

REQUEST FOR PROPOSAL 26-2021



Empowered lives.
Resilient nations.

Requesting Project: 00120692 - Immediate response to COVID19	DATE: April 30, 2021
	REFERENCE: RFP 26/2021 Development of project proposal on Circular Economy

Dear Sir / Madam:

We kindly invite you to submit your quotation in MKD, VAT excluded under RfP 26/2021 for **Development of project proposal on Circular Economy**, as detailed in Annex 1 of this RFP. When preparing your quotation, please be guided by the form attached hereto as Annex 3.

Quotations may be submitted on or before **May 7, 2021 by 11:00am** via dedicated email: offers.mk@undp.org

Subject: MKDRFP 26/2021 for development of project proposal on Circular Economy
CompanyName

PLEASE NOTE THAT FINANCIAL OFFER MUST BE SEPARATLY ATTACHED password protected.

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

Description of Requirements

Context of the Requirement	Development of project proposal on Circular Economy
Brief Description of the Required Services	Development of project proposal on Circular Economy
List and Description of Expected Outputs to be Delivered	As per TOR (Annex 3)
Person to Supervise the Work/Performance of the Service Provider	UNDP Project Manager
Frequency of Reporting	As per the Terms of Reference
Required documents	<p>Required documents for submission:</p> <ul style="list-style-type: none"> ✓ Company registration document (Tekovna sostojba) ✓ Profile of Company/Institute, with reference list of minimum 3 relevant projects and client contacts for reference check indicating the e-mail addresses or fax numbers for contact persons; ✓ CVs of experts indicating relevant projects and relevant experience. The team of experts must demonstrate the mandatory areas of expertise reflected in the CVs of the proposed team members; ✓ Form for Submission of Proposal (Annex 2 tables to fill in 2A, 2B, 2C) ✓ Clear Presentation of the methodology and the work plan by describing all the steps leading towards the completion of the assignment. ✓ Financial offer presented per deliverables (in a password protected file) <p>Financial offer expressed in USD for international or in MKD for national companies, VAT expressed separately (please note that if the financial offer is expressed in currency other than USD, it will be converted in USD according to the UNDP official exchange rate for USD). The company shall provide detailed breakdown of the costs per deliverables.</p>
Manner of submission of the proposal: Electronically	<p>Documents to be submitted by e-mail to dedicated e-mail: offers.mk@undp.org</p> <p><u>SUBJECT: MKDRfP 26/2021 for Development of project proposal on Circular Economy - CompanyName (Offeror)</u></p>

	<p>Format: PDF files</p> <p>All files must be in PDF and free of viruses and not corrupted. Technical and Financial OFFER must be separately uploaded. Max. size of uploaded files (per document) must not exceed: 30 MB</p> <p>All submitted files should be in the following format: Companyname_nameofthefile.pdf (or .docx)</p> <p><u>ONLY FINANCIAL offer will be submitted as PDF “password protected file”, DIGITALLY signed and</u> or signed and scanned in the .pdf format.</p> <p>Password for Financial OFFER SHALL be provided to UNDP ONLY after the DEADLINE or latest the NEXT day by 11am</p> <p>(Password protection of a PDF document can be done using Adobe Reader. Open the PDF and choose Tools > Protect > Encrypt > Encrypt with Password)</p>
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> Skopje
Expected duration of work	May – June 2021
Target start date	13 May 2021
Latest completion date	30 May 2021
Travels Expected	As per TOR
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars for foreign Bidders <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency for national companies – MKD
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <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 type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted

Payment Terms	Upon completion of Deliverables in ToR
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Project Manager
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> minime Contract/Contract for professional services <input type="checkbox"/> Long-Term Agreement ¹ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]
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) <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	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm - 140 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 200 points <input checked="" type="checkbox"/> Qualification of Key Personnel - 360 points Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ²	Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2 tables to fill in 2A, 2B, 2C) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Technical Evaluation criteria (Annex 4)

¹ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

² 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.

Contact Person for Inquiries (Written inquiries only) ³	<i>procurement.mk@undp.org</i> 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.
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³ 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 PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

Skopje, DATE

To: UNDP Procurement Unit

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **RFP 26/2021** dated _____2021 and all its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. Expertise of the Firm/Organization

1. *The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP. The technical proposal must highlight the prior experience of the bidder in the area of polling. Bidders shall include a list of prior relevant projects/polls and information on the scope, clients and date of implementation/duration.*

2. Methodology and approach

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 concept will be appropriate to the local conditions and context of the work.

3. Qualifications of Key Personnel as per TOR requirements:

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

- a) *Names and qualifications of the experts that will perform the services under this TOR*
- b) *CVs reflecting their relevant experience as per the TOR requirements.*
- c) *Availability Confirmation*

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Annex 2A**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 no. _____

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: _____

Table 2 B- List of relevant projects: Provide the following information regarding experience relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	List of relevant projects undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

Table 2C - Fill in the table for each expert assigned and reflect their relevant experience/projects

Name of expert: _____

Client	Contract Value	Period of activity	List of relevant projects as per the requirement in the TOR

Name of expert: _____

Client	Contract Value	Period of activity	List of relevant projects as per the requirement in the TOR

Name of expert: _____

Client	Contract Value	Period of activity	List of relevant projects as per the requirement in the TOR

The Financial offer must be presented per Deliverables in the TOR

TABLE 2 C : Detailed Financial Offer to Supply Services Compliant with TOR

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to deliver consultancy services in conformity with **RFP 26/2021 for Development of project proposal on Circular Economy** in the amount of _____ mkd, (_____ USD for foreign Bidders) VAT excluded.

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees	
Other Costs (....)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person, days, and dates of completion)	Professional Fees	Other Costs	Total	Terms of delivery
Deliverable 1					
Deliverable 2					
Deliverable 3					
.....					
Grand Total, VAT excluded					

Payment is deliverable-based. Time schedule for each deliverable must be included in the proposal.

Terms of payments: per deliverables, as follow:

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



**Terms of Reference
For a Company/NGO/Institution for
Development of project proposal on Circular Economy**

Project number & title: 00120692 - Immediate response to COVID19
Expected duration: May – June 2021

Background

The Ministry of Environment and Physical Planning (MoEPP) has submitted its Nationally Determined Contributions under the Paris Agreement of the UNFCCC, supported by the UNDP Climate Promise Initiative. The waste sector is the second largest source of greenhouse gases in North Macedonia.

Biowaste and Construction and demolition (C&D) streams are one of the largest in the country, both by weight and volume. Due to the high potential for recycling and reuse of both waste streams they have been identified as a priority waste streams in the “Macedonian rapid assessment report on the benefits of circular economy on mitigation of GHGs emission in the waste sector”, supported by the project. Circular practices for C&D and biowaste provide more than 70% of the emission savings, almost 20 million EUR per year of economic benefits (about 45% of the total benefits) and almost ¼ of the new jobs expected. But introduction of circular practices for both streams faces significant challenges that need to be addressed with significant investments and systemic solution. UNDP is supporting the Macedonian Government in green post-Covid recovery and development of proposal that enables creation of new green jobs shall significantly contribute to these efforts.

Therefore, UNDP would like to engage national consultant to support preparation of a project proposal in the area of circular economy for a new Ambition Initiative Call for NAMA Support Projects that seek to reduce GHG emissions while enhancing the ambition of the country’s Nationally Determined Contribution (NDC) to the Paris Agreement.

Therefore, a Company/Institution will be contracted with the aim to develop a project proposal in the area of circular economy (biowaste and construction & demolition waste).

Scope of work:

The objective of the assignment is to support preparation of a circular economy project proposal for a new Ambition Initiative Call for NAMA Support Projects, utilizing the findings and recommendation of the

“Macedonian rapid assessment report on the benefits of circular economy on mitigation of GHGs emission in the waste sector”.

The company shall work closely with national consultant engaged for this assignment, as well as the Ministry of Environment and Physical Planning.

Duties and responsibilities

Under the supervision of the UNDP Programme Officer and in close cooperation with the Ministry of Environment and Physical Planning and other relevant consultants engaged by the project, the contractor shall be responsible for delivering project proposal for the NAMA Facility, that has put forward a new Ambition Initiative Call for NAMA Support Projects that seek to reduce GHG emissions while enhancing the ambition of the country’s Nationally Determined Contribution (NDC) to the Paris Agreement.

Tasks (Scope of Work)

The consulting company is expected to conduct the following tasks:

- Conduct a desk review of relevant national policy and regulatory documents in the area of climate change and waste (such as the enhanced NDC, Macedonian Circular Economy Roadmap, Law on waste, national waste strategy/plan etc.). Documents shall be provided to the company by UNDP or MOEPP;
- Get acquainted with the requirements of the NAMA Facility call;
- Ensure stakeholder analysis and engagement;
- Analyze regulatory, financial and capacity barriers to circular economy market development, with a focus on organic waste and construction and demolition (C&D) waste;
- Engage waste industry practitioners, local commercial banks, and the Development Bank to conceptualize a financial mechanism that can overcome the identified financial barriers to investment in circular economy projects;
- Support development of an excel analysis of mitigation potential given specific interventions and clearly stating the relevant methodology and assumptions;
- Support development of an Excel analysis of the financial feasibility of circular economy projects in organic waste and C&D waste given local markets and circumstances;
- Develop project proposal for the NAMA Facility, as per the requirements of the new Ambition Initiative Call for NAMA Support Projects.

Main outputs and deliverables

- Fully developed project proposal for the NAMA Facility (30 May 2021)

Qualification requirements

Company:

The Contractor shall have extensive expertise in conducting similar analysis:

- Relevant experience of a minimum of 3 years in consultancy/analysis relevant to waste, climate change, circular economy. (Include company profile with reference list of work and projects)
- Track record of minimum 3 projects in the area of climate change, waste, circular economy or similar; Approved/Implemented projects from previous NAMA Facility call shall be considered as an asset.

Proposed team members:

The scope of work requires a team of skilled professionals with previous experience in similar projects/assignments. The applicant shall offer a team of at least three experts. CVs of the proposed team members shall be submitted, clearly stating their relevance and the areas that they will cover and their qualifications for the assignment. The candidates should fulfill the following criteria:

Team members	Qualification requirements
Team Leader	<ul style="list-style-type: none">○ Minimum university degree in economics, finance, public administration, or another relevant field;○ At least 5 years of professional experience in analysis/research relevant to environmental fiscal instruments, decarbonization, waste, circular economy;○ Minimum 3 projects (policies or research relevant to climate change, decarbonization, waste). Circular economy projects shall be considered as an asset;
Policy / Economic Analyst	<ul style="list-style-type: none">○ Minimum university degree in economics, finance, public administration, or another relevant field.○ At least 3 years of professional experience in analysis/research relevant to climate change or climate change, waste, circular economy policies or economic fiscal instruments.○ Minimum 2 projects (environment/climate change relevant shall be an asset). Circular economy projects shall be considered as an asset;
Waste Analyst	<ul style="list-style-type: none">○ Minimum university degree in environmental, technical sciences or another relevant field.○ At least 3 years of professional experience in analysis/research relevant to climate change or climate change, waste, circular economy policies or economic fiscal instruments.○ Minimum 2 projects (environment/climate change relevant shall be an asset). Circular economy projects shall be considered as an asset.

Required documents for submission:

1. Profile of Company/Institute, with reference list and client contacts for reference check indicating the e-mail addresses or fax numbers for contact persons;
2. Proposed methodology for development of the assignment and a work plan;
3. Reference list of minimum 3 projects climate change, waste, circular economy policies or economic fiscal instruments; Relevant projects previously approved/implemented within previous calls of the NAMA Facility will be an asset.
4. CVs of experts indicating relevant projects and relevant experience as per the table above;
5. Lump sum financial offer expressed in USD; VAT expressed separately. The company shall provide breakdown of costs.

TERMS AND CONDITIONS FOR PROVISION OF SERVICES

- *Products submission:*

The deliverables shall be submitted in English language.
- *Timeframe*

Assignment shall be completed until 30 May 2021. The start of the work is expected in May 2021 after signing the contract.
- *Reporting*

The Contractor shall report to the UNDP Programme Officer. The detailed work plan and timescale of activities will be agreed with the selected contractor, upon the finalization of the procurement process.
- *Communication*

During the fulfillment of their works, the contractor shall ensure regular communication and exchange of findings with the Programme Officer and Head of Waste Sector in the Ministry of Environment and Physical Planning prior to the delivery of expected results. The contractor shall ensure quality and timely delivery of the expected results and will regularly inform the UNDP Programme Officer for the processes and the expected result, as well as any obstacles that might occur. The contractor shall undertake all technically justified corrective actions for finalization of the products based on the comments and suggestions provided by the UNDP.
- *Logistical support*

The contractor shall be responsible for provision of all effective and efficient logistical support for all previously mentioned tasks/duties/responsibilities including the translation costs.
- *Travel:*

No travel is expected due to CORONA pandemic. All consultation/coordination/presentation activities should be held on-line.
- *Payments schedule*

The payment for the service will be executed in several installments based on the following milestones:

 - Project proposal for the NAMA Facility developed and approved by UNDP

EVALUATION CRITERIA

EVALUATION METHOD:

Companies will be evaluated using the cumulative analysis method. Contract will be awarded to the company whose offer will receive:

a) The highest score out of below defined technical and financial criteria.

Only applicants obtaining a minimum of 490 points in the Technical Evaluation would be considered for the Financial Evaluation. The cumulative score will determine the contract award.

Technical Evaluation

Criteria	Total points Max 700	Score
<i>Technical Evaluation (70%)</i>		
<i>Company profile and relevant experience</i>	<i>140 pts</i>	
Relevant experience of a minimum of 3 years in consultancy/analysis relevant to waste, climate change, circular economy or similar. (Include company profile with reference list of work and projects)	<i>3y – 44pts; 4-5y – 58pts; 6-8y – 53pts 9+y – 60pts</i>	
Track record of minimum 3 projects or consultative events in the area of climate change, waste, circular economy or similar	<i>3pr – 54pts; 4-5pr – 58pts; 6-8pr – 64pts; 9+pr – 70pts</i>	
Approved/Implemented projects from previous NAMA Facility call shall be considered as an asset.	<i>1-2pr – 5pts; 3+pr – 10pts</i>	
<i>Proposed methodology and a work plan</i>	<i>200 pts</i>	
Is the scope of task well defined and does it correspond to the TOR? To what degree does the Proposer understand the task?	<i>Up to 200 pts</i>	
<i>Qualifications of proposed team members</i>	<i>360 pts</i>	
<i>Team Leader</i>	<i>150 pts</i>	
Minimum university degree in economics, finance, public administration, or another relevant field.	<i>BSc – 30pts MSc. – 35pts; PhD – 40pts</i>	
At least 5 years of professional experience in analysis/research relevant to environmental fiscal instruments or decarbonization, waste, circular economy.	<i>5y – 40pts; 6-7y – 43pts; 8-9y – 46pts; 10+y – 50pts</i>	

Minimum 3 projects (policies or research relevant to climate change, decarbonization, waste).	<i>3pr – 35pts; 4-5pr – 40pts; 6-7pr – 45pts; 8+pr – 50pts</i>	
Circular economy projects shall be considered as an asset;	<i>If yes, 10 pts.</i>	
Policy / Economic Analyst	120 pts	
Minimum university degree in economics, finance, public administration, or another relevant field.	<i>BSc. – 24pts; MSc. – 30pts; PhD – 35pts</i>	
At least 3 years of professional experience in analysis/research relevant to climate change or , waste, circular economy policies or economic fiscal instruments.	<i>3y – 30pts; 4-5y – 33pts; 6-7y – 36pts 8+y – 40 pts</i>	
Minimum 2 projects (environment/climate change relevant shall be an asset);	<i>2pr – 30pts; 3-5pr – 35pts; 6+pr – 40 pts</i>	
Circular economy projects shall be considered as an asset;	<i>If yes, 5 pts</i>	
Waste Analyst	90 pts	
Minimum university degree in environmental, technical sciences or another relevant field.	<i>BSc. – 13pts; MSc. – 17pts; PhD – 20pts</i>	
At least 3 years of professional experience in analysis/research relevant to climate change or climate change, waste, circular economy policies or economic fiscal instruments	<i>3y – 20pts; 4-7y – 25pts; 8+y – 28 pts</i>	
Experience in minimum 2 projects (environment/climate change relevant shall be an asset).	<i>2pr – 30 pts; 3-5pr – 34 pts; 6+pr – 37 pts</i>	
Circular economy projects shall be considered as an asset.	<i>If yes, 5 pts</i>	
TOTAL	700	

The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals, and the price has allocated 300 points.

The offer with the lowest price will receive the total 300 points. Other offers with higher prices will receive their respective scores according the following formula:

Lowest Bid

----- x 300

Proposed Bid

The company will be awarded with the highest aggregate score based on technical and financial proposal.

The financial proposals of Offeror's whose technical proposals are deemed unacceptable or unqualified shall remain unopened and can be returned to the vendor.