

RFQ Reference: **DJI-001/2022/RfQ**Date: **12 January 2022**

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for **Professional Design and Construction Supervision for a High-tech Agriculture Greenhouse in Djibouti (one hectare)** as detailed in this Request for Quotation.

Link <https://etendering.partneragencies.org>

BU Code: **DJI10**

Event ID number: **RFQ01-22**

This Request for Quotation comprises the following documents:

Part 1:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Part 2:

Annex 1: Technical proposal

Annex 2: Financial proposal

Part 3: General Terms and Conditions for Services

Part 4: Terms of References

Part 5: Technical Evaluation Criteria

When preparing your technical and financial offer, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using the provided format. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:  D7FDE4A75A6E40F...

Name: **Artan Said**

Title: **Officer in Charge**

Date: **12 January 2022**

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>31 January 2022 – time as indicated in etender - If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Pre-Bid conference and Site Visit	<p>Pre-bid conference will be Conducted. Time: 1200 – Djibouti time Zone. Date: 16 January 2022 Venue: https://us02w.zoom.us/j/88288993413?pwd=aDNIMkF0QUZ6Z2V4NEswUUsrMmsrUT09</p> <p>All interested bidders must to confirm their attendance to the below named focal point. The UNDP focal point for pre-bidding queries is: Rym Ghazzali E-mail: rym.ghazzali@undp.org Copy (cc): proc.dji@undp.org</p> <p>-----</p> <p>Site visit and inspection will not be conducted. However, site visit and inspection are opened to all interested prospective bidders. Please notify UNDP focal point should you intend to visit the named site.</p> <p><i>Nota Bene: Bidders, at their own responsibility and risk, elect to visit and examine the Site of Works and its surroundings to obtain all information that may be necessary for preparing their Bid and entering into a contract for construction of the Works.</i></p> <p>The costs of visiting the Site are at the Bidder's own expense.</p> <p>Bidders who have never submitted a previous offer on etender and require guidance on the process may contact the above-mentioned focal point no later than 3 calendar days prior to the stipulated closure time and date.</p> <p>The GPA coordinates of the site are:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="text-align: center;">11°12'32.7"N 42°38'28.3"E</p> </div>
Method of Submission	<p>Quotations must be submitted as follows: <input checked="" type="checkbox"/> E-tendering Link https://etendering.partneragencies.org BU Code: DJI10 Event ID number: RFQ01-22</p> <p>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: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</p>

Cost of preparation of quotation	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct, Fraud, Corruption,	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct Moreover, 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 to 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_an_dinvestigation.html#anti
Gifts and Hospitality	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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid 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, 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.
Conflict of Interest	UNDP requires every prospective Supplier to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ. Bidders shall 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. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ. 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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	X Cancellation of Contract if the delivery/completion is delayed by [30 days] . X Percentage of contract price per day of delay: 0.5% per day delay; Max. number of days of delay 100 calendar days, after which UNDP may terminate the contract.
Eligibility	A vendor who will be engaged by UNDP may 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. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. 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.

	Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.	
Currency of Quotation	Quotations shall be quoted in: United States Dollars – USD for internationally registered companies Djiboutian Francs – DJF for locally registered companies	
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid 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 Bid; 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, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.	
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) 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 Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.	
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must be exclusive of VAT and other applicable indirect taxes. <i>Based on the Decision of Council of Ministers No. 143, dated 13.02.2020 “On the procedures for issuing the authorization for subjects of reconstruction and for exemption from value added taxation (VAT) of furniture of goods and services related with reconstruction process”, amended by the Decision of Council of Ministers No. 804, dated 30.09.2020, the projects under this call are VAT exempted.</i> <i>Please, follow the link below for more details regarding this issue:</i> https://qbz.gov.dj/eli/vendim/2020/09/30/804/0752944c-d6e2-478d-ac39-666cb0b2f5dc	
Language of quotation	French Language or English Language Including documentation including catalogues, instructions and operating manuals.	
Documents to be submitted	Bidders shall include the following documents in their quotation: of Requirements in Annex 1	
	SUBJECT	DOCUMENTS TO BE PROVIDED
	Eligibility	❖ Registration certificate for the company

	<p><i>Language of the bid must be English or French.</i></p> <p><i>Registration to perform the requested services as a legal entity.</i></p> <p><i>Profile – describing the nature of the business, field of expertise, licenses, certifications, accreditations.</i></p> <p><i>Financial standing and compliance with tax obligations.</i></p> <p><i>Proposed Personnel for this assignment.</i></p>	<ul style="list-style-type: none"> ❖ Detailed company profile (not less than 5 pages but no more than 15) ❖ Annex 2: Quotation Submission Form duly completed and signed ❖ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule. ❖ Latest Audited Financial Statement (Income Statement and Balance Sheet) as required by the law of the Bidder's country, for the past three years (<i>from 2018 onwards</i>) proving minimum average annual turnover of 50 000 USD (thirty thousand USD) ALL for the last three years. ❖ Completed and signed CVs for the proposed key Personnel (including copies of academic and professional certifications). ❖ Certificate from Tax Office that shows that the Consultant has paid all obligatory taxes for the last year (not older than three months) ❖ Certificates and Accreditation – including ISO, Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
	<p>Qualification</p> <p><i>Company Experience</i></p> <p><i>At least 5 (five) years of experience as a legal entity in preparation of technical documentation (detailed technical design, technical specification, reports, cost estimations) for community civil construction and Green House of similar complexity.</i></p> <p><i>At least 2 (two) successfully prepared detailed designs and 2 (two) completed supervisions within the last 5 (five) years of similar assignments.</i></p>	<ul style="list-style-type: none"> ❖ Reference list indicating successfully implemented projects within the last 5 (five) years on the company memorandum letter. (In case of Joint Venture, at least one of the members must have at least 5 (five) years of experience as a legal entity). ❖ At least two successfully performed contracts for similar designs and two for similar works in supervision within the last 5 (five) years performed by the company. The supportive documents such as contracts, invoices, letter of references should accompany the list of similar works. ❖ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project. ❖ Reference letters should indicate the name, value, complexity and date of project completion, for at least 2 (two) projects in design and 2 (two) projects in supervision implemented within the last 5 (five) years. Letters should include the referral's contact details. ❖ Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field. ❖ Notarized Contract on the Joint Venture establishment. ❖ Implementation Schedule indicating breakdown and timing of activities/sub-activities. ❖ Organigramme of the company (including job titles of personnel/staff).

	<p>Team composition of Key Personnel (competences and qualifications as shown in the TOR)</p> <p><i>One (1) Architect – team leader</i> <i>One (1) Architect – senior expert</i> <i>One (1) Structural engineer – senior expert</i> <i>Civil engineer – construction engineer</i></p>	<ul style="list-style-type: none"> ❖ List of team members (engineers and other personnel) to be engaged for the contract (names, education, skills, years of experience)/ ❖ CV of each team member with references and letters of recommendation. ❖ Copies of professional licenses and university diplomas (bachelor and master’s degree) of each team member. ❖ Statement on availability and exclusivity during the entire contracted period, signed by each team member. <p><i>NOTA BENE: Above minimum qualification requirements are defined. Bidder must demonstrate relevant capacity in terms of the engaged staff through the submission of their CVs. Bidders might supplement the team with additional personnel non-key staff and their respective cost must be added and clearly stated in the financial offer.</i></p>															
Quotation validity period	<p>Quotations shall remain valid for 120 calendar days from the deadline for the Submission of Quotation.</p> <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal</p>																
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>																
Partial Quotes	<p>Not permitted</p>																
Alternative Quotes	<p>Not permitted</p>																
Payment Terms	<p>Milestone payments upon approval of outputs by UNDP DJIBOUTI</p>																
Conditions for Release of Payment	<table border="1"> <thead> <tr> <th data-bbox="336 1375 517 1431">Outputs</th> <th data-bbox="517 1375 735 1431">Percentage</th> <th data-bbox="735 1375 963 1431">Timing</th> <th data-bbox="963 1375 1422 1431">Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 1431 517 1778" rowspan="2">Design</td> <td data-bbox="517 1431 735 1632">40% of Design Component contract amount</td> <td data-bbox="735 1431 963 1632">For the preliminary evaluation report and Conceptual Design</td> <td data-bbox="963 1431 1422 1778" rowspan="2"> <p>For Design services</p> <p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of the invoice from the Service Provider.</p> </td> </tr> <tr> <td data-bbox="517 1632 735 1778">60% of Design Component Amount</td> <td data-bbox="735 1632 963 1778">Upon completing/ delivering the detailed design</td> </tr> <tr> <td data-bbox="336 1778 517 2022">Supervision</td> <td data-bbox="517 1778 735 2022">Bi-monthly based</td> <td data-bbox="735 1778 963 2022">Invoice shall be issued bi-monthly based on the number of involved experts.</td> <td data-bbox="963 1778 1422 2022"> <p>For Supervision Services</p> <p>Within 30 days from approval of invoice from UNDP supervising (monitoring) engineer.</p> </td> </tr> </tbody> </table>			Outputs	Percentage	Timing	Condition for Payment Release	Design	40% of Design Component contract amount	For the preliminary evaluation report and Conceptual Design	<p>For Design services</p> <p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of the invoice from the Service Provider.</p>	60% of Design Component Amount	Upon completing/ delivering the detailed design	Supervision	Bi-monthly based	Invoice shall be issued bi-monthly based on the number of involved experts.	<p>For Supervision Services</p> <p>Within 30 days from approval of invoice from UNDP supervising (monitoring) engineer.</p>
Outputs	Percentage	Timing	Condition for Payment Release														
Design	40% of Design Component contract amount	For the preliminary evaluation report and Conceptual Design	<p>For Design services</p> <p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of the invoice from the Service Provider.</p>														
	60% of Design Component Amount	Upon completing/ delivering the detailed design															
Supervision	Bi-monthly based	Invoice shall be issued bi-monthly based on the number of involved experts.	<p>For Supervision Services</p> <p>Within 30 days from approval of invoice from UNDP supervising (monitoring) engineer.</p>														

Contact Person for correspondence, notifications and clarifications	E-mail address: rym.ghazzali@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 calendars days before the submission deadline. Responses to request for clarification will be communicated email and posted on etender .
Evaluation method	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution).
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract (This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.) <p>1. Preliminary Examination and eligibility criteria and fulfillment of minimum qualification requirements</p> <p>Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements. Eligibility criteria and minimum requirement will be evaluated on a 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.</p> <p>Fulfillment of Minimum Qualification Requirements and Eligibility Criteria are explained further below.</p> <p>2. Technical Proposal Evaluation</p> <p>The Price-Quality Method will be used to evaluate all offers.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;"> Overall PQ Score = (30% x Price Score) + (70% x Quality Score) </div> <p>Step One: The evaluation panel will review and evaluate the Technical Proposals of only those companies that fulfill the minimum qualification requirements and eligibility criteria outlined. Respective Offeror will receive a maximum weighted score of 1000 points against the criteria mentioned in PART 5 of the present solicitation. Offerors reaching a minimum threshold of 700 points or 70% will be considered for the financial evaluation.</p> <p>The technical proposals will be evaluated based on their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system (Technical Evaluation Criteria).</p> <p>A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score of 700 points or 70%.</p> <p>Technical Proposal (70%)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Expertise of the Firm – 300 points <input checked="" type="checkbox"/> Methodology, Appropriateness to the Condition and Timeliness of the Implementation Plan – 400 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel – 300 points (see Technical Evaluation Criteria Part of the present solicitation) <p>Financial Proposal (30%)</p> <p>Financial proposals will be ranked in an ascending order. A ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. The maximum score available for this part of the Tender will be 300 or 30% and will be awarded to the lowest total price submitted by the Offeror.</p> <p>The remaining Tenderers will receive marks on a pro rata basis from the lowest to the highest price.</p>

	<p>The total price, after correction where applicable, submitted by the offeror will be used for this evaluation.</p> <p>The calculation used is as follows:</p>
	<p>Financial Score = Lowest Tender Price x 30 % (Maximum available marks) divided by tender price.</p>
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP DJIBOUTI reserves the right to vary (increase or decrease) the quantity of services, 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.
Type of Contract to be awarded	Contract Face Sheet (Services)
Expected date for contract award.	15 February 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation 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.

PART 2

ANNEX 1: TECHNICAL PROPOSAL

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[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:

1. *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 the business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating the description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*

2. *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.

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone, and fax numbers – for verification purposes

3. *Qualifications of Key Personnel*

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

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

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

[Designation]

[Date]

ANNEX 2: FINANCIAL PROPOSAL**Cost Breakdown per Deliverable* (*This shall be the basis of the payment tranches)**

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Component 1		
2	Component 2		
	Total	100%	

Cost Breakdown Cost of Component 1 (the table is an example)

	Proposed Input	Monthly Rate	Total Cost
	Month		
Key staff			
Non-Key Staff			
Other Services³			
Total Cost of Component 1			

³ Bidders must include the Institute of Construction and Environmental Impact Assessment approval fees within their financial offer for the design.

Cost Breakdown Cost of Component 2

	Proposed Input	Monthly Rate	Total Cost
	Month		
Key staff			
Non-Key Staff			
Other Services			
Total Cost of Component 2			

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Exact name and address of company Company Name: Address: Phone No.: Email Address:	Authorized Signature: Date: Name: Functional Title of Authorised Signatory: Email Address:
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*[Name and Signature of the Service Provider's Authorized Person]
 [Designation]
 [Date]*

PART 3

GENERAL TERMS AND CONDITIONS FOR SERVICES



UNDP_GTCs_for_Contracts_(Goods_and

PART 4

TERMS OF REFERENCES

PART 5
TECHNICAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Plan Methodology, its appropriateness to the condition and timeliness of the 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	20
1.2	Litigation and Arbitration history	20
1.3	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls.	50
1.4	Relevance of specialized knowledge and experience on similar engagements in technical design and supervision.	100
1.5	Experience in implementation of activities and preparation of tendering dossiers in accordance with the UNDP Guidelines for the Procurement of Supplies, Works and Services	30
1.5	Quality assurance procedures and risk mitigation measures	50
1.6	Organizational Commitment to Sustainability -Organization is compliant with ISO 9001 or ISO 14064 or equivalent -Organization demonstrates significant commitment to sustainability through some other means such as renewable energies, sustainable environment, etc.	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	To what degree does the applicant understands the tasks.	50
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Are the different components of the project adequately weighted relative to one another?	50
2.4	Description of how the Offeror's will ensure that the specific requirements of the education institutions are met in line with the relevant rules and regulations for this type of objects	50

2.5	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	20
2.6	Understanding of specific design tasks	30
2.7	Understanding of specific supervision tasks	30
2.8	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	30
2.9	Soundness/completeness of the proposed workplan including whether the activities are properly sequenced and if these are logical and realistic	20
2.10	Structure of project management, monitoring, reporting	20
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?		70
3.2	Qualifications of key personnel proposed		
3.2 a	Leading Designer – Senior Architect One		70
3.2 b	One (1) Architect-senior expert		50
3.2 c	One (1) Structural engineer-senior expert		40
3.2 d	One (1) Civil engineer- construction engineer		40
3.2 e	One (1) Energy Specialist		30
Total Section 3			300