



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 30, 2022
	REFERENCE: UNDP-RFP-2022-192

Dear Sir / Madam:

We kindly request you to submit your Proposal for **"Pilot Activity: Sewage Water Treatment and Reuse for Urban Greening and Forestry Intervention"**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your proposal should be submitted through e-Tendering online system by or before the deadline of **Tuesday 21st June 2022 12:30 PM PST OR 03:30 AM EDT** indicated in <https://etendering.partneragencies.org>.

Detailed instructions on how to submit, modify or cancel a bid in the e-Tendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **Wednesday, 15th June 2022 [12:30 PM Pakistan Standard Time OR 03:30 AM EDT]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records. Clicking the Acceptance button **will enable you to receive updates/notifications, but it will not restrict you from submitting the bid till the deadline.**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through the e-Tendering system on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If there is requirement of any clarification related to this RFP, kindly send queries to pakistan.procurement.info@undp.org.

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.

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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 4.

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 Providers 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/protestandsanctions/>

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: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

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**(For) Knut Ostby
 Resident Representative**

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Annex 1

Description of Requirements

Context of the Requirement	Piloting of Sewage Water Treatment and Reuse for Urban Gardens and Forestry in Karachi
Project Title	RBAP: Inclusion for Development
Brief Description of the Required Services	<p>Pakistan is one of the highest urbanizing countries in South Asia. It is estimated that by 2025, almost half of its population will be living in urban settlements. Inadequate planning, management, and provision of municipal services, affordable housing, and infrastructure in rapidly growing cities is impeding country's economic growth and environmental sustainability.</p> <p>Sindh is the second most populous province with 23 percent of Pakistan's population residing in Sindh, out of which around 52 percent inhabitants are in urban areas. Majority of Sindh's population is concentrated in a few cities mainly Karachi, Hyderabad, and Sukkur. For instance, while average density in Sindh is 349 person per square kilometer, in Karachi-the most populous city of Pakistan-with a population of 14.91 million, population density is 2795 person per square kilometer, resulting in overcrowding.</p> <p>UNDP's Corporate Urban Policy iterates the importance of addressing sustainability, resilience, and inequality in cities. One of the priorities of UNDP is to support urban planning that is inclusive and sustainable for cities in the region. UNDP Pakistan recognizes cities as complex adaptive systems and strives to support governments in making them more sustainable and resilient. UNDP Pakistan has established an Urban platform and Community of Practice in selected cities to generate debate and discourse on urban issues and pilot solutions.</p> <p>UNDP is also facilitating the Government of Sindh (GoS) through providing technical for developing a master plan for Karachi. For this purpose, a Senior Urban Development and Planning Specialist consultant is working closely with the local authorities, engaging key stakeholder and facilitating core tasks in preparation of Karachi Master plan. UNDP now also intends to support the GoS for pilot activity focused on demonstrating sustainable water treatment and reuse for urban greening in Karachi.</p> <p>Karachi is under a surging stress of population growth, and environment degradation. Inadequate planning and management of the urban migration has added to deteriorating quality of municipal services, lack of green spaces and damages to the urban environment, thereby diminishing the quality of life. These factors also discourage potential investment and thus impede Karachi's socio-economic competitiveness and growth.</p> <p>Among the primary issues affecting quality of life of Karachi's population is the lack of open green spaces for relaxation and recreational activities and exercise, as well as environmental stabilization which could bring some positive impacts on human life. One of the core issues impeding the growth and management of green spaces in Karachi is the availability of water for irrigating gardens and urban forests. For the last decade two decades, a lot of effort has been put in to create green spaces for people, but majority of the gardens have degraded over time and the core reason seems to be unavailability of water.</p> <p>Karachi City's municipal and industrial users are supplied with 650 million gallons of water per day. Majority of this water goes untreated into the sea, thereby polluting the marine life and causing long term negative impacts on Karachi's coastline. This assignment focuses on to experimenting</p>

	with Karachi's waste water as a resource, and piloting a water treatment and re-use for irrigating an urban forest in one of Karachi's parks. This pilot will demonstrate sewage water re-use for urban green spaces, gardens, and forestry for replication in other areas.
List and Description of Expected Outputs to be Delivered	<p>Scope of Work</p> <p>Treated wastewater is an unconventional resource that could be made available in concrete jungles such as with scarce surface water and groundwater resources. It can be used to establish and maintain green spaces and urban forests for environmental, and agricultural purposes through the irrigation of recreational areas, urban greenbelts, gardens, etc.</p> <p>Several technical feasibilities of urban forestry and tree cultivation using treated wastewater has been demonstrated in various studies and afforestation programmes in countries like Algeria, Egypt, Iran, Jordan, Morocco, Oman, Saudi Arabia, Sudan, Tunisia, United Arab Emirates and Yemen, among others.</p> <p>The firm contracted for this assignment is expected to study such water reuse models for urban greening and demonstrate a sustainable model in Karachi through a piloting the intervention in one of Karachi's parks, to be selected by GoS.</p> <p>Karachi has around 82 public parks (list¹), two national parks, six private parks, six gardens, 18 playgrounds and five golf courses. The assignment under this contract to pilot a sewage water collection, treatment and application for urban gardens and forestry interventions in one public park and assess the results and application of lessons learnt for future interventions and replication of the model.</p> <p>The approach for implementation of proposed intervention will primarily be a pilot scheme on one selected garden, focus will be on a place with issues of water scarcity. The Directorate of Urban Policy and Strategic Planning (DUPSP), Planning and Development Department (P&DD), GoS will be the primary stakeholder of the contracted firm for the pilot, and has to be taken on board from planning, execution, monitoring & evaluation as well as operation and maintenance. The firm will also be working in close interaction with Karachi Metropolitan Corporation in consultation with UNDP Pakistan.</p> <p>Methodology</p> <p>The methodology for the proposed intervention is proposed as follows:</p> <ul style="list-style-type: none"> Establish a project consortium of key stakeholders, government, civil society/CBOs, development partners, etc. <p>Identification of site (Public Park) agreed by the consortium and Mapping of Domestic Sewage System in vicinity for swift conveyance. KMC is on board. Site identification will be done through a consortium in consultation with relevant stakeholders.</p> <ul style="list-style-type: none"> Planning and executing conveying drainage water to Public Park. Analyzing the quality of drain water and of soils to be irrigated. Calculate the quantity of drainage water that could be diverted for the proposed project. Calculate the area that could be irrigated through the project intervention. Identify the tree and crop species and calculate their water requirements.

¹ https://en.wikipedia.org/wiki/List_of_parks_and_gardens_in_Karachi

- Based upon the water quantity and quality propose/ design and implement sewage water treatment system.
- Determine the layout, methods of land development and irrigation, planting techniques and managerial and financial resources required on per unit of area.
- Propose mechanism for utilization of waste material as biomass or fertilizer to enrich the soil of the project's sites for Garden /Urban Forest
- Execute development of urban forest
- Social Mobilization for ownership of major stakeholders (foresters, environmentalists, conservationists, and gardeners).
- Engage wider stakeholders (neighbourhood communities, informal settlements, youth and women, private sector) through capacity building initiatives and knowledge management/outreach and advocacy.

Results/Expected Outputs

1. Produce a technical feasibility report on piloting a wastewater reuse for urban greening in one of Karachi's parks, while also documenting local urban challenges in Karachi, identifying relevant policy gaps, mapping the stakeholders and identifying a sustainable model by taking stock of relevant literature, prevalent conditions, available resources and outcomes of stakeholders' consultations.
2. Prepare all required preliminary architectural and general engineering designs, drawings, calculations, plans, BOQs with cost estimates, etc for pilot components including:
 - a. Site layout plans including all facilities and utilities, etc.
 - b. Detailed architectural, structural, mechanical, electrical designs and drawings for the site facilities under the scope of work.
 - c. Designs and full technical specifications for the machinery and equipment.
 - d. Municipal water supply, power supply and sewage requirements.
 - e. Water utilities.
 - f. Electrical utilities.
 - g. Wastewater utilities.
 - h. Mechanical utilities.
 - i. Internal & external infra-structure.
 - j. Machinery, equipment, furniture, signage ... etc.
3. Develop and lead execution of the pilot on waste water reuse for greening one of Karachi's parks, demonstrating wastewater as a treatable resource for sustainable irrigation of gardens and urban forests in Karachi.
4. Design and lead at least four stakeholder policy dialogues / workshops and capacity building activities on the subject in Karachi.
5. Lead, advise, and support in knowledge sharing, management, outreach, and advocacy products.

Time frame and key stakeholders

The estimated duration to complete the assignment is from Mid April 2022 to December 2022. All the resulted and expected outputs are subject to review and approval by Assistant Resident Representative, DPU, UNDP.

In order to ensure a coherent approach, the consultant firm shall conduct a series of consultations with DUPSP, P&DD-GoS, Karachi Metropolitan Corporation other relevant GoS Departments and allied offices, local community, subject experts and private sector, with a view of defining the overall requirements in all aspects including:

- Architectural and civil setup.
- Mechanical and electrical setup.
- Surface areas.
- Utilities' requirements.
- Minimum standards.
- Design standards and performance criteria.
- Stakeholders' recommendations
- Sustainability plan
- Others

Engagement of wider stakeholders in the proposed pilot activity:

The pilot activity will be conducted in close engagement with the local stakeholders, such as the neighborhood / community and residents of informal settlements & migrants community near the pilot location, particularly youth and women. The opportunity for a private sector partnership in the pilot activity will also be explored to further strengthen wider ownership of society and contribution to the cause in addition to complementary resources which private sector could potentially bring for the activity. The mode of engagement for stakeholders mentioned above is detailed below:

Neighborhood / Community and Informal settlements:

The pilot activity will be used as an opportunity to raise larger community awareness through a campaign on clean & healthy environment, climate change mitigation measures, and the importance of urban forests as one of the concrete measures in improving environmental conditions for and around the host community. Cleaner air to breathe, opportunity for recreational activities and health benefits for local habitants will also be focused. While focusing on both: host and migrant community, the campaign will also give neighborhoods an ongoing focus for joint community efforts, and thereby generating an opportunity for underrepresented groups like informal migrants into larger community organizing efforts. With these larger objectives of enhancing a sense of community ownership and stewardship, focus of the campaign will be centered on water re-cycling, re-use and water conservation, with particular emphasis on water re-cycling for urban greening measures; since this is the primary activity around which the pilot is structured.

Youth and women:

To make use of the enormous human resource potential within the host community of the pilot location, youth and women engagement and capacity building activities will be built-in to engage and inspire them on the primary objectives of urban greening and water conservation and re-

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	<p>use/re-cycling. Women and young people around the project site can contribute critical energy, ideas, and skills and are well positioned</p> <p>to take up the urban forest preparation, water re-use methods, campaign for tree plantation drives within the host community, as well as strengthen managerial sustainability of the intervention in the long-term through taking up the governance and work, with the help of capacity building component planned under this pilot activity. Particularly for local women, their engagement in water-recycling for urban greening (and therefore beautification of their surroundings) can identify as a practical and meaningful way to empower them as responsible community members and change actors within their society.</p> <p><u>Private sector partnership:</u></p> <p>Karachi has a strong private / corporate sector with a healthy appetite for partnering on environmental sustainability initiatives, among others. Private sector participation in urban infrastructure in Karachi has also witnessed a significant increase in recent years. Partnership with a private sector entity can provide a wider-societal ownership of the pilot activity, enhance coverage and information dissemination to a wider audience, as well as contribute to the project with human inputs (time), in-kind and strategic resources to the project to increase financial and institutional sustainability of the intervention. Apart from improving their corporate image, businesses have a long-term stake and interest in local communities. The benefits provided to local urban community by greening their localities, mitigating the ecological effects of urban sprawl, water conservation and recycling awareness & capacity building, and improving the environment in urban areas are few of the core areas of interest of private sector, using which partnership opportunities with private sector entities for this pilot activity will be explored in detail.</p>
Person to Supervise the Work/Performance of the Service Provider	Assistant Resident Representative, Development Policy Unit, UNDP
Frequency of Reporting	<i>As per deliverables mentioned</i>
Progress Reporting Requirements	Deliverables based.
Location of work	<input checked="" type="checkbox"/> Karachi
Expected duration of work	08 Months
Target start date	15 th July 2022
Latest completion date	14 th March 2023
Travels Expected	Not Required
Special Security Requirements	Note: UNDP will not be liable to provide the security to the selected firm and it is the responsibility of the selected firm to arrange the security of its employees.
Facilities to be Provided by	Not Applicable

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UNDP (i.e., must be excluded from Price Proposal)									
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"/> Local Currency [PAK RUPEES]								
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (the invoice submitted should indicate the price and tax portion separately). Further, United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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	Deliverables and Payment Schedule <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Deliverables/ Outputs</th> <th>Estimated Duration to Complete</th> <th>Percentage for payment</th> <th>Review and Approvals Required</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Deliverables/ Outputs	Estimated Duration to Complete	Percentage for payment	Review and Approvals Required				
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		Concept Paper on assignment parameters with functional and non-functional requirements including stakeholders consultations and recommendations	1 month	25%	Assistant Resident Representative Development Policy Unit	
		Presentation on agreed outlay of proposed architecture of pilot including process-flow diagrams (outputs/targets/activities)				
		Set up a Water treatment plant for waste water reuse (approx supplying 4000 gl/day Development of pilot) (As per approved prototype design)	3 Months	30 %		
		Establishing Urban forest in a selected public park (including procurement and plantation of plants) - 1 acre approx 10,000 trees	3 Months	30 %		
		outreach advocacy and capacity building including a) 1 day training of relevant staff on site for sustainable management of the pilot (50 people) b) Conduct 4 stakeholder capacity building activities (1 day each) for communities and civil society (30 - 40 people) c) Produce video documentaries (atleast 1, HD format) for greater advocacy and outreach of the pilot initiative.	7 Months	15%		

	100%																													
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Assistant Resident Representative, Development Policy Unit, DPU- UNDP . The Firm will be reporting to Assistant Resident Representative, Development Policy Unit, UNDP. The consultant(s) will work in close coordination with the Directorate of Urban Policy and Strategic Planning, Planning & Development Department. All reports/documents/progress update will be submitted to UNDP, as per agreed timeframe against the deliverables.																													
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Institutional Services																													
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																													
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 40% with 280 Marks out of 700 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% with 280 marks out of 700 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% with 140 marks out of 700 <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. (<i>Financial Score= (Lowest Offer/Offer*300)</i>)</p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation</th><th>Score Weight</th><th>Points Obtainable</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Expertise of Firm/ Organization/Institute</td><td>40%</td><td>280</td></tr> <tr> <td>2.</td><td>Proposed Methodology, Approach & the Implementation Plan</td><td>40%</td><td>280</td></tr> <tr> <td>3.</td><td>Management Structure and Qualification of Key Personnel</td><td>20%</td><td>140</td></tr> <tr> <td colspan="3">Total 70% weightage</td><td>700</td></tr> <tr> <td colspan="3">Financial Proposal 30% weightage</td><td>300</td></tr> <tr> <td colspan="3">Total</td><td>1000</td></tr> </tbody> </table>		Summary of Technical Proposal Evaluation		Score Weight	Points Obtainable	1.	Expertise of Firm/ Organization/Institute	40%	280	2.	Proposed Methodology, Approach & the Implementation Plan	40%	280	3.	Management Structure and Qualification of Key Personnel	20%	140	Total 70% weightage			700	Financial Proposal 30% weightage			300	Total			1000
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Form 1: Technical Proposal Evaluation		Points Obtainable
Expertise of Firm / organization		
1.1	(i) A summarized, 3-page corporate profile, organogram with detailed profiles of senior management staff. 40 Marks (ii) Details of facilities and resources (offices, employees, linkages), and length of overall experience related to proposed assignment. 40 Marks	80
1.2	Financial Stability: Financial stability Last Two years Audited Account (2019-20 and 2020-2021) Quick ratio should be more than one. (25 marks for each year).	50
1.3	Experience of working with UN agencies, international development organizations, private sector and government departments. Please provide Copies of two contracts. (Each contract Copy carry 25 marks).	50
1.4	Past experience of similar assignments <ul style="list-style-type: none"> 5 year demonstrated relevant experience in the rollout of technical director, water treatment and wastewater treatment. (50 Marks) 2- 4 years of experience (30 Marks) Less than 1 Years of experience (20 Marks) 5 Years experience of developing urban forest (forestry/tree plantation at a large scale) (50 marks). 3-4 years of experience (30 Marks) 01-02 Years of experience (20 Marks) 	100
Total Part 1		280
Form 2: Technical Proposal Evaluation		
Points Obtainable		
Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan		
2.1	To what degree does the offeror understand the task, its objectives and scope of work?	50
2.2	Have the important aspects of the task been addressed in sufficient detail?	40

	2.3	Is the conceptual framework adopted appropriate for the task?	40
	2.4	Is the workplan clear with sufficient background	40
	2.5	To what extent does the proposal reflect the knowledge of the firm about different elements of piloting the proposed concept sustainably?	70
	2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the pilot?	40
		Total Part 2	280
	Form 3: Management Structure and Qualification of Key Personnel– (Names and curriculum vitae of individuals who will be involved in completing the services)		
3.1	Project Manager		
	Qualification		
	Education: Minimum graduate, preferably advanced degree in Project Management, with some background in engineering or environment management. Advance degree 30 marks Graduate: 20 Marks		30
	Experience: Demonstrated experience of designing and managing projects including project time cost and quality assurance, people management, stakeholder engagement. 5 years of experience (20 marks) 3 – 4 year of experience (10 marks) 2 -3 years of experience (5 marks)		20
	Experience of team leader/project manager including financial management of projects 5 year of experience (20 marks) 3 – 4 years of experience (10 marks) 2-3 years of experience (5 marks)		20
	Experience of working with Government and private sector 5 year of experience (20 marks) 3 – 4 years of experience (10 marks) 2-3 years of experience (5 marks)		20
	Sub Total		90

		Support Team: Communication and Advocacy expert	
		Qualification	
		Education: Minimum graduate degree in mass communications or related disciplines	20
		Experience: Experience in developing communication strategies, conducting advocacy events and designing audio/visual products <ul style="list-style-type: none"> • More than 2 years of experience (20 marks) • 02 Years of experience (10 marks) 	15
		Experience of writing blogs, publications, event reports and social media content.	15
		Sub Total	50
	Total Part 3		140
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) <input checked="" type="checkbox"/> Detailed TOR [Annex-5]		
Contact Person for Inquiries (Written inquiries only)	<p><i>pakistan.procurement.info@undp.org</i></p> <p>Any delay in UNDP's response shall not be 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>		

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Minimum Eligibility Criteria	<ol style="list-style-type: none"> 1. Technical and financial proposals should be submitted in separate PDF files and financial proposal must be password protected. 2. Two relevant Contracts with National/Multinational Organizations demonstrating experience of working on water conservation/recycling and/or plantation of urban forests (tree plantation on large scale (please attach copies of contracts). 3. Profile of the company/firm along with details of employee, CVs of key professionals and expertise. 4. Three satisfactory performance certificates along with duration of each assignment. 5. Firm is legally registered entity. Firm's valid registration with Income Tax/Sales Tax Department. (Sole proprietors are not eligible to apply). 6. An affidavit on stamp paper that the company/firm has never been black listed by any institution / department / agency and that it has not been involved in litigation with any of its clients. 7. Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration <p>Note: Joint venture/consortium are not eligible to apply for this RFP</p>
Deadline for Submission	<p>As mentioned in e-tender online system</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.




Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> • Technical and financial proposals should be submitted in separate PDF files • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. • Password for financial proposal must not be provided to UNDP until requested by UNDP (see notes below) <p>Important Notes for financial proposal:</p> <ul style="list-style-type: none"> • The proposer is required to prepare and submit the financial proposal in a password protected PDF file separate from the rest of the proposal submission as indicated in the instructions to proposers. • Password for financial proposal must not be provided to UNDP until it is formally requested by UNDP focal point indicated below: Seemab.rashid@undp.org • While entering financial proposal in the e-tendering system, always mention your bid price as PKR 1. Please do not mention the value of your financial proposal in the e-tendering system. It should only be mentioned in the password protected file/ attachment of financial proposal. The proposals of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.
Pre-proposal conference	<p>Will be held online via Zoom</p> <p>Will be conducted.</p> <p>Time: (12:00 PM Pakistan Standard Time)</p> <p>Date: Wednesday 8th June 2022</p> <p>Venue: Zoom Conference</p> <p>Companies shall/can participate at the pre-proposal conference through Zoom conference. The meeting Zoom link will be provided to all bidders on or before one day of Pre-proposal Meeting.</p> <p>Interested companies should send confirmations to the UNDP focal point for the arrangement by email: pakistan.procurement.info@undp.org copying azam.khan@undp.org</p> <p>Please mention Reference Number i.e. UNDP-RFP-2022-192 in subject line of your email.</p>

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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[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. ;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) 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.
- g) Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.

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; 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]*

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(Financial Proposal Must be Password Protected)**FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL**

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

A. Cost Breakdown per Deliverable*

Deliverables/ Outputs	Estimated Duration to Complete	Percentage for payment	Review and Approvals Required	Amount in PKR
Concept Paper on assignment parameters with functional and non-functional requirements including stakeholders consultations and recommendations	1 month	25%	Assistant Resident Representative Development Policy Unit	
Presentation on agreed outlay of proposed architecture of pilot including process-flow diagrams (outputs/targets/activities)				
Set up a Water treatment plant for waste water reuse (approx supplying 4000 gl/day Development of pilot) (As per approved prototype design)	3 Months	30 %		
Establishing Urban forest in a selected public park (including procurement and plantation of plants forexample neem, conocarpus, deodara, chinara, bharch patr, Sheesham, Cheer, hibiscus, dahlia, aster or any other relevant local variety) - 1 acre approx 10,000 trees	3 Months	30 %		
Knowledge sharing, outreach advocacy and capacity building including <ul style="list-style-type: none"> a) 1 day training of relevant staff at the project site for sustainable management of the pilot (50 people) b) Conduct 4 stakeholder capacity building activities (1 day each) for communities and civil society (30 - 40 people) c) Prodcue video documentaries (HD to be shared by We-transfer -atleast 1) for greater advocacy and outreach of the pilot 	7 Months	15%		

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This shall be the basis of the payment tranches

Cost breakdown by Cost Component:

Description of Activity	Days	QTY	Unit Price PKR	Total Price in PKR
I. Personnel Services				-
Project Manager	56	1		
Communicaton and Advocacy expert	15	1		
Total of personell services				
II. Cost and Breakup of Equipment and Capital Costs				
Urban forest plantation (including procurement of plants for example neem, conocarpus, deodara, chinara, bharch patr, Sheesham, Cheer, hibiscus, dahlia, aster or any other relevant local variety) 1 acre approx 10k trees	1	10,000		
Water treatment (including procurement of treatment plant, all civil work, technical supervision and maintenance) approx supplying 4000 gl/day	1	1		
2 * Motor DC 1 HP, 3 Drums Polyethlene (1000 gl) - , 2 underground brick tanks (approx 2500 gl each) - , piping labour electric wiring/controls etc Engineer (plus servailance/maintenance)				
III. Knowledge sharing, outreach advocacy and capacity building				
1 day training of relevant staff at the project site for sustainable management of the pilot (50 people)	1	50		

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4 stakeholder policy capacity building activities (1 day each) for communities and civil society (30 - 40 people)	4	40		
Produce 1 video documentary (HD to be shared by We-transfer (3 - 4 minutes) for greater advocacy and outreach of the pilot initiative)	1	1		
II. Other expenditures and Out of Pocket Expenses				
Miscellaneous Cost (transportation, internet, telephone, office space,	lumpsum			
Total-PKR				
Applicable Tax%				
Total amount inclusive of TAX- PKR				

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

[Designation]

[Date]

Note:

- a) Please mention the currency of your proposal. Local vendors are paid in PKR hence their proposal should be in PKR.
- b) Note: The Price of proposal should be inclusive of all applicable tax, UNDP will not provide any exemption to the bidder.

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