* United Nations Development Programme*

**REQUEST FOR PROPOSAL**

**Development of new and upgrade of existing Feasibility Studies for instalment of new EE Street Light System**

**RFP No.: RFP-021-21**

Project: Development of a private-public investment model for EE street light systems in Bosnia and Herzegovina

Country: Bosnia and Herzegovina

Issued on: 25 May 2021

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# Section 1. Letter of Invitation

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

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

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

* Form A: Technical Proposal Submission Form
* Form B: Bidder Information Form
* Form C: Joint Venture/Consortium/Association Information Form
* Form D: Qualification Form
* Form E: Format of Technical Proposal
* Form F: Financial Proposal Submission Form
* Form G: Financial Proposal Form
* Form H: Form of Proposal Security

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

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

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

Issued by: Approved by:

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# Section 2. Instruction to Bidders

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| --- | --- |
| GENERAL PROVISIONS | |
| Introduction | * 1. Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d>   2. Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.   3. As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://www.ungm.org)). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature. |
| Fraud & Corruption,  Gifts and Hospitality | * 1. UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti>   2. Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.   3. In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.   4. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <http://www.un.org/depts/ptd/pdf/conduct_english.pdf> |
| Eligibility | * 1. A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.   2. It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. |
| Conflict of Interests | * 1. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:   2. Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;   3. Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or   4. Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.   5. In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such a conflict exists.   6. Similarly, the Bidders must disclose in their proposal their knowledge of the following:   7. If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and   8. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.   Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.   * 1. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal. |
| PREPARATION OF PROPOSALS | |
| General Considerations | * 1. In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.   2. The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP |
| Cost of Preparation of Proposal | * 1. The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. |
| Language | * 1. The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS. |
| Documents Comprising the Proposal | * 1. The Proposal shall comprise of the following documents:   2. Documents Establishing the Eligibility and Qualifications of the Bidder;   3. Technical Proposal;   4. Financial Proposal;   5. Proposal Security, if required by BDS;   6. Any attachments and/or appendices to the Proposal. |
| Documents Establishing the Eligibility and Qualifications of the Bidder | * 1. The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP’s satisfaction. |
| Technical Proposal Format and Content | * 1. The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.   2. The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.   3. Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP   4. When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS. |
| Financial Proposals | * 1. The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.   2. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.   3. Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| Proposal Security | * 1. A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.   2. The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.   3. If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.   4. In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.   5. The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:      1. If the Bidder withdraws itsoffer during the period of the Proposal Validity specified in the BDS, or;      2. In the event that the successful Bidder fails:      3. to sign the Contract after UNDP has issued an award; or   6. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder. |
| Currencies | * 1. All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:  1. UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and 2. In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP’s preference, using the conversion method specified above. |
| Joint Venture, Consortium or Association | * 1. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.   2. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.   3. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.   4. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement.  All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.   5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:  1. Those that were undertaken together by the JV, Consortium or Association; and 2. Those that were undertaken by the individual entities of the JV, Consortium or Association.    1. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.    2. JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm. |
| Only One Proposal | * 1. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.   2. Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:   3. they have at least one controlling partner, director or shareholder in common; or   4. any one of them receive or have received any direct or indirect subsidy from the other/s; or   5. they have the same legal representative for purposes of this RFP; or   6. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;   7. they are subcontractors to each other’s Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or   8. some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal. |
| Proposal Validity Period | * 1. Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.   2. During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price. |
| Extension of Proposal Validity Period | * 1. In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.   2. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.   3. The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated. |
| Clarification of Proposal | * 1. Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.   2. UNDP will provide the responses to clarifications through the method specified in the BDS.   3. UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary. |
| Amendment of Proposals | * 1. At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.   2. If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals. |
| Alternative Proposals | * 1. Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.   2. If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal” |
| Pre-Bid Conference | * 1. When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP. |
| SUBMISSION AND OPENING OF PROPOSALS | |
| Submission | * 1. The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.   2. The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.   3. Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions. |
| **Hard copy (manual) submission**  **Email Submission**  **eTendering submission** | * 1. Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:   2. The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.   3. The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:   i. Bear the name and address of the bidder;  ii. Be addressed to UNDP as specified in the BDS   1. Bear a warning that states “*Not to be opened before the time and date for proposal opening*” as specified in the BDS.   If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.   * 1. Email submission, if allowed or specified in the BDS, shall be governed as follows:  1. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 2. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. 3. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.    1. Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows: 4. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 5. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 6. The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. 7. Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. 8. Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/> |
| Deadline for Submission of Proposals and Late Proposals | * 1. Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP   2. UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals. |
| Withdrawal, Substitution, and Modification of Proposals | * 1. A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.   2. Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”   3. eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.   4. Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened |
| Proposal Opening | * 1. There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened. |
| EVALUATION OF PROPOSALS | |
| Confidentiality | * 1. Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.   2. Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP’s decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP’s vendor sanctions procedures. |
| Evaluation of Proposals | * 1. The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.   2. Evaluation of proposals is made of the following steps:   3. Preliminary Examination   4. Minimum Eligibility and Qualification (if pre-qualification is not done)   5. Evaluation of Technical Proposals   6. Evaluation of Financial Proposals |
| Preliminary Examination | * 1. UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage. |
| Evaluation of Eligibility and Qualification | * 1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).   2. In general terms, vendors that meet the following criteria may be considered qualified:   3. They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;   4. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,   5. They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;   6. They are able to comply fully with UNDP General Terms and Conditions of Contract;   7. They do not have a consistent history of court/arbitral award decisions against the Bidder; and   8. They have a record of timely and satisfactory performance with their clients. |
| Evaluation of Technical and Financial Proposals | * 1. The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.   2. In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.   3. The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.   4. When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:   Rating the Technical Proposal (TP):  **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100  Rating the Financial Proposal (FP):  **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100  Total Combined Score:  **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
| Due Diligence | * 1. UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:      1. Verification of accuracy, correctness and authenticity of information provided by the Bidder;      2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;      3. Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;      4. Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;      5. Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;      6. Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| Clarification of Proposals | * 1. To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.   2. UNDP’s request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.   3. Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals. |
| Responsiveness of Proposal | * 1. UNDP’s determination of a Proposal’s responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.   2. If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission. |
| Nonconformities, Reparable Errors and Omissions | * 1. Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.   2. UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.   3. For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:  1. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; 2. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and 3. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.    1. If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected. |
| AWARD OF CONTRACT | |
| Right to Accept, Reject, Any or All Proposals | * 1. UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP’s action. UNDP shall not be obliged to award the contract to the lowest priced offer. |
| Award Criteria | * 1. Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS. |
| Debriefing | * 1. In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder’s submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder’s submission shall not be discussed. |
| Right to Vary Requirements at the Time of Award | * 1. At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions. |
| Contract Signature | * 1. Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals. |
| Contract Type and General Terms and Conditions | * 1. The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Performance Security | * 1. 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at   <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective. |
| Bank Guarantee for Advanced Payment | * 1. Except when the interests of UNDP so require, it is UNDP’s preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default> |
| Liquidated Damages | * 1. If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor’s delays or breach of its obligations as per the Contract. |
| Payment Provisions | * 1. Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract. |
| Vendor Protest | * 1. UNDP’s vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html> |
| Other Provisions | * 1. In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.   2. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.   3. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer> |

# Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **BDS No.** | **Ref. to Section.2** | **Data** | **Specific Instructions / Requirements** |
| 1 | 7 | Language of the Proposal | English |
| 2 |  | Submitting Proposals for Parts or sub-parts of the TOR (partial bids) | Not Allowed |
| 3 | 20 | Alternative Proposals | Shall not be considered |
| 4 | 21 | Pre-proposal conference | Will not be conducted |
| 5 | 10 | Proposal Validity Period | 90 days |
| 6 | 14 | Bid Security | Not Required |
| 7 | 41 | Advanced Payment upon signing of contract | Not Allowed |
| 8 | 42 | Liquidated Damages | Will be imposed as follows:  Percentage of contract price per day of delay: 0.5%  Max. number of days of delay 20, after which UNDP may terminate the contract. |
| 9 | 40 | Performance Security | Not Required. |
| 10 | 18 | Currency of Proposal | United States Dollar |
| 11 | 31 | Deadline for submitting requests for clarifications / questions | 7 calendar days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications /questions | Focal Point in UNDP: REGISTRY UNDP BIH  E-mail address: [registry.ba@undp.org](mailto:registry.ba@undp.org)  Address: Zmaja od Bosne, Sarajevo 71000  Ref.: RfP – 021/21, Development of new and upgrade of existing Feasibility Studies for instalment of new EE Street Light System |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses / clarifications to queries | Direct communication to prospective Proposers by email |
| 14 | 23 | Deadline for Submission | **June 15th 2021 until 17:00 CET** |
| 14 | 22 | Allowable Manner of Submitting Proposals | x Submission by email  Subject: RFP – 021/21- Development of new and upgrade of existing Feasibility Studies for instalment of new EE Street Light System |
| 15 | 22 | Proposal Submission Address | * Submission by email   Email address: [registry.ba@undp.org](mailto:registry.ba@undp.org)  Subject: RFP – 021/21- Development of new and upgrade of existing Feasibility Studies for instalment of new EE Street Light System |
| 16 | 22 | Electronic submission (email or eTendering) requirements | * Format: PDF files only * File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. * All files must be free of viruses and not corrupted*.* * Password for financial proposal must not be provided to UNDP until requested by UNDP * Max. File Size per transmission:10 MB |
| 17 | 27  36 | Evaluation Method for the Award of Contract | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively  The minimum technical score required to pass is 70%. |
| 18 |  | Expected date for commencement of Contract | *July 1, 2020* |
| 19 |  | Maximum expected duration of contract | 4 months |
| 20 | 35 | UNDP will award the contract to: | One Proposer Only |
| 21 | 39 | Type of Contract | Contract for Services  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Mixed Goods and Services  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 23 |  | Other Information Related to the RFP | *N/A* |

# Section 4. Evaluation Criteria

**Preliminary Examination Criteria**

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

* Appropriate signatures
* Power of Attorney
* Minimum documents provided
* Technical and Financial Proposals submitted separately
* Bid Validity

**Minimum Eligibility and Qualification Criteria**

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

|  |  |  |
| --- | --- | --- |
| **Subject** | **Criteria** | **Document Submission requirement** |
| **ELIGIBILITY** |  |  |
| **Legal Status** | Vendor is a legally registered entity. | Form B: Bidder Information Form |
| **Eligibility** | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3. | Form A: Technical Proposal Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with RFP clause 4. | Form A: Technical Proposal Submission Form |
| **Bankruptcy** | Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form A: Technical Proposal Submission Form |
| **QUALIFICATION** |  |  |
| **History of Non-Performing Contracts[[1]](#footnote-2)** | Non-performance of a contract did not occur as a result of contractor default for the last 3 years. | Form D: Qualification Form |
| **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. | Form D: Qualification Form |
| **Previous Experience** | Minimum 7 years of relevant experience. | Form D: Qualification Form |
| Minimum 3 contracts/feasibility studies of similar nature and complexity implemented over the last 7 years.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Minimum average annual turnover of USD 50,000.00 for the last 3 years.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Personnel** | The Contractor must have a proposed team of at least five (5) required experts. At least two (2) key experts proposed for the implementation of required tasks must be full-time employees of the Contractor (Consortium).  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form B: Bidder Information Form |
| **Other Mandatory Equipment** | The service provider must demonstrate purchase or lease/ rent option for the equipment necessary to conduct measurements  The Offeror should provide inventory list with technical specifications of the equipment, including but not limited to:   * lux meter, * luminance meter * flux meter, * three phase power analyzer, with data logger, for measurement and analysis of current, voltage, power, cosφ at circuits of the lightning system,   as well as reference list of conducted measurements in the field.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form B: Bidder Information Form |

**Technical Evaluation Criteria**

Technical evaluation will be done for:

|  |  |  |
| --- | --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | | **Points Obtainable** |
| 1. | Bidder’s qualification, capacity and experience | 300 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 400 |
| 3. | Management Structure and Key Personnel | 300 |
|  | **Total** | **1000** |

|  |  |  |
| --- | --- | --- |
| **Section 1. Bidder’s qualification, capacity and experience** | | **Points obtainable** |
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing | 50 |
| 1.2 | General Organizational Capability which is likely to affect implementation:  management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted | 70 |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements done in the region/country;   * Experience in development of at least 3 feasibility studies in energy efficiency sector in last 7 years. *(Maximum points to be awarded – 20 points)* * Experience in environmental and social impact analysis of at least 2 environmental and social impact assessment studies within the last 7 years (Maximum points to be awarded – 15 points) * Experience in design/modernization of public lighting systems; *(Maximum points to be awarded – 15 points)* * Experience in implementation of energy efficiency in street lighting or similar programmes/ projects/ consultancies in the area of energy efficiency in lighting systems in at least 2 locations in last 7 years *(Maximum points to be awarded – 15 points)* * experience in execution of detailed energy audits in public lightning systems in last 7 years *(Maximum points to be awarded –15 points)* * *Working with international organisations such as UN agencies, Word Bank, EBRD etc. (Maximum points to be awarded – 10 points)* | 90 |
| 1.4 | Quality assurance procedures and risk mitigation measures | 60 |
| 1.5 | Organizational Commitment to Sustainability (mandatory weight)  -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points  -Organization is a member of the UN Global Compact -5 points  -Organization demonstrates significant commitment to sustainability through some other means for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues- 5 points, | 30 |
| **Total Section 1** | | **300** |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 3. Management Structure and Key Personnel** | | | **Points obtainable** |
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? |  | **50** |
| 3.2 | Qualifications of key personnel proposed |  | **250** |
| 3.2 a | **Key Expert 1: Team Leader** |  | 70 |
|  | - General Experience - 10 years of experience | 10 |  |
| - Specific Experience relevant to the assignment:   * Proven experience in leading the teams of experts in developing studies of similar nature and complexity - 10 * Experience in execution of detailed energy audits in public lighting -10 * Experience in the area of energy efficiency in public sector-street lighting and in design/modernization of public lighting systems; -10 * Experience in execution of feasibility studies -10 * Experience in work with representatives of governmental institutions (municipalities, cantons, entities, state level) -5 | 45 |
| - Regional/International experience | 10 |
| - Language Qualifications both BHS and English language | 5 |
| 3.2 b | **Key Expert 2: Electrical engineer** |  | 40 |
|  | - General Experience - Minimum of 5 years of experience | 5 |  |
| Specific Experience relevant to the assignment:   * Experience in the area of energy efficiency in public sector-street lighting and in design/modernization of public lighting systems; -15 * Experience in implementation of energy efficiency in street lighting or similar programmes/ projects/ consultancies in the area of energy efficiency in lighting systems -10 * experience in conducting of detailed energy audits in public lighting -5 | 30 |
| - Language Qualifications both BHS and English language | 5 |
| 3.2 c | **Key Expert 3: Electrical engineer** |  | 40 |
|  | - General Experience - Minimum of 5 years of experience | 5 |  |
| Specific Experience relevant to the assignment:   * Experience in the area of energy efficiency in public sector-street lighting and in design/modernization of public lighting systems; -15 * Experience in implementation of energy efficiency in street lighting or similar programmes/ projects/ consultancies in the area of energy efficiency in lighting systems - 10 * experience in conducting of detailed energy audits in public lighting -5 | 30 |
| - Language Qualifications both BHS and English language | 5 |
| 3.2 d | **Key Expert 4 Financial expert** |  | 50 |
|  | - General Experience - Minimum of 7 years of experience | 5 |  |
| Specific Experience relevant to the assignment:   * experience in conducting feasibility studies, and area of cost and investment analysis - 30 * experience in the area of energy efficiency in public sector-street lighting and in financial analysis of modernization of public lighting systems - 10 | 40 |
| - Language Qualifications both BHS and English language | 5 |
| 3.2 e | **Key Expert 5 Environmental expert** |  | 50 |
|  | - General Experience - Minimum of 5 years of experience | 5 |  |
| Specific Experience relevant to the assignment:   * experience in conducting environmental analysis of investment projects – 25 * experience in the area of energy efficiency in public sector – street lighting and in assessing light pollution, GHG emissions and other environmental impacts of public lighting systems - 15 | 40 |
|  | - Language Qualifications both BHS and English language | 5 |
| **Total Section 3** | | | **300** |

# Section 5. Terms of Reference

1. **Brief Description of the Required Service**

Bosnia and Herzegovina (BiH) has one of the most significant energy conservation potentials in the region and can base its further mid-term economic development and generation of new employment on energy efficiency improvement measures in the residential and public sector. There is also existing high energy conservation potential within the public lighting system.

As an emissions-cutting and money-saving technology, LED street lighting should be the first instance of investment for municipalities. The latest energy efficient LED-based street lighting technologies can deliver energy savings of up to 50-70%. With lowering municipality’s electric utility bill, LEDs offer immediate savings in terms of energy, maintenance and running costs.

During the past five years UNDP has made a significant contribution in promotion of energy efficiency in BiH. The focus has been given to the introduction of energy efficiency in the public sector across Bosnia and Herzegovina by implementation of 137 energy efficiency infrastructure projects and applying EMIS (Energy Management Information System) into more than 5 000 public buildings. These activities resulted in annual CO2 emission reduction of about 11 300 tonnes, total annual costs savings of 4 000 000 BAM, better living quality for more than 109 000 users, creation of 1 700 “green jobs”, increased awareness and understanding for energy efficiency and its resulting benefits. Based on this experience and obvious results UNDP continues to promote and work on energy efficiency in public sector together with government of B&H on local and national level through different activities such as performance of energy audits, training for public administration management, EMIS installation, development of EE action plans, etc.

In the period from 2018 to 2020, the Project “Development of a private-public investment model for EE street light systems in Bosnia and Herzegovina”, funded by Slovak Republic, developed a financing and repayment modality, as well as Feasibility Studies on such arrangement for 12 municipalities/cities in Bosnia and Herzegovina: Cazin, Zivinice, Domoljevac-Samac, Kalesija, Zavidovici, Sapna, Srebrenica, Laktasi, Mrkonjic Grad, Novi Grad, Srbac and Teslic. Developed model serves as baseline for further arrangements, partnerships and investments in public lighting systems.

The overall objective of the assignment is to deliver 2 new Feasibility Studies for instalment of new EE Street Light System and update of previously developed 3 Feasibility Studies within project “Development of a private-public investment model for EE street light systems in Bosnia and Herzegovina”.

1. **Specific Objectives**

The objective of this procurement is development of 2 Feasibility Studies for instalment of new EE Street Light System for 2 municipalities in BiH, and update of 3 Feasibility Studies developed in previous project phase, as shown below:

**New Feasibility Studies:**

|  |  |  |
| --- | --- | --- |
| **No** | **Municipality/City** | **Number of streetlamps** |
| 1 | City of Gradiska | 6.128 |
| 2 | Municipality of Donji Vakuf | 1.672 |
|  | **TOTAL** | **7.800** |

**Update of Existing Feasibility Studies:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Municipality/City** | **Already analyzed number of streetlamps** | **Number of new streetlamps to add** |
| 1 | City of Cazin | 110 | 195 |
| 2 | Municipality of Zavidovici | 4.271 | No need for new lamps, only check the potential unauthorized use of electricity from lighting sources |
| 3 | City of Živinice | 8.470 | Needs to be confirmed on the field |
|  | **TOTAL** | **12.851** | **TBD** |

1. **Scope of work**

The outcomes of this intervention is development of 2 new Feasibility Studies for instalment of new EE Street Light System, and update of 3 existing ones already developed through previous project phase.

The new Studies must include the following:

* Analysis of municipality ability of investment, as well as possible ways of PPP or EPC arrangements;
* Analysis of energy characteristics of the street lighting and characteristics of energy consumption and cost management – including review of potential illegal connections to the street lights grid,
* Photometric analysis of the street lighting system,
* Analysis of energy and maintenance costs and projections of further energy consumption,
* Analysis of possible measures of increasing energy efficiency of lighting system,
* Proposition of measures of increasing energy efficiency of the lighting system,
* Analysis of energy, economic and environmental related effects of proposed measures;
* Perform comparative analysis of energy consumption indicators,
* Analysis of Environment and Social impact.

Note: Each of the above-mentioned tasks must be prepared for each individual municipality.

The update of existing Studies must include the following:

* Revision of number of lights on each of the analysed streets,
* Revision of potential unauthorized use of electricity from lighting sources,
* and if needed:
  + Revision and update of energy characteristics of the street lighting and characteristics of energy consumption and cost management,
  + Revision and update of energy and maintenance costs and projections of further energy consumption,
  + Revision and update of energy, economic and environmental related effects of proposed measures of proposed energy efficiency measures of the lighting system,
  + Revision and update of comparative analysis of energy consumption indicators,
  + Revision and update of Environment and Social impact assessment.

Note: Each of the above-mentioned tasks must be prepared for each individual municipality, if needed.

1. **Outputs/ tasks**

The following tasks shall be carried out during this assignment:

* + - 1. **Develop a Methodology**

Develop methodology for preparation of the Feasibility Studies for instalment of new EE Street Light Systems and update of the existing ones. It is necessary to develop such a methodology that will provide sufficiently reliable information for the preparation of action plans for the implementation of energy efficiency measures and prioritization of funding for these measures. Being the core instrument for the successful provision of the service, the methodology proposed by the Offeror shall undoubtedly demonstrate capability to reach the envisaged results of the ToR and strong relevance to the specific scope, objectives and range of tasks in a complex manner. This section should propose the Offeror`s vision and approach to organizing and performing the tasks as stated within the ToR and as per the overall scope and objectives of the service in the most logical, realistic, efficient and relevant to the context in BiH manner. This part shall also contain a general work plan, which illustrates the anticipated work-flow and timeframe of implementation of the tasks and activities.

* + - 1. **Preparation of Feasibility Studies for instalment of new EE Street Light System**

These Studies must allow the municipalities/cities to identify priority measures to improve energy efficiency, based on the economic evaluation of investment and effects of proposed energy efficiency measures.

* 1. **Baseline study**

This task involves the description and assessment of the present status of the public lightning system in respective municipality. The Service Provider shall assess the present status of the public lightning system for better understanding of the present situation in technical, environmental, social, regulatory/legal and financial terms.

The Service Provider shall present the overview of energy-efficient public street lighting trends.

The Service Provider’s work shall not be merely descriptive; it shall highlight the major issues, which are faced in implementation of the Project, upgrading and expanding the system, whether these are technical, environmental, social, financial or institutional.

The primary data source for this assessment is collection of data and field review. Reports and studies are only available/reliable to a limited extent. The Service Provider is expected to undertake substantial original data generation based on these sources and on-site observations. The report should identify and where possible fill any information gaps. The Service Provider is expected to conduct a status assessment of physical structures to be used in the Project.

To achieve this purpose, the study must include the following information:

* + 1. **Socio-Economic Data**

Service Provider shall present socio-economic data of interest for and relevant to public lightning system, inter alia, present analysis on population, including historical development (the number of people, general spatial distribution, in and out migration, minority and vulnerable groups, etc.).

* + 1. **Technical assessment of the public lightning system**

The technical assessment of the public lightning system should include following:

* Public lightning system characteristics:
* data about lengths and types of circuits PLs,
* data types, height and spacing of the pillars of the network of low voltage (LV networks) where there are lamps PLS,
* data on the costs of maintenance,
* information on the equipment for public lighting control.
* Location information. Provide a map of public lighting network with all accompanying components such as metering points, pillars, etc.
* Photographic evidence and description of public lighting network’s current state, dust contamination of light sources, state of cables, corrosion of pillars;
* Data about lengths and types of circuits,
* Data about types, height and spacing of the pillars of the network of low voltage (LV networks) where there are lamps;
* Table view of sources of light with relevant data, type, power, regulation, quantity of light sources per type.

Following measurements[[2]](#footnote-3) must be conducted and results included in study:

* Measurement based analysis and assessment of lighting conditions;
* Checking the quality of electricity,
* Check the R, S, T a (L1, L2, L3 phases at terminal with respect to the outputs of the individual circuits of the lightning system),
* Checking equipment for on/off of the lightning system,
* Overview of elements voltage distribution in TS: cables and wires, sockets types and fuses, switches and circuit breakers,
* The measurement of current, voltage, power, cosφ at circuits of the lightning system
* Determining the total consumption of each circuit
* Analyse optical and technical characteristics of light sources;
* Overview of the lightning system (type of light source, validity check of light source, type, height, slope of the lamps)
* Investigate and identify possible access risks to unauthorized use of electricity from lighting sources;

If the installation of street lighting does not meet the regulations it is necessary to collect the following information:

* Installation of street lighting
* Classification of surface of the sidewalk
* Sidewalk width (m)
* Disposition of the light sources
* number of lanes
* Mounting height of the lamps (m)
* The distance between pillars (m)
* Distance of the lamps from the edge of the road (m)
* The slope of the lamp (°)
* General Information

Based on the collected information, the Service Provider will conduct the following analysis of collected data:

* Analysis of energy consumption and associated costs in kWh/W, BAM/kWh, kWh per light source and lifetime; (energy consumption and energy related costs during the last 3 years must be analysed)
* According to collected data (technical data, measured data) it is necessary to make an analysis of spending for each measuring point (OMM),
* Comparison of consumption towards energy cards (monthly readings of consumption) and an annual curve dawn - dusk,
* Analyse power systems and regulation system of street lighting/metering points;
* Analysis of work with respect to midnight and an all mode JR,
* Analyse current maintenance system regarding costs, frequency of lamp replacements per year and other data relevant to maintenance
* Analysis mode and consumption of PLS with respect to the type of public roads, pedestrian and bicycle paths, sidewalks, parking lots and the like
* Photometric analysis in line with the technical norms for different types of streets
* Data analysis with regard to Standard EN 13201.
  1. **Options for improvement/upgrade to energy efficient lightning system**

The Service Provider should extensively analyse the measures given below, including the detailed description of the intervention, the total cost of investment required for the implementation of this measure, and energy savings generated through the implementation of this measure:

1. Replacement of existing luminaires with LED luminaires
2. Replacement of existing luminaires with LED luminaires with dimming option - in the streets where the dimming option is possible and will not affect the functionality and the security
3. Replacement of existing luminaires with LED luminaires with dimming option - in the streets where the dimming option is possible and will not affect the functionality and the security, and installation of central control system
4. Any other measure proposed by the Service Provider.

Upon determining the optimal measure to be implemented, the Service Provider should prepare Detailed Bill of Quantities for optimal EE measure, which will be used in tendering procedure for implementation of proposed measure. The prepared Detailed Bill of Quantities should cover quantities of technological units (luminaires, poles, switch-board…).

* 1. **Financial analysis of proposed energy efficient reconstruction of public lightning system**

In order to define the optimal EE measure, the Service Provider will carry out a financial analysis of proposed measures, including CAPEX and OPEX evaluation, structuring of heating and hot water tariffs, payback periods, simple sensitivity and risk analysis.

The financial viability of the Municipality and the Project shall be demonstrated by means of financial projections for the period of the Project. The projections shall be fully consistent with the long-term investment strategy. The model shall account for fixed and variable costs.

The financial model will be prepared in EUR, considering the impact of macro-economic scenarios, together with a financial summary.

The financial analysis should include the following:

* Techno economic analysis of street lighting subnetworks defined through specific metering points;
* Comparison of modelled energy consumption, emissions, specific consumption and real consumption-based on electricity bills;
* Express results in savings of energy, emissions and financial indicators, including maintenance costs;
* Economic data assessment and calculation of net present value (NPV) and internal rate of return (IRR), discounted payback period (DPP) and simple payback period (PBP) of investment per measure/scenario
* Evaluation of all measures investment and costs in comparison to simple payback period of investment
* Interpretation of economic assessment findings of all measures and selection of most suitable measure for implementation
  1. **Least-cost energy efficiency reconstruction of public lighting system**

The Service Provider shall prepare an analysis for the Bank of the least-cost energy efficiency reconstruction of public lighting system, compared to predicted future cost of public lighting system and clarify if the proposed energy efficient public lighting system is the least cost option for the Project area. The least cost study shall also analyse the sensitivity of the results with respect to:

1. Changes in input costs.
2. Changes in capital costs.
3. Changes in operating costs.
   1. **Environmental and social impact assessment**

The objective of the E&S Assessment is to identify and assess the potentially significant existing and future adverse environmental and social impacts associated with the Client’s current operations and the proposed Project, assess compliance with applicable laws, determine the measures needed to prevent or minimise and mitigate the adverse impacts, and identify potential environmental and social opportunities, including those that would improve the environmental and social sustainability of the Project and/or the associated current operations.

The assessment process will be commensurate with, and proportional to, the potential impacts and issues of the Project and the Client’s existing operations. The assessment will cover, in an integrated way, all relevant direct and indirect environmental and social impacts and issues of the Client’s operations, the Project and the relevant stages of the project cycle (e.g. pre-construction, construction, operation, and decommissioning or closure and reinstatement).

The Environmental and Social Assessment will also determine whether further studies are required, focusing on specific risks and impacts, such as climate change, human rights and/or gender.

Specifically, the Service Provider will:

1. describe each mitigation measure, including the type of impact and social and environmental parameter(s) to which it relates, frequency, timing or conditions under which the measure is required (e.g. continuously or in the event of contingencies), and provide technical details on the mitigation technology, process, equipment, design and operating procedures, as appropriate. Potential social and environmental impacts of these measures will be estimated and linkages with other mitigation plans will be identified.;
2. provide information about actual versus predicted social and environmental impacts, measure the effectiveness and evaluate the success of mitigation, remediation and enhancement measures, evaluate compliance with applicable international, national, and local policies, laws, regulations and other relevant performance standards, policies and procedures and allow corrective action to be taken when needed.
3. Describe and characterise a relevant environmental and social baseline commensurate with the risks posed by the current site operations and the Project;
4. **Revision and update of existing Feasibility Studies**
   1. **Revision of Baseline Study**

The Service Provider will conduct a brief revision of baseline studies for Cazin, Zavidovici and Zivinice, with focus on examining the number of PLs and investigating the potential unauthorized use of electricity from lighting sources in the streets observed by the Feasibility Study.

* + 1. **Update of Technical Assessment**

If it proves that the number of PLs is different than the initial Study has foreseen, or that there are unauthorized use of electricity, the Service Provider will update the results of the technical assessment by correcting the following analysis:

* Analysis of energy consumption and associated costs in kWh/W, BAM/kWh, kWh per light source and lifetime; (energy consumption and energy related costs during the last 3 years must be analysed)
* According to collected data (technical data, measured data) it is necessary to make an analysis of spending for each measuring point (OMM),
* Comparison of consumption towards energy cards (monthly readings of consumption) and an annual curve dawn - dusk,
* Analyse power systems and regulation system of street lighting/metering points;
* Analysis of work with respect to midnight and an all mode JR,
* Analyse current maintenance system regarding costs, frequency of lamp replacements per year and other data relevant to maintenance
* Analysis mode and consumption of PLS with respect to the type of public roads, pedestrian and bicycle paths, sidewalks, parking lots and the like
* Photometric analysis in line with the technical norms for different types of streets
* Data analysis with regard to Standard EN 13201.

Note: This step will not be needed if the number of PLs is the same as in initial Study and there isn’t any cases of unauthorized use of electricity from the system.

* 1. **Update of analysis of options for improvement/upgrade to energy efficient lightning system**

If the number of the PLs proves different and/or there are identified cases of the unauthorized use of electricity from the system, the Service Provider will conduct an update of techno-economic and socio-environmental analysis of all scenarios for improvement/upgrade to energy efficient lighting system. Depending on the case (number of PLs is different, unauthorized use of electricity, or both) the team will conduct the analysis in line with the methodology for new Feasibility Studies and upgrade the technical, environmental, financial and social indicators of proposed solutions for street lights systems.

Note: This step will not be needed if the number of PLs is the same as in initial Study and there isn’t any cases of unauthorized use of electricity from the system.

1. **Approach and Methodology**

Offeror`s approach to structuring and most effective implementation of the service. In addition, this section should clearly show the Offeror`s understanding and sufficient detailed consideration of all-important aspects of the service with regard to development and delivery of the required training programmes.

Being the core instrument for the successful provision of the service, the proposed methodology by the Offeror shall undoubtedly demonstrate capability to reach the envisaged results of the ToR and strong relevance to the specific scope, objectives and range of tasks in a complex manner.

This section should propose the Offeror`s vision and approach to organizing and performing the tasks as stated within the ToR and as per the overall scope and objectives of the service in the most logical, realistic, efficient and relevant to the context in BiH manner.

This part shall also contain the following:

1. A general work plan, which illustrates the anticipated work-flow and timeframe of implementation of the required tasks and proposed activities;
2. Accompanying expert-assignment plan presenting: (i) breakdown of each expert’s engagement in implementation of relevant tasks and activities, expressed in expert-days; (ii) summary engagement of each expert in implementation of the overall contract, tasks and activities, expressed in expert-days, and (iii) summarised engagement of all relevant experts per tasks and activities, also expressed in expert-days.
3. **Deliverables and Schedules/Expected Outputs**

Draft Study for QA assessment will be submitted electronically. **The service provider will deliver final Studies in two (2) hard copies for every Study, and two (2) electronic copies on separate USBs for every Study in both English and BHS languages.**

Successful Offerors will be requested to conduct the services in accordance with the table below.

|  |  |
| --- | --- |
| **Deliverable** | **Estimated completion deadline** |
| **Deliverable 1:**  Methodology | July 10th, 2021 |
| **Deliverable 2:**  Draft update of existing Feasibility Studies for instalment of new EE Street Light System for City of Cazin | July 30th, 2021 |
| **Deliverable 3\*:**  Finalize update of existing Feasibility Studies for instalment of new EE Street Light System for City of Cazin | August 9th, 2021 |
| **Deliverable 4:**  Draft Feasibility Studies for instalment of new EE Street Light System for 2 municipalities and update of existing Feasibility Studies for instalment of new EE Street Light System for 2 municipalities | October 13th, 2021 |
| **Deliverable 5\*:**  Final Feasibility Studies for instalment of new EE Street Light System for 2 municipalities and update of existing Feasibility Studies for instalment of new EE Street Light System for 2 municipalities | October 27th, 2021 |

\*Final Feasibility studies are to be delivered upon addressing provided comments / feedback and/or approve report from UNDP. The Service Provider must perform corrections if significant errors/mistakes within the Study are identified during a later stage (even after QA stage and contractual obligations).

1. **Key Performance Indicators and Service Level**

Key performance indicators are as follows:

* All deliverables reviewed and approved by UNDP;
* All deliverables reviewed and approved by municipalities/cities;
* Studies consist full sets of data which accurately represent the on-field situation;
* All activities completed by defined deadlines and reports delivered in time.

1. **Governance and Accountability**

Monitoring and evaluation of the Contractor’s work will be conducted by the UNDP PMU.

Regular information exchange with the UNDP is expected by e-mail, on monthly basis (minimum), consisting information on (i) ongoing activities; (ii) problems /constraints and measures for their overcoming; (iii) current progress and upcoming activities. UNDP withholds the right to request periodical updates/reports on particular issues. All reports will be submitted in writing to the UNDP.

1. **Facilities to be provided by UNDP**

The Contractor will be provided with contact data of Municipalities/Cities. However, Contractor’s obligation is to ensure all required data in order to provide the required deliverables.

1. **Expected duration of the contract/assignment**

Anticipated duration of the Contract is 4 months. The intended commencement date is July 1, 2021. All activities should be completed in 4 months.

Estimated total effective person days is 150.

In case of uncertified delay with timely implementation consequence/impact are cancellation of the budget allocation for the project.

For each deliverable, the UNDP Project team will have up to 15 calendar days to review outputs, provide comments / feedback and/or approve report.

1. **Duty Station**

Contractor’s work will take place in the field, and in premises of the service provider.

1. **Professional Qualifications of the Successful Contractor and its key personnel**

Minimum 3 contracts of similar nature and complexity implemented over the last 7 years.

Specialized knowledge in the area of energy efficiency in public sector-street lighting and in design/modernization of public lighting systems:

* Experience in development of at least 3 feasibility studies in energy efficiency sector in last 7 years
* Experience in environmental and social impact analysis of at least 2 environmental and social impact assessment studies within the last 7 years
* Experience in design/modernization of public lighting systems
* Experience in implementation of energy efficiency in street lighting or similar programmes/ projects/ consultancies in the area of energy efficiency in lighting systems in at least 2 locations in last 7 years
* experience in execution of detailed energy audits in public lightning systems in last 7 years
* Working with international organisations such as UN agencies, Word Bank, EBRD etc.

The Contractor must have a proposed team of at least five (5) required experts. At least two (2) key experts proposed for the implementation of required tasks must be full-time employees of the Contractor (Consortium).

**Following minimum key staff requirements:**

* **Key Expert 1- Team Leader**
* University graduate: electrical engineering, technical sciences or economy with minimum 10 years of experience
* Specific Experience relevant to the assignment:
* Proven experience in leading the teams of experts in developing studies similar nature and complexity
* Experience in execution of detailed energy audits in public lightning
* Experience in the area of energy efficiency in public sector-street lighting and in design/modernization of public lighting systems;
* Experience in execution of at feasibility studies
* Experience in work with representatives of municipalities, cantons, entities and state level
* Language Qualifications (both BHS and English language)
* Regional/International experience
* **Key Expert 2 - Electrical Engineer**
* University graduate: electrical engineering with minimum 5 years of experience
* Specific Experience relevant to the assignment:
* Experience in the area of energy efficiency in public sector-street lighting and in design/modernization of public lighting systems;
* Experience in implementation of energy efficiency in street lighting or similar programmes/projects/ consultancies in the area of in energy efficiency in lighting systems
* experience in conducting detailed energy audits in public lighting
* Language Qualifications (both BHS and English language)
* **Key Expert 3 - Electrical Engineer**
* University graduate: electrical engineering with minimum 5 years of experience
* Specific Experience relevant to the assignment:
* Experience in the area of energy efficiency in public sector-street lighting and in design/modernization of public lighting systems;
* Experience in implementation of energy efficiency in street lighting or similar programmes/ projects/ consultancies in the area of in energy efficiency in lighting systems
* experience in conducting detailed energy audits in public lighting
* Language Qualifications (both BHS and English language)
* **Key Expert 4 - Financial expert**
* University graduate: Economics with minimum 7 years of experience
* Specific Experience relevant to the assignment:
* experience in conducting feasibility studies, and area of cost and investment analysis
* experience in the area of energy efficiency in public sector-street lighting and in financial analysis of modernization of public lighting systems
* Language Qualifications (both BHS and English language)
* **Key Expert 5 - Environmental expert**
* University graduate: environmental engineering with minimum 5 years of experience
* Specific Experience relevant to the assignment:
* experience in conducting environmental analysis of investment projects
* experience in the area of energy efficiency in public sector – street lighting and in assessing light pollution, GHG emissions and other environmental impacts of public lighting systems
* Language Qualifications (both BHS and English language)

Note: Communication and correspondence with local municipalities/cities will be conducted in local BHS languages.

1. **Price and Schedule of Payments**

Payments of the delivered services will be done according to the following timetable, each upon Project Manager’s approval:

* Deliverable 1 - 5% of Contract value
* Deliverable 2 – 10% of Contract value
* Deliverable 3 - 5% of Contract value
* Deliverable 4 - 50% of Contract value
* Deliverable 5 – 30% of Contract value

# Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

**Technical Proposal Envelope:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Technical Proposal Submission Form |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information Form |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Proposal |  |
| * [Add other forms as necessary] |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Financial Proposal Envelope**

**(Must be submitted in a separate sealed envelope/password protected email)**

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form |  |
| * Form G: Financial Proposal Form |  |

## **Form A:** Technical Proposal Submission Form

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

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

[*Stamp with official stamp of the Bidder*]

## **Form B:** BidderInformation Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Are you a UNGM registered vendor?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (***If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Contact person UNDP may contact for requests for clarification during Proposal evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured * Certificate of Incorporation/ Business Registration * Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder * Trade name registration papers, if applicable * Latest Financial Statement (Income Statement and Balance Sheet) for the past 3 years; * Statement of Satisfactory Performance from at last two clients for contract of similar nature, scope and complexity in the past 5 years; * Reference list of the most recently implemented relevant projects performed in the last 5 years, particularly projects related to circular economy * Detailed CVs with at least three references with contact details, indicating general and specific experience as requested by ToR * Copy of relevant university diplomas and other relevant certificates where applicable; * Local Government permit to locate and operate in assignment location, if applicable * Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country * Power of Attorney |

## 

## **Form C:** Joint Venture/Consortium/Association Information Form

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

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed** |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [Complete] |

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

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

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

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 

## **Form D:** QualificationForm

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

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

**Historical Contract Non-Performance**

|  |  |  |  |
| --- | --- | --- | --- |
| Contract non-performance did not occur for the last 3 years | | | |
| Contract(s) not performed for the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

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

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

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

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

  Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year       USD  Year       USD  Year       USD |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (in US$ equivalent) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio |  |  |  |

 Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## **Form E:** Format ofTechnical Proposal

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

The Bidder’s proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
  2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
  3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
  4. Quality assurance procedures and risk mitigation measures.
  5. Organization’s commitment to sustainability.

**SECTION 2: Proposed Methodology, Approach and Implementation Plan**

This section should demonstrate the bidder’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

* 1. A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
  2. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  3. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  4. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
  5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  7. Any other comments or information regarding the project approach and methodology that will be adopted.

**SECTION 2A: Bidder’s Comments and Suggestions on the Terms of Reference**

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
  2. Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| Name of Personnel | [Insert] |
| Position for this assignment | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Education/ Qualifications | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert] * Date of certification: [Insert] |
| Employment Record/ Experience | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

## **Form F:** Financial Proposal Submission Form

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

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

[*Stamp with official stamp of the Bidder*]

## **Form G:** Financial ProposalForm

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

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Professional Fees** (from Table 2) |  |
| **Other Costs** (from Table 3) |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate** | **No. of Days/months/ hours** | **Total Amount** |
| *A* | *B* | *C=A+B* |
| In-Country |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Home Based |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Subtotal Professional Fees:** | | | |  |

**Table 3: Breakdown of Other Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| International flights | Trip |  |  |  |
| Subsistence allowance | Day |  |  |  |
| Miscellaneous travel expenses | Trip |  |  |  |
| Local transportation costs | Lump Sum |  |  |  |
| Out-of-Pocket Expenses |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Subtotal Other Costs:** | | | |  |

**Table 4: Breakdown of Price per Deliverable/Activity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable/**  **Activity description** | **Time**  (person days) | **Professional Fees** | **Other Costs** | **Total** |
| Deliverable 1 |  |  |  |  |
| Deliverable 2 |  |  |  |  |
| Deliverable 3 |  |  |  |  |
| ….. |  |  |  |  |

1. Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted. [↑](#footnote-ref-2)
2. Measurement results should be submitted as separate appendix; [↑](#footnote-ref-3)