



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 9, 2021
	REFERENCE: RFP/TLS/2021/ 0000010851 Consultancy Services to prepare the Drainage Master Plan for UN Compound

Dear Sir/Madam

We kindly request you to submit your Proposal for **Consultancy Services to prepare the Drainage Master Plan for UN Compound**.

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>

Your Proposal must be expressed in the English, and valid for a minimum period of 2 months

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 E-tendering support)

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 Procurment
11/9/2021

Annex 1**Description of Requirements**

Context of the Requirement	Consultancy Services to prepare the Drainage Master Plan for UN Compound
Implementing Partner of UNDP	Please refer to Annex-3 Terms of Reference
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>Common Premises Unit and Operations Management Team (OMT)</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	Common Premises Unit and Operations Management Team (OMT)
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%. <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 consultancy services to conduct public works and development and implementation of construction related design, BOQ which may include assessment and/or repair works of public facilities e.g. drainage and sewerage system during last 5 years in Timor Leste. One contract should be at-least \$25K of value; <input checked="" type="checkbox"/> At-least five (5) years of demonstrated and relevant work experience of working with the GOTL, development sector organizations such as UN, donors, and development partners, especially in the areas of construction consultancy services; <input checked="" type="checkbox"/> An average Financial turnover of \$50,000 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 15% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%

	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ¹	<p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR – <i>Annex 3</i></p> <p><input checked="" type="checkbox"/> Forms to be filled- Annex 4</p> <p><input checked="" type="checkbox"/> UNDP General Terms and Conditions- Annex 5</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>Procurement Team</i></p> <p><i>procurement.staff.tp@undp.org</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; <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"/> Technical proposal with methodology and timeline <input checked="" type="checkbox"/> Qualification and experience of technical key staffs stated in TOR; <input checked="" type="checkbox"/> Financial Proposal (password protected); <input checked="" type="checkbox"/> Any other document required in technical proposal.
Tender Closing date and time	Closing date: <u>Monday, November 22, 2021</u> Time: Please refer to E-tendering system for exact time The time in E-Tendering system is based on New York EST Time Zone.
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 (100 points)

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 (300 points)

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 (300 points)

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

D. Cost Breakdown per Deliverable*

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required	Payment	Amount (US\$)
<u>Deliveable-1</u> Site assessment and presentation of preliminary findings <ul style="list-style-type: none"> Conduct a site reconnaissance of the entire compound and environs, stakeholder meetings and consultation to identify existing issues, frequency or occurrence and the magnitude of the problems associated with recurring floods Gather and review all available data to facilitate proper engineering analysis and design such as flood hazard mapping, surveys and determine the extent of physical assets and buildings that are affected Where necessary undertake topographic surveys of the compound and surroundings to conduct the hydrological analyses and hydraulic assessments Prepare and present the preliminary findings to UNCT for feedback and inputs Find and analyze any associated risks and challenges that may face on the implementation 	10 days	OMT and UNCT	30%	
<u>Deliveable-2</u> Preparation and presentation of the draft Drainage Master Plan including the preliminary/conceptual designs and options <ul style="list-style-type: none"> Based on the findings and considering the feedback from the meeting with stakeholders, prepare and present the draft Drainage Master Plan including preliminary/conceptual designs and options for review and feedback Where possible adopt sustainable engineering designs and solutions utilizing methods such as bioengineering solutions, infiltration trenches, gabion structures, reinforced concrete structures and geotextiles in the preliminary designs 	15 days	OMT team	40%	
<u>Deliverable-3:</u> Submission of Final Drainage Master Plan for UN Compound and associated technical reports and presentation.	10 days	OMT teams and Public Works	30%	

<ul style="list-style-type: none"> • Prepare and submit the final Drainage Master Plan with the key findings and recommendations incorporating the feedback and inputs received from stakeholders' and consultations/meetings • Prepare and submit all the associated technical documents and reports which include the design drawings, BOQs/engineer's estimates, technical specifications and implementation plan for the proposed drainage Master Plan and the procurement strategy for the proposed works. 				
GRAND TOTAL			100%	

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

E. 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]



Empowered lives.
Resilient nations.

Annex-3

TERMS OF REFERENCE

TITLE:

Consultancy Services to prepare the Drainage Master Plan for UN Compound

AGENCY/PROJECT NAME:

UNDP Common Premises Unit

PERIOD OF ASSIGNMENT/SERVICES:

Thirty-five (35) calendar days

COUNTRY OF ASSIGNMENT:

Timor-Leste

STARTING DATE

Immediately after signature of contract

A. Background

The existing drainage system in the UN Compound is found to be non-efficient in draining out water and wastes from the compound, especially when there is heavy rainfall. Due to La Nina effect, the rainfall this year and in the coming year are expected to be more than usual and thus causing flood. The poor drainage system causes water stagnancy inside the compound and thus causing damages to the building and to other assets and properties. The recent flash flood caused by heavy rainfall in April 2021 is a stark example of such damages. Therefore, improvement of the drainage system needs immediate attention and needful rework.

B. General Objective of assignment

UNDP Timor-Leste seeks to establish a contract with competent and technically qualified consultancy firm to conduct a detailed technical assessment and prepare the Drainage Master Plan for UN Compound which include recommendations and detailed technical design proposals with costing to address the drainage problems and reduce the impacts of flooding in the UN Compound.

SCOPE OF WORK

To formulate the long-term solution for the Drainage management problems at the UN Timor-Leste compound in Caicoli Street to reduce the adverse effects of heavy rainfall and the accumulation of rainwater which cause flooding in the UN compound. The Drainage Master Plan Consultancy team will work under the supervision of the Common Premise Manager and Operations Management Team (OMT) and perform the following tasks:

Deliverable/Task 1:

- Conduct a site reconnaissance of the entire compound and environs, stakeholder meetings and consultation to identify existing issues, frequency or occurrence and the magnitude of the problems associated with recurring floods
- Gather and review all available data to facilitate proper engineering analysis and design such as flood hazard mapping, surveys and determine the extent of physical assets and buildings that are affected
- Where necessary undertake topographic surveys of the compound and surroundings to conduct the hydrological analyses and hydraulic assessments
- Find and analyze any associated risks and challenges that may face on the implementation
- Prepare and present the preliminary findings to UNCT for feedback and inputs

Deliverable/Task 2

- Based on the findings and considering the feedback from the meeting with stakeholders, prepare and present the draft Drainage Master Plan including preliminary/conceptual designs and options for review and feedback
- Where possible adopt sustainable engineering designs and solutions utilizing methods such as bioengineering solutions, infiltration trenches, gabion structures, reinforced concrete structures and geotextiles in the preliminary designs

Deliverable/Task 3

- Submit the final Drainage Master Plan for UN Compound with the key findings and recommendations incorporating the feedback and inputs received from stakeholders' and consultations/meetings
- Prepare and submit all the associated technical documents and reports which include the detailed design drawings, BOQs/engineer's estimates, technical specifications and implementation plan for the proposed drainage Master Plan and the procurement strategy for the proposed works.
 - Review project site of UN Compound (Area of UN Compound – 3.369 hectares or 33,690 square meters).
 - Assess the feasibility for the integrated system particularly the Environmental sanitation tools.
 - Conduct 1 briefing session with the OMT on the findings and recommendations.

C. Expected Outputs and Deliverables

No	Expected Key Performance Indicators (KPIs) and deliverables	Number of Days	Due date	Review & Approval
1	Deliverable 1: Site assessment and presentation of preliminary findings <ul style="list-style-type: none"> • Conduct a site reconnaissance of the entire compound and environs, stakeholder meetings and consultation to identify existing issues, frequency or occurrence and the magnitude of the problems associated with recurring floods • Gather and review all available data to facilitate proper engineering analysis and design such as flood hazard mapping, surveys and determine the extent of physical assets and buildings that are affected • Where necessary undertake topographic surveys of the compound and surroundings to conduct the hydrological analyses and hydraulic assessments • Prepare and present the preliminary findings to UNCT for feedback and inputs 	10 days	15 December 2021	OMT and UNCT

	<ul style="list-style-type: none"> Find and analyze any associated risks and challenges that may face on the implementation 			
2	<p>Deliverable 2: Preparation and presentation of the draft Drainage Master Plan including the preliminary/conceptual designs and options</p> <ul style="list-style-type: none"> Based on the findings and considering the feedback from the meeting with stakeholders, prepare and present the draft Drainage Master Plan including preliminary/conceptual designs and options for review and feedback Where possible adopt sustainable engineering designs and solutions utilizing methods such as bioengineering solutions, infiltration trenches, gabion structures, reinforced concrete structures and geotextiles in the preliminary designs 	15 days	31 December 2021	OMT team
3	<p>Deliverable 3: Submission of Final Drainage Master Plan for UN Compound and associated technical reports and presentation.</p> <ul style="list-style-type: none"> Prepare and submit the final Drainage Master Plan with the key findings and recommendations incorporating the feedback and inputs received from stakeholders' and consultations/meetings Prepare and submit all the associated technical documents and reports which include the detailed design drawings, BOQs/engineer's estimates, technical specifications and implementation plan for the proposed drainage Master Plan and the procurement strategy for the proposed works. 	10 days	25 January 2022	OMT teams and Public Works

D. Institutional Arrangements

The consultancy firm will report to the UNDP Common Premises Unit and OMT. A committee will be established within UNDP consisting of one National Civil Engineer and representatives of other UN agencies. The deliverables will be reviewed and accepted by this committee.

E. Qualifications of the Firm

Prospective Consultancy Firms must have:

- a. At least five (5) years of similar and/or relevant experience in construction, design engineering or drainage system assessment.
- b. 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, assessment reports.

F. Qualification of Key Personnel

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

Expert	Qualification
1 Lead Engineer	Education: Bachelor's Degree in Civil/Structural Engineering or Hydrology. Experience: Civil/Structural or Hydrological Engineer with at least five (5) years' experiences in design, contract and project management of civil works, drainage and irrigation 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 Surveyor	Education: A bachelor's degree relevant to surveying including degrees in geography, civil engineering, urban planning, architecture. Experience: At least 5 years' experience carrying out surveying, engineering and related work.
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.

G. Duration of contract

The Consultancy Services will be implemented for a period of thirty-five (35) calendar days starting from the issuance of the Contract.

H. Duty Station

The duty station of the work is UN Compound Dili, Timor-Leste.

I. Timeline for implementation and Schedule of Payments

The payment will be made based on the following deliverables.

Deliverable/Outputs	Target due dates	Breakdown of the payment

<p>Deliverable 1: Site assessment and presentation of preliminary findings</p> <ul style="list-style-type: none"> • Conduct a site reconnaissance of the entire compound and environs, stakeholder meetings and consultation to identify existing issues, frequency or occurrence and the magnitude of the problems associated with recurring floods • Gather and review all available data to facilitate proper engineering analysis and design such as flood hazard mapping, surveys and determine the extent of physical assets and buildings that are affected • Where necessary undertake topographic surveys of the compound and surroundings to conduct the hydrological analyses and hydraulic assessments • Prepare and present the preliminary findings to UNCT for feedback and inputs • Find and analyze any associated risks and challenges that may face on the implementation 	10 days	30%
<p>Deliverable 2: Preparation and presentation of the draft Drainage Master Plan including the preliminary/conceptual designs and options</p> <ul style="list-style-type: none"> • Based on the findings and considering the feedback from the meeting with stakeholders, prepare and present the draft Drainage Master Plan including preliminary/conceptual designs and options for review and feedback • Where possible adopt sustainable engineering designs and solutions utilizing methods such as bioengineering solutions, infiltration trenches, gabion structures, reinforced concrete structures and geotextiles in the preliminary designs 	15 days	40%
<p>Deliverable 3: Submission of Final Drainage Master Plan for UN Compound and associated technical reports and presentation.</p> <ul style="list-style-type: none"> • Prepare and submit the final Drainage Master Plan with the key findings and recommendations incorporating the feedback and inputs received from stakeholders' and consultations/meetings • Prepare and submit all the associated technical documents and reports which include the design drawings, BOQs/engineer's estimates, technical specifications and implementation plan for the proposed drainage Master Plan and the procurement strategy for the proposed works. 	10 days	30%
Total	35 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>