best practice in *social and environmental standards* will also be adopted by the Project.

PETRA's objectives are aligned with the Sustainable Development Goals (SDGs) as well as with the Sendai Framework for Disaster Risk Reduction. Very importantly, **the project will be guided and informed by national-led and locally driven recovery efforts, with a view to ensure full national and local ownership and sustainability.**

2. INTRODUCTION

These Terms of Reference (TOR) describe the requirement for a Quantity Survey Consultant to provide accurate and timely pre-contract and post-contract cost management services on the Construction of Two Landfills and Supporting Facilities in Central Sulawesi.

Kindly note that the successful Consultant (that is selected following evaluation of the detailed Request for Proposals) will be excluded from subsequent work associated with the Construction of two Landfills and Supporting Facilities project in Central Sulawesi, including civil works as well as other consultancies.

3. PROJECT DESCRIPTION

Municipal Solid Waste Management (MSW) services in Palu were initially disrupted by the earthquake and tsunami. Collection of waste was suspended, and heavy equipment diverted to support emergency response activities. By December 2018, normal collection services had resumed with additional support from NGOs providing heavy equipment and waste collection, in particular for internally displaced persons (IDP) camps.

MSW is sent to three separate landfills in Palu, Sigi and Donggala; All of which are operated as little more than open dumps, were damaged by the earthquake, and require significant investment to be upgraded to meet Indonesian (UU18-2008) and international sanitary landfill standards.

A. Palu – Kawatuna

Kawatuna, the Palu Municipality Landfill (TPA), is located in the Kawatuna Sub-district, Mantikulore District (0 ° 54'27.38 "S and 119 ° 56'13.80" E). The landfill site has a current total land area of 25 ha. However, land ownership status, which is under the Regional Government of Palu City, has only been certified for 5 hectares of the current site.

The site consists of three zones; an existing operational zone 1.2ha, Zone 2 = 1.2ha, and one closed Zone 1.5ha near the entrance. The cells have compacted earth bunds and partial HDPE liners. The site has a leachate treatment plant (LTP) consisting of a series of passive concrete lined ponds. The leachate treatment system shows signs of damage from the earthquake including cracking and collapse of baffles. There does not appear to be a working leachate collection and transfer system between the cells and the LTP, there are indications that the main leachate transfer pipe between the landfill cells and the LTP has been ruptured by the earthquake. Dinas staff report that the site has been subject to a full detailed engineering design (DED) in the past, but no compliant environmental impact assessment (AMDAL) has been done. The site is currently managed as little more than an open dump. There is little space available, operational heavy equipment and no daily/intermediate cover. There are waste pickers operating at the landfill collecting plastic, metal, paper and cardboard, although reportedly for very low prices.

The landfill site will require extensive rehabilitation and extension. UNDP hired a Design Consultant and the works that have been completed by the Design Consultant include:

- Reviewed existing documents, including upgraded full environmental and social impact assessments to meet both national (AMDAL) and international (ESIA) standards;
- Pre-feasibility and feasibility studies prepared in compliance with national regulations and international (UNDP) standards;
- Detailed Engineering Design (DED) completed and prepared for the proposed infrastructure works including, but not limited to:

Description	Dimension
- Reconstruction of Leachate Treatment Plant	- LTP = 2,000 m ²
- Rehabilitation of Cell 2 Leachate Collection System	- LCS Cell 2 = 4,500 m ²
- Reshaping, capping & closure of cell 2	- Area of Cell 2 = 12,000 m ²
- Design of Cell 3 + Leachate Collection System	- Cell 3 = 13,000 m ²
- Landfill Gas Collection system	- LGC = 12 units
- Site Drainage	- Drainage = 700 m
- Internal Access Roads	- Roads = 1,100 m
- Perimeter Fence and Buffer Zone	- Fence = 1,250 m
- Operational Office	- PO Office = 128 m ²
- Mechanical Workshop	- MW = 96 m ²
- Security Post	- SP = 24 m ²
- Material Recovery Facility	- MRF = 200 m ²
- Weigh Station	- WS = 50m ²

- Technical Specification for Construction of Kawatuna Landfills.
- Tender documents that met the UNDP Invitation to Bid (ITB) standards will be prepared by UNDP.

B. Donggala – Kabonga

The landfill for Donggala Regency is located in Kabonga Sub-District, Banawa District, with a current total land area of 5 ha. The landfill is operated as an open dump at present, although the local authorities aim to upgrade it to meet controlled landfilling standards. The available budget for operation, maintenance and extension is limited.

Land ownership status is under the Local Government of Donggala Regency. Land certificates are available for 2.33 ha at present with a further 2.67 ha still in process.

The Kabonga landfill also has the previous detailed engineering design (DED) but no reported environmental impact assessment (either AMDAL or ESIA) has been developed.

The current reported level of solid waste collection service is 46% from 13 villages across Banawa Subdistrict; however, no figure for the quantity is available. There is still space available for future waste disposal in the current site, however, the landfill and associated infrastructure will require extensive rehabilitation and extension to meet national / international sanitary landfilling standards and future projected waste disposal requirements. The works that have been completed by the Design Consultant include:

- Reviewed existing documents, including upgraded full environmental and social impact assessments to meet both national (AMDAL) and international (ESIA) standards;
- Pre-feasibility and feasibility studies prepared in compliance with national regulations and international (UNDP) standards;
- Detailed Engineering Design (DED) completed and prepared for the proposed infrastructure works including, but not limited to:

Description	Dimension
- Rehabilitation of Leachate Collection System	- LCS = 3,500 m ²
- Reshaping, capping & closure of existing cell	- Area of Cell 2 = 3,600 m ²
- Design of Cell 2 + Leachate Collection System	- Cell 2 = 10,000 m ²
- Landfill Gas Collection system	- LGC = 8 units
- Site Drainage	- Drainage = 350 m
- Internal Access Roads	- Roads = 400 m
- Perimeter Fence and Buffer Zone	- Fence = 700 m
- Material Recovery Facility	- MRF = 200 m ²

- Technical Specification for Construction of Kabonga Landfills.
- Tender documents that met the UNDP Invitation to Bid (ITB) standards will be prepared by UNDP.

4. OBJECTIVES

The primary objective of the assignment is to hire Quantity Surveyor Consultant to provide accurate and timely cost review and advice to the Bill of Quantity of Kawatuna and Kabonga landfills, in both pre contract and during contract implementation, to the PETRA Project Manager in order to ensure that the Project can be delivered within the available budget.

Pricing by the Quantity Survey consultant shall reflect probable construction costs obtainable in Central Sulawesi as of the date of the report (plus probable escalation to the commencement of construction) and is a determination of fair market value for the construction of this project and should not be taken as a prediction of low bid.

Pricing shall assume competitive bidding for every portion of the construction work including all subcontractors as well as the general contractor. A working knowledge of the Indonesian national construction market is essential, including access to relevant data on costs and suppliers.

It is important that the Quantity Survey consultant is, at all times, able to work with the project team and other contractors on a collegial basis, and shall undertake all efforts to be seen as a partner and integral member of the project team, and a facilitator rather than a constraint in the timely completion of the project.

The preceding description and following outline of the scope of work constitutes a guideline only. It is up to the consultant to critically review this scope and the specific requirements of each city/regency and then organize their strategy and approach to the necessary investigations, analyses, designs, etc. to deliver the required results. Therefore, the duties of the consultant during the assignment shall comprise, but not be limited to the following services and activities.

5. SCOPE OF SERVICES

5.1 The Quantity Survey consultant will be engaged to provide independent pre-contract up to post-contract cost management services to the UNDP Project Manager in accordance with these TOR.

The Quantity Survey consultant will report to the UNDP Project Manager and will be responsible for attending regular meetings with UNDP as well as the Design Team chaired by the UNDP Project Manager or Resident Engineer. The Quantity Survey consultant will be required to work collaboratively with the UNDP Project Manager and

Technical Team to ensure that the project is maintained within budget at each design review stage as approved by the Project Board. By working collaboratively with the Technical Team, it is understood that the Quantity Survey consultant will be proactive and not reactive in his/her cost advice; that is, the Quantity Survey consultant will work with the Technical Team throughout the design's development, responding to queries on and providing advice on systems and materials to be used, appropriate to the Indonesian regional and global markets, and providing all necessary assistance to the Technical Team to enable the Technical Team to develop the contract documentation for the design and achieve tender prices for civil works that are within the available budget.

The scope of services of the Quantity Survey Consultant is to provide Cost Consultancy and Contract Administration service required by UNDP, in successfully completing the above mentioned two landfill packages under the following tasks to be carried out.

- ✓ Task A: Review of Site investigation Reports and Detail Engineering Design
- ✓ Task B: Review and Management of Bill of Quantities for the tender purpose
- ✓ Task C: Preparation of cost-related information and documentation for the bidding documents
- ✓ Task D: Assistance and guidance to UNDP in the financial evaluation of the works contracts

5.2. The Quantity Survey Consultant assist UNDP in completing above tasks under the following aspects but not limited to:

- Provide review and analysis of bills of quantities (BoQ) covering all the activities for the proposed measures and the activities for facilities in the two landfills.
- Cost estimates adopting the standard construction rates used by the Design Consultant for the project areas as pre-agreed with UNDP project.
- Provide support to UNDP in cost management of contract administration in civil works contracts.
- Provide miscellaneous information to UNDP in preparing the bidding documents with special attention to the BoQ, bidding data, contract data, particular conditions and Conditions of Contracts including post-qualification and bid evaluation criteria and the schedules.
- Provide guidance and assistance in cost management to UNDP during the bidding process and evaluation of bids of the Civil works packages.
- Attend to site visits and pre bid meetings, in order to provide necessary inputs for preparation of minutes of pre bid meetings and addendums and provision of revised drawings and BoQs as appropriately.

- On request from UNDP, provide assistance for the evaluation of bids, paying attention to the skills and experience of the bidders; adequacy of the machinery and equipment of the bidders to execute the works; construction rates of the bid; and construction work program submitted by the bidders.
- On request of UNDP, provide inputs for the preparation of bid evaluation report.
- Attend project coordination meetings and other similar progress reviews during the contract period and make presentations on up to date progress of works.

5.3 The Quantity Survey Consultant shall maintain the confidentiality all information related to the cost estimate of BOQ and shall treat as confidential all information provided by UNDP. The Quantity Survey Consultant shall not be disclosed the result of estimate cost of BOQ to any parties including to the design consultant and any stakeholders without the prior consent of UNDP PETRA project manager and residential engineer.

6. MAIN ACTIVITIES

6.1 Review of Detail Engineering Design

The Quantity Survey consultant shall undertake:

- 1.) Thorough review of the Detail Engineering Design (DED) and review of available Site Investigation reports as required to fully understand the scope of work.
- 2.) Review life cycle costing of major building/construction systems developed by the Design consultant.
- 3.) Thorough review of the project budget and provide a short-written report in English on any key issues / considerations for the design, including advice on:
 - Escalation for inflation or other factors such as currency fluctuation,
 - Availability of skills, trades and products in the Indonesian market, and
 - Suitable systems, methods and materials to maximize value for money.
- 4.) Develop a cost plan based on quantities at the completion of the DED, for review by UNDP Technical team and approval by Project Manager, including any recommendations on cost-saving measures if required to ensure the design can be delivered within the available budget.

6.2 Review and Analysis of Bill of Quantities for both Landfills

The Quantity Survey consultant shall:

- 1.) Prepare a draft detailed priced pre-tender Bill of Quantities (BoQ) based on the completed drawings and specifications as the basis for an Invitation to Bids (ITB)

from Civil Works Contractors for review by UNDP.

- 2.) Update the final BoQ for tender based on the final drawings, specifications and comments received from UNDP Technical team for approval by Project Manager.
- 3.) Prepare other schedules as required for inclusion in the ITB as required to ensure adequate monitoring and control of costs during the Civil Works.
- 4.) Provide advice as appropriate to UNDP Technical team and Project Manager on contract conditions required to ensure cost control during the Civil Works.

6.3 Tender Process Support in Cost Management

The Quantity Survey consultant shall:

- 1.) The Consultant will provide cost management advisory support to UNDP in conducting the procurement process and evaluation of bids, including but not necessarily limited to: attending pre-bid conferences; preparing responses to pre-bid conference questions and requests for clarifications; attending interviews with tenderers, etc. in order to understand the whole context of tender process for the better analysis of bid price.
- 2.) Participate in the Evaluation Panel tasked with bidder's costs review and contractor recommendation, in accordance with UNDP regulations, policies, rules and procedures.
- 3.) Prepare the value-for-money assessment report aimed at summarizing the comparative findings on the financial bids received with respect to the project budget/BOQ and taking into consideration any contractor exclusions or caveats and assessing the comparative cost benefit of any alternatives offered by bidders.
- 4.) Assist UNDP in review of performance bonds, advance payment bonds and insurance guarantees submitted by the Contractors and advise the Evaluation Panel on their compliance or otherwise with the Contract.

6.4 Budget Analysis Support During Civil Works

The Quantity Survey consultant shall:

- 1.) Assist UNDP in undertaking evaluation of construction progress and certification of contractor monthly progress claims in accordance with the signed contracts.
- 2.) Provide cost reports to UNDP every month (or at such other intervals as may be requested by the Project Manager) in such form and with such details as the Project Manager shall require including without limitation the estimated final account, a comparison with approved contract expenditure, the cost effect of Variation Orders and Variation Order Requests under consideration, the cost effect of claims (actual and potential) for additional payments, adjustment of Provisional Sums, the status

of the re-measurement of the Works as executed (where applicable) and cash flow forecasts.

- 3.) Assist UNDP to draft Variation Orders or requests for changes.
- 4.) Undertake evaluation of variations claims, propose other feasible options where possible, and submit recommendations as appropriate to the UNDP for agreement with the Contractor, and approval in accordance with UNDP rules, regulations and procedures.
- 5.) Maintain register of Variation Orders, both issued and under consideration, including details of approval status and estimated or agreed cost.
- 6.) Recommend cost management measures and strategies to UNDP, as and when necessary, in various areas of contract implementation stages and for a broad range of cost components (labor, non-labor, material, equipment, waste minimization, etc.).

All cost-related instructions to the Contractor shall be issued only upon the written authorization by the UNDP Project Manager or Resident Engineer.

7. KEY INCLUSIONS

7.1 Meetings

The Quantity Survey consultant shall liaise, report and consult with UNDP on a regular basis throughout the consultancy and shall attend:

- Regular meetings (weekly or fortnightly) with UNDP PETRA Technical team during the contract period.
- Scheduled meetings with UNDP PETRA, Procurement and Design Consultant when required particularly during the tender process and bid evaluation period.
- In addition, on an occasional basis, the Quantity Survey consultant may be required by UNDP to attend and/or present at UN Country Team and/or Operations Management Team meetings and meetings of the User Project Assurance Group.

All project meetings shall be held either virtually or directly in Jakarta or Palu.

7.2 Value Engineering

The Quantity Survey consultant shall be responsible for holding value engineering analysis as required with the Technical Team at the end of design stage to ensure that the design remains within budget. The Design Consultant shall in turn be responsible for undertaking any value engineering and re-design as required at each design review stage to bring the project within budget.

7.3 Project Budget

In accordance with UNDP rules and regulations, the Project Budget cannot be disclosed at this time. A detailed breakdown of the budget will be provided to the Quantity Survey consultant upon award of contract. Kindly note that the project budget does not include for new Furniture, Fittings and Equipment which shall be funded from operating budgets / alternative funding sources.

7.4 Language of Outputs

All outputs by the Cost Consultant (Quantity Surveyor) shall be in English. If necessary, the Quantity Survey consultant shall provide an Indonesian translation of the BoQ as may be required for the authority approvals and Invitation to Bid.

8. GENERAL RESPONSIBILITIES/REQUIREMENTS

The Quantity Survey consultant's cost shall be deemed included and/or surcharged in/to the consultant's fee rates for the entire work period.

A. Facilities Provided By UNDP

No site facilities shall be provided by UNDP. The consultant shall be self-sufficient in all material aspects and support services which shall be fully covered and priced in its Financial Proposal, notwithstanding force majeure and additional services which may be requested by UNDP, warranting payment to the Consultant

B. Facilities to be Provided by the Consultant

All required facilities for proper development of all phases of the assignment shall be its own responsibility. Unless otherwise explicitly called upon, any facilities shall be deemed included and/or surcharged in/to the consultant's fee rates.

9. REFERENCE AND COMPLIANCE STANDARDS

The Quantity Survey consultant must be thoroughly conversant and fully compliant with the following primary Government of Indonesia standards and UNDP guidance

- SNI Indonesia (national standards catalog)
- Specifically, materials manufacturing and installation benchmark standards impacting electrical, plumbing and structural health, safety and longevity
- Law No 28/2002 Concerning Buildings
- Daftar Standar Dan Pedoman – Bahan Konstruksi Bangunan dan Rekayasa Sipil: BADAN PENILAIAN DAN PENGEMBANGAN DPU (222pp)
- Peraturan Menteri Pekerjaan Umum Nomor: 45/ PRT/ M/2007 tentang Pedoman Teknis Pembangunan Bangunan Gedung Negara

1.) LAW AND MINISTRIES REGULATIONS

- Undang-undang no 18 tahun 2008 tentang Pengelolaan Sampah
- Peraturan Pemerintah nomor 81 tahun 2012 tentang Pengelolaan Sampah Rumah Tangga dan Sampah Sejenis Sampah Rumah Tangga
- Peraturan Menteri Dalam Negeri Nomor: 33 tahun 2010 tentang Pedoman Pengelolaan Sampah
- Peraturan Menteri Pekerjaan Umum Nomor: 03 tahun 2013 tentang Penyelenggaraan Prasarana dan Sarana Persampahan dalam Penanganan Sampah Rumah Tangga Dan Sampah Sejenis Sampah Rumah Tangga

2.) UNDP

- Sulawesi Lombok Programme For Earth Quake and Tsunami Infrastructure Reconstruction Assistance (PETRA) – UNDP Proposal, 10 December 2018
- Environmental and Social Management Framework (ESMF) PETRA UNDP Jakarta April 2019

10. DURATION OF THE SERVICES

A. Completion Date

The duration of services is 5.5 months. Thus all deliverables shall be completed within the duration of services.

B. Approval Lead Time by UNDP

Given that UNDP and Its development shall be kept regularly and fully informed of the restoration program's progress and satisfactory completion, final payment for Consultants services shall be effected within thirty days of payment approval.

C. Impacts of Delays by Donors and the Government

Reduction in PETRA funding or deferment of program implementation will have very damaging impacts on the recovery process for thousands of affected citizens thus must be avoided.

11. CONSULTANT'S PREFERRED PROFILE

A. Type of Firm and Specialization Areas

The preferred firm shall be primarily be an engineering firm with experience in designing waste management facilities that is well experienced in the design of waste management facilities and restoration in post natural disaster recovery contexts.

This experience shall have designed a broad range of landfill designs. These firms will have been successfully addressed through close working relationships with local government, with strong emphasis on community participation in producing an empathetic, culturally & climatically appropriate built environment.

B. Corporate Qualifications

The preferred firm shall demonstrate commercial qualifications for the Indonesia context by submission of the following documents:

- **Company Profile** – describing the nature of business, field of expertise, licenses, certifications, accreditations.
- **Business Licenses** – Registration Papers, Tax Payment Certification, etc.
- **Latest Audited Financial Statement** – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- **Track Record** – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.
- **Certificates and Accreditation** – including Quality Certificates, Environmental Sustainability Certificates, etc.
- **Written Self-Declaration** that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

C. Years of Experience

The firm shall demonstrate at least 5 years project management experience in civil works design and supervision. Any project experience in design of waste management facilities will be an added value.

D. Firms Key Attributes

The preferred firm will demonstrate a thorough familiarity with the relevant overarching National government regulations and standards and the specific standard buildings drawings and technical specifications for the Ministries of Public Works. It also shall evidence of familiarity with disaster resilient planning and building design based on international best practice enabling a Build Back Better initiative and higher standards than those currently prevailing in Indonesia.

UNDP Prioritize gender equality and women's empowerment approach in project implementation and at workplace. Such initiatives shall also specifically address the particular needs for women & girls and the physically handicapped and for best value in energy efficient climatic comfort. All outputs/ deliverables must comply with criteria of gender sensitive and/ responsive result. In addition, sexual harassment and any discriminatory actions with regards to race, gender, religion, class, etc. held by preferred firm during the assignments will not be tolerated.

E. Team Structure and Organisation

The Consultant must propose personnel of experts necessary to complete the tasks described herein. The consultant must include all management, administration and oversight resources required to complete the assignment to the required standards.

UNDP promotes gender equality and equal opportunities of men and women to participate in all our works. Gender diversity and women's representation in team composition of preferred firm is an added value in selection process.

F. Key Personnel

The Consultant will be responsible for proposing the team they see as necessary to complete the assignment however, the team will contain at a minimum, a Senior Quantity Surveyor and specialists from the disciplines in the Table 1:

Table 1: Minimum Key Personnel and Positions

Position Name	Relevant Experience years	Minimum Education	Special Skills
Senior Quantity Surveyor / Senior Procurement Engineer/ Contract Specialist	10	Bachelor's degree in Civil Engineering, Environmental Engineering or relevant field	Experience in designing, preferably experience in cost management of landfills. International/ regional experience –Experience in Indonesia is an advantage
Quantity Surveyor	5	Bachelor's degree in Civil Engineering, Environmental Engineering or relevant field	Experience in designing, preferably experience in Operation and Management (O/M) of landfills and in cost management. International/ regional experience –Experience in Indonesia is an advantage

12. SCOPE OF PROPOSAL PRICE AND SCHEDULE OF PAYMENTS

No.	Title	Deliverables Duration	Amount (IDR/USD)	% of Total
1.0	Design Services Review of Detail Design, Bill of Quantities and ready for tendering.	1,5 months		40
2.0	Pre-Construction and Bidding Support Services Provision of technical advice on financial evaluation during the bidding process	2 months		30
3.0	Construction Supervision Assistance in cost management for the first 2 months of Construction Supervision	2 months		30

- The Consultant is to also propose their own financial proposal. Detailed explanation for any proposed variation is required.
- The Consultant shall provide a fixed lump sum for the whole of the project, including a fixed daily/monthly rate which will be used in any amendment in the event of any unavoidable time overruns.
- Lump Sum pricing shall apply, whereby the Consultant shall be responsible for covering all costs, inclusive of fees, per diems/ living allowances, domestic air travel, vehicle operating costs, office operational costs and national taxes. However, the consultant shall provide the breakdown of costs of the various cost items, in man-days/man-months, quantities required, etc.

ANNEX 5

DETIALED ENGINEERING DESIGN (DED)

(Please see in separate attachment)

ANNEX 6

BILL OF QUANTITY (BOQ)

(Please refer to **Annex 6.1 for BOQ of Kawatuna Landfill** and **Annex 6.2 for BOQ of Kabonga Landfill** in separate attachment)

ANNEX 7

**ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK
(ESMF)**

(Please see in separate attachment)

ANNEX 8

**ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN
(ESMP) PALU SUBPROJECT LANDFILL**

(Please see in separate attachment)

ANNEX 9

(This should be written in the Letterhead of the Bidder)

Insert: Location
Insert: Date

To: *[insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for *(insert: title of services required as per RFQ)*.

We hereby declare that:

We are currently not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List

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]
