



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 10, 2021
	REFERENCE: UNDP/TLS/RFP/2021/0000010365 Feasibility study and development of construction Designs, drawings and Bill of Quantities for Six Election Management Body in Municipality of Aileu, Baucau, Covalima, Manatuto and Viqueque CORE Project

Dear Sir/Madam

We kindly request you to submit your Proposal for **Feasibility study and development of construction Designs, drawings and Bill of Quantities for Six Election Management Body in Municipality of Aileu, Baucau, Covalima, Manatuto and Viqueque.**

Please be guided by the form and instruction provided hereto as Annexes, in preparing your Proposal.

Proposals may be submitted via e-tendering system the address below:

<https://etendering.partneragencies.org>

TRAINING FOR E-Tendering:

Bidders who are interested to register their company with UNDP E-Tendering System. Please contact:

TLS_Procurement_Staff_Timor-Leste procurement.staff.tp@undp.org and +67078367023 (Whatsapp)

Please contact us through given email or phone number in order to schedule a training session and get your company registered.

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by UNDP in the eTendering system. Bids must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide or contact Ahmad Zubair at below details.

For further details on e-tendering registration and FQA please visit site: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 5.

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Ahmad Zubair
Head of Procurement Unit
9/10/2021

Annex 1**Description of Requirements**

Context of the Requirement	Feasibility study and development of construction Designs, drawings and Bill of Quantities for Six Election Management Body in Municipality of Aileu, Baucau, Covalima, Manatuto and Viqueque
Implementing Partner of UNDP	Covid - Resilient Election in Timor-Leste (CORE-TL)
Brief Description of the Required Services	Please refer to Annex-3 Terms of Reference
List and Description of Expected Outputs to be Delivered	Please refer to Annex-3 Terms of Reference
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager</i> <i>Please refer to Annex-3 Terms of Reference</i>
Frequency of Reporting	Please refer to Annex-3 Terms of Reference
Progress Reporting Requirements	Please refer to Annex-3 Terms of Reference
Location of work	Please refer to Annex-3 Terms of Reference
Expected duration of work	Please refer to Annex-3 Terms of Reference
Target start date	Immediately after issuance of Contract/PO
Latest completion date	Please refer to Annex-3 Terms of Reference
Travels Expected	Please refer to Annex-3 Terms of Reference
Special Security Requirements	NA
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please refer to Annex-3 Terms of Reference
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The

	Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Upon completion and acceptance of each deliverables mentioned in TOR Annex-3
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70% out of 100% technical score. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC).
Eligibility Assessment	<input checked="" type="checkbox"/> Registration certificate for relevant field of work; <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions; <input checked="" type="checkbox"/> At least 2 similar contracts in area of Feasibility study and development of construction Designs, drawings and Bill of Quantities Services during last 5 years. One contract should be at-least 25K; <input checked="" type="checkbox"/> At least five (5) years of similar and/or relevant experience in construction, design engineering or construction feasibility assessment; <input checked="" type="checkbox"/> An average Financial turnover of \$80,000 during last 2 years (2020 and 2019 or 2018 and 2019); <input checked="" type="checkbox"/> Financial Proposal (password protected).
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 25% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider

Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR – Annex 3 <input checked="" type="checkbox"/> Forms to be filled- Annex 4 <input checked="" type="checkbox"/> UNDP General Terms and Conditions- Annex 5
Contact Person for Inquiries (Written inquiries only)	<p><i>Timor Leste Procurement Unit</i> <i>procurement.staff.tp@undp.org</i> <i>+67078367023 (WhatsApp)</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annexes with this RFP, <input checked="" type="checkbox"/> Latest Business Registration Certificate in relevant field of work; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> List of Previous Similar Projects with positive feedback from customer shall refer to contracts with scope of works related to the preparation of BoQ and detail of architectural design; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, demonstrating company experience in the field of services and list of similar works undertaken; <input checked="" type="checkbox"/> Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.; <input checked="" type="checkbox"/> Copies of Certificate of Project Completion and Acceptance or equivalent Certification from their previous related studies/projects within the past 5 years <input checked="" type="checkbox"/> Technical proposal with methodology and timeline <input checked="" type="checkbox"/> Curriculum Vitae (CV) of Key Experts highlighting their relevant work experience; <input checked="" type="checkbox"/> Financial Proposal (password protected); <input checked="" type="checkbox"/> Any other document required in technical proposal.
Tender Closing date and time	<p>Closing date: Tuesday, September 28, 2021</p> <p>Time: Please refer to E-tendering system for exact time</p> <p>The time in E-Tendering system is based on New York EST Time Zone.</p>
Additional Information	<p><u>Instructions on submission of Financial Proposal:</u></p> <ul style="list-style-type: none"> • The financial proposal submitted along the proposal should be password protected. • Failure to submit password protected financial proposal may lead to dis-qualification of the firm. • The proposer should not indicate their price in any part of the technical proposal or any other document than password protected financial proposal. <p>In E-tendering System, please put 1 in section of price line. DO NOT MENTION YOUR PRICE ANYWHERE IN E-TENDERING OR PROPOSAL EXCEPT IN YOUR PASSWORD PROTECTED FINANCIAL PROPOSAL</p>

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc ANNEX 4 SECTION B. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references, ANNEX 4 SECTION C;*
- e) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List ANNEX 4 SECTION A.*

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

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

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP ANNEX 4 SECTION D; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract ANNEX 4 SECTION D.*

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

FINANCIAL PROPOSAL:

The financial proposal should be complete, and **PASSWORD PROTECTED** IN SEPRATE PDF FILE
In E-tendering System, please put 1 in section of price line

Cost Breakdown per Deliverable*

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required	Payment	Amount (US\$)
Deliverable 1: <ul style="list-style-type: none"> Inception Report on Feasibility study and Work plan Submission of the Result of Assessment of the Existing EMBs office Submission of the Result of the Topographic and Boundary Survey, Soil Boring Test, Seismic Analysis and Electric Design Computations including the Design Parameters Prepared in accordance with the standards and all applicable codes and regulations 	15 days	Project Manager	30%	
Deliverable 2: <ul style="list-style-type: none"> First draft Submission of Perspective Views / architectural Drawings Submission of the detailed designs, Bill of Quantities including Schedule of Materials and Approved drawings 	20 days	Project Manager	40%	
Deliverable 3: <ul style="list-style-type: none"> Full report on the overall consultancy and submission of the final feasibility study, architectural design and BoQ to the CORE-TL project and EMBs (STAE, CNE) 	5 days	Project Manager	30%	
GRAND TOTAL			100%	

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

Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
a. Expertise 1				
b. Expertise 2				
c. Expertise 3				
Others				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				

5. Equipment Lease				
6. Others equipment				
III. Other Related Costs				

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

[Designation]

[Date]

Annex-3**TERMS OF REFERENCE****TITLE:**

Feasibility study and development of construction Designs, drawings and Bill of Quantities for Six Election Management Body in Municipality of Aileu, Baucau, Covalima, Manatuto and Viqueque

AGENCY/PROJECT NAME:**UNDP Covid - Resilient Election in Timor-Leste (CORE-TL)**

PERIOD OF ASSIGNMENT/SERVICES: forty (40) working days starting from the issuance of the Contract

COUNTRY OF ASSIGNMENT: The duty station of the work is Dili, with field visit/travel to project site to Aileu, Covalima, Baucau, Manatuto and Viqueque

STARTING DATE

Immediately after signature of contract

A. UNDP Covid - Resilient Election in Timor-Leste (CORE-TL)**B. Background**

As a Small Island post-conflict country, Timor-Leste is facing a number of development challenges despite noticeable progress since independence in 2002. These challenges have been further exacerbated by the outbreak of the novel Corona virus which resulted in a national State of Emergency in 2020, now extended into 2021, resulting in substantial negative socio-economic consequences for the Timorese people. On top of this, Timor-Leste is expecting a series of elections at the national and municipal level between 2021-2024. This not only presents a risk for the spread of the virus as people gather for the election, but equally, can hinder the continued practice of representative democratic elections if not conducted, and thus, undermining democratic governance.

In response to this, UNDP has initiated the 'COVID-Resilient Elections in Timor-Leste (CORE-TL)' project to ensure continued and strengthened democratic governance and successful elections. Funded by the Government of Japan, and in partnership with the national Electoral Management Bodies (EMBs), the project aims to:

- To support municipal EMB offices to become COVID-resilient, accessible, and environmentally friendly;
- To address the underlying issues of long-term resilience to pandemics such as COVID by developing COVID-Resilient Election Plan and Manuals;
- To provide effective and innovative electoral and COVID-19 awareness communication;
- To strengthen the participation and representation of youth, women, and persons with disabilities in politics.

As a result of the project, Timor-Leste will be equipped to carry out COVID-resilient, democratic, and inclusive elections at both the national and sub-national level. This ultimately supports the sustainable development of Timor-Leste, the achievement of Agenda 2030, and the strengthening of accessible, accountable, and gender-responsive governance systems, institutions, and services at both the national and municipal levels.

The municipal branches of both EMBs – STAE and CNE – are critical for the success of the upcoming elections. The EMB offices' carry out a wide range of important tasks and are visited by residents throughout the entire electoral

cycle. In particular, voter registration, electoral education (STAE), and civic education (CNE) require large gatherings which could potentially pose a risk of spreading pandemics such as COVID-19. Therefore, it is critical that both STAE and CNE are equipped with COVID-resilient infrastructure, and are accessible to all, including the most vulnerable groups, namely women, youth, and persons with disabilities (component 1 of the project). Hence, the UNDP is seeking an consultancy firm to carry out a feasibility study on construction works which shall include construction technical documents (architectural, structural, and electro-mechanical drawing and designs with adequate section, elevation, 3D), detailed estimate and BoQ (specification of each item of work should follow local or international standards as appropriate for tendering) for constructing EMB offices across Timor-Leste.

List of Project Sites

Nu	Municipality	Beneficiary	Type of Construction
1	Aileu	CNE	New
2	Baucau	CNE	New
3	Covalima	CNE	New
4	Covalima	STAE	New
5	Manatuto	STAE	New
6	Viqueque	STAE	New

C. General Objective of assignment

UNDP Timor-Leste seeks to establish a contract with competent and technically qualified consultancy firm for the purpose of providing architectural and building design services for the construction of EMBs in different locations in Timor-Leste. The construction company shall be hired to carry all the engineering services in compliance with international and local standards. The services will include but not limited to following;

- To conduct a technical feasibility study on the new construction of EMBs offices at municipality of Aileu, Baucau, Covalima, Manatuto and Viqueque. Feasibility study shall cover the technical viability of the project including a high level assessment on both social and environmental impacts.
- To carry out survey, soil investigation and assessment on site development work.
- To prepare a comprehensive master plan of office building and preparations of technical drawings and designs for Civil, Structural and Electrical works with adequate sections, elevations, and 3D.
- To prepare estimate and Bill of Quantities (BoQ) for competitive bidding considering country context. Unit rate of each item should be aligned with local market rate.
- To ensure necessary permitting from the appropriate authority.

D. Expected Deliverables

The following will be the main expected deliverables from the assignment requested by the end of the collaboration:

Phase 1- Options design and feasibility report

- This Options design stage shall include data collection and option design activities. It must include high level assessment of Social and Environmental impacts (Brief SEIA) supposed to be endured for the construction.

Phase 2- Preliminary Design stage

- This stage will include Preparation of architectural design elements, Preparation of the preliminary design report and preliminary design drawings.

Phase 3— Detailed Technical Design and BoQ

- Following the completion of the Preliminary Design Stage and agreed by UNDP the construction company expected to prepare detailed drawing and design for Civil, Architectural, Plumbing and Electrical work with adequate sections, elevations, estimation cost and 3D pictures. Based on the detailed design and BoQ, UNDP Procurement unit will launch a tender.

E. Detailed Scope of Work

Under the direct supervision of the National Project Manager (NPM) and the Civil Engineer Specialist, the selected engineering firm will perform following works:

Phase 1- Options design and feasibility report:

Activity	Sub-activity & Requirements & deliverables
Phase 1 – Data collection and option design	
Role Clarification	It is expected that the consultant selected will have collaborative meetings with the national counterparts (STAE&CNE) on all aspects of the scope of these services. Multiple meetings are expected in order to clarify and finalize the deliverables.
Data collection	Topographical survey
	Geotechnical survey
	Utility survey
	Seismic design considerations
	Climate information and rainfall data for feasibility of rainwater harvesting option
	And any other relevant information for conduction EIA and building design.
National and local Bylaws and best practices	The consultancy firm shall obtain and review national and local requirements and guidelines that need to be considered for architectural and structural design of the facility. For development of concept design of the facility, these requirements shall be coordinated with the Client's requirements, and International best practices for construction.
Project Information	The construction company shall identify local market conditions, including but not limited to material, technologies, and contractor local capacity. The consultancy firm should also identify local socio-political and cultural considerations (cultural and religious aspects which might have an impact on the design and use of a building)
Assessment of space proposed at the site	The consultancy firm will have to assess and confirm that the space proposed at the site is available for construction & meets necessary needs of the assignment.
Permits	The Consultancy Firm shall research and confirm details relating to the permits that will be required to complete the construction of the Project.
Reporting	Progress meeting: One or more meetings with the EMBs may be required at this stage to let the Consultancy firm be fully informed about EMBs needs and expectations. The representative of the consultancy firm shall be required to attend Summary report: The consultancy firm shall carry out a review of the information arising from the completion of activities outlined above. All data collection information and output shall be brought together in the form of a report. The report shall be included as part of the concept design submission to the EMBs.
Options design	Design option development (minimum 2 options) The design of each option shall comprise of the following or as detailed in the particular project brief: General layout Access information including road, parking etc Floor plans and building circulation Exterior elevations, rendering and colour palette Critical building sections and details Draft design of rainwater harvesting option

Phase 2- Preliminary Design stage

During the preliminary design stage, Consultancy firm shall develop the Clients requirements with respect to the requirements for the completed facilities and any other innovative elements that the Client or Consultancy firm may propose throughout this stage. During this stage, the consultancy firm shall develop the details as follows;

Activity	Sub-activity & Deliverables
Phase 2:- Preliminary Design	

Preparation of architectural design elements	<ul style="list-style-type: none"> • Site plans including boundary elements, paving layouts, traffic circulation, external lighting • Energy-efficient Lighting • Energy efficient water use • Signage and utilities • Water-efficient bathroom with cost effective fixtures • Structural, Civil, Plumbing and Architectural floor plans. • Landscaping • Exterior elevations, rendering and colour palette • Building sections and details highlighting any potential elements of blended passive and active design strategies to minimize energy, materials, water, and land use. • Designed infrastructure should be COVID resilient considering adequate air circulation, hand wash station and outdoor spaces for voter registration. • Easy accessibility (including disabled) • Earthquake resistance up to 8.5 Richter scale • Air cooling (a/c) system • Provision of Solar Panel • Provision of rainwater harvesting and groundwater recharge • Interior elevations
Preparation of the preliminary design report	<p>The report shall cover:</p> <ul style="list-style-type: none"> • All elements including data collection, conceptual design, client discussions and the completed preliminary design • Confirmation of the current status of the design. • Confirmation of compliance with the UN and/or local guidelines pertaining to accessible design for people with disabilities. • Preliminary design drawings • List of eco-efficient design elements to be incorporated for each of the following: <ul style="list-style-type: none"> ○ Lighting ○ Building envelope ○ Water use ○ Landscaping • Preliminary cost assessment of the chosen design option
3D rendering of the preliminary design	<ul style="list-style-type: none"> • 3D renderings of external and internal facility layout of the proposed design • The renderings may be prepared on minimum ISO A1 size sheets; in both hard paper and soft electronic formats.
EIA	<ul style="list-style-type: none"> • Draft report of EIA

Phase 3— Detailed Technical Design and BoQ

Following the completion of the Preliminary Design Stage, the Construction company shall, on receipt of such an instruction from the Client proceed with the detailed technical design and BoQ in accordance with the details as follows;

Sub-activity	Tasks & deliverables
Phase 3 – Detailed Technical Design and BoQ	
Development of detailed design	<p>Further development and finalization of the architectural elements provided in previous section based on Client input to the level that is constructible and can be accurately priced.</p> <p>Final presentation to the client</p>
Preparation of final detailed design package	<p>Complete set of architectural, structural, MEP and joinery drawings including plan layouts, elevations, sections, eco-efficiency features details, typical and specific details required detailed design mechanical and electrical to enable a contractor to construct the works.</p> <p>These drawings shall be presented on Client title blocks.</p> <ul style="list-style-type: none"> • Architectural perspectives and details of all external and internal building elements with details of all finishing, case work, mill works

	<ul style="list-style-type: none"> • Landscaping design where and as required; • Detailed design for rainwater harvesting • Detailed EIA report • Layout showing planned work spaces, arrangement of furniture and office equipment etc as directed by the Client; • All design specifications, wiring diagrams, material details are required to compliment the drawings; • Schedules of quantities, separated for each element of the works, 2 sets, one with estimated costs and the other without cost in a format to the approval of the Client, compiled to enable a tendering contractor to accurately price the Project; • All relevant background information required by the Contractor in order to proceed with the construction of the works (issued for information only); • A report detailing any health and safety risks inherent in the design; • Completed application documentation for any permits/approvals required • An Engineer's estimate or detailed cost estimate that may be used as a reference to evaluate the proposed bid prices received for the works; • A full suite of contract documentation (Note, the Client may provide some elements such as conditions of contract and capacity assessments).
Additional supplemental activities as directed by the client	<ul style="list-style-type: none"> • Preparation of final cost estimate if directed by the client as per the requirement covered elsewhere in the RFP • Preparation of final construction programme if an as directed by the client as per the requirement covered elsewhere in the RFP • Preparation of tender/bid documents for local competitive bidding, • Assist UNDP in the technical evaluation of the offers.

F. Expected Outputs and Deliverables

The successful consultant firm will perform the following outputs as presented in table below.

Timeline for implementation

No	Deliverables	Description of Performance	Estimate time to complete	Target due dates
1	Inception Report and Work plan	<p>The inception report shall include:</p> <ul style="list-style-type: none"> • Initial findings • Scope of the project and the rationale for the design proposed, • Recommended construction timeline 	7 days	August TBC
2	Submission of the Result of Assessment of construction site	Assessment should be in accordance with technical condition collected in the field and should comply ToR.	3 days	October TBC
3	Submission of the Result of the Topographic and Boundary Survey, Soil Boring Test, Seismic Analysis and Electric Design	Prepared in accordance with the standards and all applicable codes and regulations	3 days	October

	Computations including the Design Parameters Prepared in accordance with the standards and all applicable codes and regulations			
4	Perspective Views / Drawings	All designs shall comply with all applicable codes and ordinances, The services shall be performed in accordance with generally accepted professional standards, and all advice and consultation provided shall be within the architect's authority and capacity as a professional	7 days	October
5	Submission of the detailed designs, Bill of Quantities including Schedule of Materials and Approved drawings	<p>All designs shall be in compliance with all applicable codes, ordinances and regulations as required. Designs and Drawings should include</p> <ul style="list-style-type: none"> ▪ Relevant standards and specifications for design drawings (such as technical, environmental, electrical, mechanical etc.) ▪ Concepts for all engineering systems, processes and schedule of drawings. ▪ Final to-scale drawings for all systems, including at a minimum, site piping plan, electrical diagram, etc. ▪ Final engineering design calculations ▪ Final detailed Bills of Quantities. Unit rate for each of the item should be in accordance with local market rate for getting competitive price and qualified contractor. ▪ 3D view of building of new construction. 	7 days	October
6	Final Report	Full report on the overall consultancy and submission of the final Feasibility study that includes architectural design and BoQ.	3 days	November TBC

G. Institutional Arrangements

The consultancy firm will report to the Project Manager and Chief technical advisor of CORE-TL. A committee will be established within UNDP consisting of representatives from key stakeholder groups. The deliverables will be reviewed and accepted by this committee.

H. Implementation Arrangement

- a. UNDP CORE-TL project will be the executing agency and main recipient for the Consultancy Services with the EMBs as focal point in implementing the services.
- b. Coordination meetings will be conducted between the UNDP, STAE, CNE and selected firm.
- c. The Project manager of CORE-TL will provide the Consultant with the necessary documents or support to enable the performance of the activities.

I. Qualifications of the Firm

Please refer to Bid data sheet

J. Qualification of Personnel

The proposed activities shall be undertaken by a Team composed of the following key engineers and their corresponding qualifications:

Expert	Qualification
1 Lead Engineer	Education: Bachelor's Degree in Civil/Structural Engineering or Architecture. Experience: Civil/Structural Engineer or Architect with at least five (5) years' experiences in design, contract and project management of buildings or infrastructures, and preferably with experience in green building design. With at least three (3) projects of similar size and scope. Registered with relevant professional bodies
1 Electrical Engineer	Education: Degree in Electrical Engineering or electronic engineering. Experience: At least 3 years relevant experience in design and project or construction management of buildings. Registered with relevant professional bodies
1 ICT Engineer	Education: Diploma in ICT or other equivalent qualification Experience: Electronic and Communications Engineer with at least 3 years relevant experience in design and construction management of buildings.
1 Civil Engineer	Education: Diploma in Civil/Structural engineering or its equivalent. Experience: At least 2 years of relevant experience in construction and/or renovation work. Experience in retrofitting work will be an added advantage.
1 Environmental and Social Assessment Specialist	The Environmental Specialist should have a Bachelor's degree in Environmental Science or equivalent, with at least seven (7) years of professional experience in conducting environmental and social screening/assessment of construction projects and will be familiar with environmental guidelines.

K. Duration of contract

The Consultancy Services will be implemented for a period of forty (40) working days starting from the issuance of the Contract.

L. Duty Station

The duty station of the work is Dili, with field visit/travel to project site to Aileu, Covalima, Baucau, Manatuto and Viqueque

M. Schedule of Payments

The payment will be made based on the following deliverables.

No.	Deliverable/Output	Target Due Date	% Disbursement
1	<ul style="list-style-type: none"> Inception Report on Feasibility study and Work plan Submission of the Result of Assessment of the Existing EMBs office Submission of the Result of the Topographic and Boundary Survey, Soil Boring Test, Seismic Analysis and Electric Design Computations including the Design Parameters Prepared in accordance with the standards and all applicable codes and regulations 	15 days	30%
2	<ul style="list-style-type: none"> First draft Submission of Perspective Views / architectural Drawings Submission of the detailed designs, Bill of Quantities including Schedule of Materials and Approved drawings 	20 days	40%
3	<ul style="list-style-type: none"> Full report on the overall consultancy and submission of the final feasibility study, architectural design and BoQ to the CORE-TL project and EMBs (STAE, CNE) 	5 days	30%
Total days		40 days	100%

Annex 4

ANNEX 4, Section A:

Form for Submitting Self-Declaration

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

We, the undersigned hereby declare that we are not in the removed or suspended ineligibility list of the UN, UN Procurement Division list or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.

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

Yours sincerely,

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

Annex 4- Section B:

Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;

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
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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

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

Annex 4- Section C:

Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;

Please list only previous similar assignments successfully completed in the last 5 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

Annex 4 Section D:

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

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

Signature of Personnel

Date (Day/Month/Year)

Annex-5:

UNDP General Terms and Conditions

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>