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United Nations Development Programme

REQUEST FOR PROPOSAL

Performance-Based Structural and Non-Structural Evaluation of Selected Hospitals and Health Facilities

RFP No.: RFP/2022/046
Project: Emergency Support for Safer Hospitals and Settlements (BEHTAB II)
Country: Islamic Republic of Iran

Issued on: 13 July 2022

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SECTION 1. LETTER OF INVITATION

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

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

Section 1: This Letter of Invitation
Section 2: Instruction to Bidders
Section 3: Bid Data Sheet (BDS)
Section 4: Evaluation Criteria
Section 5: Terms of Reference
Section 6: Returnable Bidding Forms
- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form
- Form H: Form of Proposal Security (not Applicable)

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

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

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

Issued by:

DocuSigned by:
Nazli Alavi
C1C57FBB75644A8...

Name: Nazli Alavi
Title: Head of Procurement
Date: **July 13, 2022**

Approved by:

DocuSigned by:
Claudio Providas
D9C12626EEB14B5...

Name: Claudio Providas
Title: Resident Representative
Date: **July 13, 2022**

DS

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SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
1. *Introduction*	**1.1** Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d 1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP. 1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. *Fraud & Corruption, Gifts and Hospitality*	2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti 2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners. 2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. 2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct
3. *Eligibility*	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. 3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

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4. Conflict of Interests	4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they: a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. 4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists. 4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure. 4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.
B. PREPARATION OF PROPOSALS	
5. General Considerations	5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. 5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP
6. Cost of Preparation of Proposal	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the	8.1 The Proposal shall comprise of the following documents:

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Proposal	a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. *Documents Establishing the Eligibility and Qualifications of the Bidder*	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal. 12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS. 12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions: a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

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	i. to sign the Contract after UNDP has issued an award; or 12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals: a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. 14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP. 14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal. 14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP. 14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. 14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials. 14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

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15. Only One Proposal	15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture. 15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive. 16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17. Extension of Proposal Validity Period	17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal. 17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal. 17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
18. Clarification of Proposal	**18.1** Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received. **18.2** UNDP will provide the responses to clarifications through the method specified in the BDS. 18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.
19. Amendment of Proposals	19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.

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	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal. 20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS. 22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal. 22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

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Email Submission **eTendering submission**	iii. Bear a warning that states "*Not to be opened before the time and date for proposal opening*" as specified in the BDS. If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal. 22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows: a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. 22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows: a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) 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
23. Deadline for Submission of Proposals and Late Proposals	23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP 23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
24. Withdrawal, Substitution, and Modification of	24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission. 24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its

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Proposals	Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION" 24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos. 24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened
25. Proposal Opening	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. Confidentiality	26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award. 26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.
27. Evaluation of Proposals	27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. 27.2 Evaluation of proposals is made of the following steps: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification	29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria). 29.2 In general terms, vendors that meet the following criteria may be considered qualified: e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors'

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	list; f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required. 30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive. 30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score. 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows: Rating the Technical Proposal (TP): **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score: **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)
31. Due Diligence	31.1 UNDP reserves the right to undertake a due diligence exercise, also called post

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	qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal. 32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP. 32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.
33. Responsiveness of Proposal	33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. 33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
34. Nonconformities, Reparable Errors and Omissions	34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation. 34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal. 34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit

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	price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. 34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.

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42. Bank Guarantee for Advanced Payment	42.1	Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1	If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1	Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1	UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
	46.2	UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
	46.3	The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

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SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Allowed The Proposers are allowed to submit their proposals for one or more lots. Evaluation of Proposals and award of contracts will be made on Lot-wise basis. Nevetheless, each proposer will be awarded contract for only one Lot based on below criteria: - Award for each lot would be made to the proposer receiving the highest combined score for that Lot. - In the event that one Proppser receive the highest combined score for more than one Lot, the proposer is awarded contract for the Lot that has received higher combined score in. - UNDP will award the remaining Lots to proposers who have received the second highest compined score for the remaining Lots.
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will be Conducted Time: 15:00 Tehran time Date: July 26, 2022 3:00 PM Venue: Virtual meeting. The link to the meeting will be shared with the participants/interested bidders Telephone: 0098-2122860691, E-mail: procurement.ir@undp.org
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed Percentage of contract price per day of delay: 0.5%

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			Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	For the local service providers the contract will be issued and the payment(s) will be made in local currency (Iranian Rial). For the International Bidders the order will be issued in Euro in accordance with the prevailing UN operational rate of exchange on the last day of submission of Offers. The payment will be also made in Euro. Please refer to below website for the updated exchange rates:http://treasury.un.org/operationalrates/OperationalRates.aspx. *Please refer to Provision No. 13 of SECTION 2. INSTRUCTION TO BIDDERS for more details.*
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Address: No.8, Shahrzad Boulevard, Darrous, Tehran – Iran Telephone: 0098 21 22860691 – 4 Fax: 0098 21 22869547 E-mail address: procurement.ir@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	9 August 2022_ 16:30 Tehran time For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org Business Unit Code: IRN10 Event ID: 0000013097 https://etendering.partneragencies.org
16	22	Electronic submission (email or eTendering) requirements	▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.

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			▪ All files must be free of viruses and not corrupted.
			▪ Password for technical proposal must not be provided to UNDP until the date as indicated in No. 14 *(for email submission only)*
			▪ Password for financial proposal must not be provided to UNDP until requested by UNDP
			  ▪ If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder i n stead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP forlder uploaded cannot exceed 45MB. Individual file sizes cannot exceed 45MB in size.
			  ▪ Mandatory subject of email: Multi-Hazard Structural and Non-Structural Evaluation of Selected Hospitals and Health Facilities
			▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:
			(Not applicable)

17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	Late September
19		Maximum expected duration of contract	Seven months
20	35	UNDP will award the contract to:	The Proposers are allowed to submit their proposals for one or more lots. Evaluation of Proposals and award of contracts will be made on Lot-wise basis. Nevetheless, each proper will be awarded contract for only one Lot based on below criteria: - Award for each lot would be made to the proposer receiving the highest compined score for that Lot. - In the event that one Proppser receive the highest combined score for more than one Lot, the proposer is awarded contract for the Lot that has received higher combined score in. UNDP will award the remaining Lots to proposers who have received the second highest compined score for the remaining Lots.
21	39	Type of Contract	Contract for Goods and Services on bahalf of UN Entities http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

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Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.
If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Should be legally registered in Iran as an engineering consulting private firm. In case of joint Venture, the lead entity and the member entities of the JV, Consortium or Association shall be legally registered as a consulting engineers' private firm or an implementing section of a valid governmental university or research institutes. *Note: Please refer to section of 3, 14 and 15 of Bid datasheet for participating as joint venture.*	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
	Any additional criteria if required	
QUALIFICATION		

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History of Non-Performing Contracts[1]	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	- Minimum 10 years of relevant experience in retrofit and/or structural design and related fields. - Have had a minimum 4 contracts in retrofitting and rehabilitation similar in nature and complexity over the last 10 years. - Should be qualified in engineering corresponding to Planning and Budget Organization Grade I or II Consultancy in the field of seismic retrofit of Buildings.	Form D: Qualification Form
	Note: In case of joint venture: - The parties should demonstrate the records/ reputations of the successful cooperation over the last 3 years. - The leading firm shall meet all the eligibility requirements, mentioned above - *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form
Financial Standing	Having a Quick Ratio of 1 for three years during the last five years *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form
Min. Required key staff	<u>One team leader with below minimum qualifications:</u> - Should possess minimum MSc degree in civil engineering, architecture or related fields; - Minimum of 12 years of experience in design, retrofit and construction of public facilities; <u>Other Experts:</u> - 3 Structural or Earthquake Engineers with MSc - 6 Structural Engineers with BSc - 1 Architect with MSc - 1 Mechanical Engineer - 3 draftsman, Structural technicians - 1 billing engineers with BSc	CVs of Key Personnel

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

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Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	450
2.	Proposed Methodology, Approach and Implementation Plan	200
3.	Management Structure and Key Personnel	350
	Total	**1000**

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	- Proof of reputation of Organization and Staff Credibility / Reliability / Industry Standing and good records of past experiences as demonstrated by former clients through certificate of appreciation, awards, recommendation letter, reference letter, etc-80 points; - Previous experiences in health facility structural design - 50 points; - Previous experience of working/collaboration with UN agencies – 20 points - Qualified in engineering corresponding to Planning and Budget Organization Grade I or II Consultancy in the field of hospital Buildings - 50 point	200
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity.	50
1.3	Relevance of specialized knowledge and experience on similar engagements done in the Country	100
1.4	Organizational Commitment to Sustainability, Quality management system and risk management measures - Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 30 points - Organization is compliant with ISO 9001 to ISO 9004 or equivalent – 30 points - Organization is compliant with ISO 31000 or equivalent – 30 points - Organization demonstrates significant commitment to sustainability through some other means- 10 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	100
	Total Section 1	**450**

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	45
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	50

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2.3	Details on how the different service elements shall be organized, controlled and delivered	45
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	20
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	20
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	20
	Total Section 2	**200**

Section 3. Management Structure and Key Personnel *			**Points obtainable**
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		50
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader (minimum one)		100
	Degree in structural engineering	30	
	Working experience in retrofit design and construction of hospitals and health facilities	50	
	Working experience with UN agencies	10	
	Good command of English for reporting and communication and fluency in Persian	10	
3.2b	Other experts		200
	Structural or Earthquake Engineers (3 members- with previous relevant experience in vulnerability analysis)	60	
	Structural Engineers (6 members- with previous relevant experience in vulnerability analysis)	60	
	An Architect (1 member –with previous relevant experience in retrofitting or rehabilitation design)	20	
	A Mechanical Engineer (1 member-with previous relevant experience in design of mechanical systems and utilities in buildings.	10	
	Draftsman/Structural technicians, (3 members-with previous relevant experience in retrofitting detail design)	30	
	A billing engineer (1 member-with previous relevant experience in retrofitting implementation)	20	
		Total Section 3	**350**

*The minimum key staff which is introduced by the consultancy entity should be in proportion with the proposed methodology and implementation as described in Section 2 of the technical proposal.

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SECTION 5. TERMS OF REFERENCE

Seismic Vulnerability Assessment and Retrofitting Design Studies
of The Selected Hospitals and Health Facilities
Project:
EMERGENCY SUPPORT TO SAFER HOSPITALS AND SETTLEMENTS

INTRODUCTION

The earthquakes of Manjil (1990), Bam (2003), and recent Kermanshah (2017) as well as the recent floods during the last 3 years in Iran have shown that the majority of the health facilities in Islamic Republic of Iran have not been designed and constructed so that in case of an expected extreme natural hazard event of earthquake or flood remain serviceable. It has been observed that the current force-based seismic design regulations are not sufficient to guarantee the serviceability of such critical facility in post-disaster condition. The Preliminary Engineering Assessments (PEAs) conducted under the BEHTAB Project (phase 1) have also demonstrated that a significant portion of health care facilities—even the newly-built hospitals—will sustain serious damages and will not be able to provide uninterrupted service in case of disasters.

So, seismic assessment and retrofit studies of ongoing hospital construction projects in EOPGB has been defined in the second phase, EMERGENCY SUPPORT TO SAFER HOSPITALS AND SETTLEMENTS. The partner has defined the urgent task of assessment studies to assure the appropriate design and construction of the projects according to recent performance-based design criteria, before completing and handing the facility over the operator. The project will be implemented through a three-tier governance structure. UN-Habitat will engage and remain in communication with high-level of the stakeholders at two oversight and technical levels through the Project Oversight Committee (steering committee) and Project Technical Working Group, respectively.

The activities of the project will be coordinated by UN-Habitat Project Manager and representative of EOPGB. This will assist in undertaking day-to-day activities carried out by the Project Management Team established on part of UN-Habitat Tehran Office.

OBJECTIVE

The objective of this assignment is to contribute to the BEHTAB project (phase 2) activities by undertaking of seismic vulnerability assessment and retrofitting design studies of 10 selected hospitals as explained in the scope of services and work below as well as providing necessary material on the methodology and findings of these activities. The studies will be then conducted in accordance with the valid up-to-date national and international codes and standards in the field of performance-based assessment and design of buildings and seismic retrofitting as described below. In this regard, best practices of the resiliency, retrofitting, and performance-Based studies through the world is of interest.

SCOPE OF SERVICES

The hospitals which are regarded as this assignment are under-construction and therefore are classified to three groups, due to the progress of the construction in each case as follows:

- **Group 1**: the hospitals with the complete structure that have already entered to the construction of non-structural elements including architectural, mechanical, and electrical elements.

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- **Group 2**: the hospitals with an incomplete structure. In this group, the majority of structural elements including foundation, columns, beams, shear walls, … have been constructed, but there is no implemented non-structural element yet.
- **Group 3**: the hospitals of this group are about construction or still in the initial stages of the construction such as excavation or site preparation.

Taking the variety of the three groups above, the scope of this study is divided into 3 lots as per the below tables. Each lot consists of 1 or 2 hospital/s from each group. The Consultancy entity works at one of the 3 below lots according to its preference. It is possible that the bidder submit proposal for 1, 2 or all 3 lots. In this case, the proposal documents for each lot shall be submitted separately and will be evaluated as described in Section 3 (BDS). The tables below indicates the name, number of beds, and location of the hospitals of each lot. It should be noted however, that the estimated figures given below may be modified by twenty percent according to the Project requirements and/or unforeseen circumstances.

List of Hospital Subjected to Studies - Lot # 1

No.	Pole	City	Hospital name	Area (m^2)	No. of Beds
1	Gilan	Rasht	To be Advised after Contracting	37,426	400
2	Sistan & Baluchestan	Iranshar	To be Advised after Contracting	60,000	500
3	West. Az.	Miandoab	To be Advised after Contracting	31,000	350

List of Hospital Subjected to Studies – Lot # 2

No.	Pole	City	Hospital name	Area (m^2)	No. of Beds
1	Khuzestan	Shooshtar	To be Advised after Contracting	13,818	200
2	Ardebil	Ardebil	To be Advised after Contracting	52,850	500
3	Sistan	Zahedan	To be Advised after Contracting	50,000	500

List of Hospital Subjected to Studies - Lot# 3

No.	Pole	City	Hospital name	Area (m^2)	No. of Beds
1	Alborz	Karaj	To be Advised after Contracting	23,778	263
2	Kermanshah	Kermanshah	To be Advised after Contracting	56,473	540
3	Fars	Kazeroon	To be Advised after Contracting	17,800	217
4	Kerman	Kahnooj	To be Advised after Contracting	23000	220

Note: since the above mentioned areas are estimation, the changes in areas may result in changes in the price based on the proposed unit price as presented in Section 6.

- **Codes and regulations:**

In accordance with the literature, the resiliency, retrofitting, and evaluation studies of the existing buildings should be conducted aligned with the performance-based approaches. To this end, the codes and regulations employed for this assignment are mainly those that regarded such approaches. Therefore, the main codes that should be used in conducting this ToR are as follows:

- Regulation N0.360, PBO
- Regulation N0.816, PBO
- Design of safe and resilient hospitals in natural disasters (forthcoming)
- Iranian Code of Practice for Seismic Resistant Design of Buildings, Standard 2800
- Chapters 6, 8, 9, 10 of INBC
- ASCE 41-17
- ASCE 7-22
- Other corresponding PBO publication

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- **Study Stages:**

There are four main stages of studies that cover the expected outputs based on the agreement between UN-Habitat and EOPGB. Given the difference between the three groups of hospitals, the services related to each group and pertinent studies vary. Generally, many activities are defined under these four main stages, while some (not all) parts of each stage may be dedicated to each group as described below:

A. Rapid Vulnerability Assessment (RVA) for hospitals as detailed below.
B. Redesign based on 2800 standard (Fourth Version) for selected number of hospitals as detailed below.
C. Preliminary Engineering Analysis (PEA) for hospitals as detailed below; and
D. Detailed Engineering Analysis (DEA) for a selected number of hospitals as detailed below.

The services required for each stage are described below.

Rapid Vulnerability Assessment

The services of this stage include but are not limited to followings according to the group of the hospital:

- Collecting the basic document of each site including geotechnical reports, seismic hazard analysis, site-specific information, …
- Collecting the basic document of the buildings including all technical reports, detailed specifications, material tests, design drawings, as-built drawings, probable previous interventions, and etc.
- Identification of key parameters required for analytical assessment of the structure and non-structural components such as design hazard level(s), seismic design bases and parameters, Design base codes, seismic resisting system, material properties, … according to review of existing documents.
- Conducting the site visit for the purpose of Rapid assessment of structural and non-structural components through:
  - Visual inspection of structural and non-structural components
  - Controlling the compliance of as-built drawings with existing structure (only by visual observations) and applying the required modifications in drawings.
  - Identification of non-structural components (Mechanical/Electrical/Architectural/Medical) and controlling compliance with as-built drawings and applying the required modifications in drawings.
  - Recording any sign of corrosion, damage or aging affecting the seismic performance
  - Filling in the corresponding checklists.
- Providing RVA report for each hospital including:
  - The list of the exiting technical documents
  - List of key parameters required for PEA studies of the structure and non-structural components in each hospital, such as design hazard level(s), seismic design bases and parameters, design base codes, seismic resisting system, material properties, … according to review of existing documents.
  - The list of the lack of technical data to conduct the evaluation studies
  - Description of the geotechnical specifications based on existing documents and observation
  - Field assessment findings and damage description
  - Description of non-structural components
  - Interpretation of RVA results for the next stage, proposed facilities and buildings for the next-step studies.
  - The list of needed tests for the modelling and the calculation

Note: in terms of the group 3 of hospitals, the RVA studies include collecting, reviewing, and interpreting all design documents and assumptions of the designed building as well as the basic documents such as seismic hazard analysis and geotechnical reports.

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Redesign based on 2800 standard (fourth revision)

All new building in I.R.Iran, includings hospitals, should be satisfied the criteria of the latest version of Iranian Code of Practice for Seismic Resistant Design of Buildings, 2800 Standard. Since the buildings of Group 3 are deemed as new buildings, this stage of studies is only applied to this group. The services of this stage include but are not limited to:

- Reviewing all architectural, mechanical, electrical, and structural drawings of the hospital.
- Identification of structural as well as lateral load bearing system
- Identifying the assumptions employed for the analysis of the structure, including structural configuration and system, regularities, redundancy, material properties, soil properties and category, seismic hazard level, etc.
- Identifying the gravity loads considering the architectural and mechanical specifications and details.
- Identifying the seismic forces, parameters, and factors required for linear static analysis method.
- Identifying the seismic forces, function, and parameters required for linear dynamic analysis method.
- Performing both static and dynamic analysis
- Controlling the structural elements' demands (displacements and efforts) and comparing with the capacity in accordance with the chapters 6, 9, 10 of the national regulations,
- Controlling the structural displacments, story drifts and the expansion joints with regard to the criteria of the fourth revision of 2800 standard,
- Controlling the structural connections,
- Identification of structural and non-structural shortcomings based on the above-mentioned evaluations,
- Redesigning the structure and performing the modifications on weak elements based on the controls above,
- Performing the modifications on weak connections based on the controls above and the redesigned elements,
- Any other calculations and controls related to the force-based analysis and design.

Preliminary Engineering Analysis

The services of this stage include but are not limited to:

C.1. structural vulnerability assessment

- identifying the main characteristics of the structure and its elements including:
  - building configuration, the structural system, and the structural elements situations
  - structural section properties including frame elements, area elements, connections, and etc.
  - material properties
  - strength and stiffness factors
- determining the performance objective including two performance levels and two seismic hazard levels
- identifying the knowledge factor regarding the condition assessment
- identifying modelling, loading, and analysis assumptions including;
  - the gravity loads considering the architectural details, finishing, and the usage of the different areas
  - seismic loads based on hazard analysis, and site specifications in two determined levels
  - selecting the analysis procedure for each performance level in accordance with the valid references

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  - load patterns, load combinations, and etc. regarding the selected analysis procedure.
  - deformation-controls and force-controls elements
  - modelling parameters for different elements
  - computer modelling
- providing the analysis results including
  - tables of controlling acceptance criteria in each hazard level
  - tables of hinges status
  - interpretation of computational result
  - distribution of the vulnerabilities and deficiencies
  - local and global vulnerabilities and deficiencies
  - verification document of the analysis

Retrofit objectives may be selected in a decision-making committee consisted of representatives of BHRC, EOPGB, UNHABITAT and consultancy entity.

C.2. Non-structural vulnerability assessment

- Identifying the main characteristics of the non-structural elements comprising;
  - Development of checklists of different component, categorized in architectural, mechanical, electrical, furniture, and medical equipment, indicating:
    - The exact description, technical specifications, anchorage conditions and the exact location in the building for the list of equipment described above
    - Architectural plan(s) showing the exact location of the equipment indicated in the list above
- Conducting analytical procedure and vulnerability assessment including;
  - Table of acceleration sensitive and deformation sensitive components, analysis procedure and other requirement
  - Calculation sheets for different components
  - Table of the assessment results categorized in the classification above
  - Interpretation of the results considering the role of each component in the performance and serviceability of the whole system

Note: in terms of the group 2 and 3 of hospitals, the studies of C.2 include reviewing design documents and detail drawings of the building.

C.3. preliminary retrofitting design

- Reviewing the conclusion of vulnerability assessment of the building(s) considering performance levels of both structural and non-structural elements.
- Provision of retrofitting strategies considering the intensity and distribution of vulnerabilities and deficiencies among the whole building.
- Reviewing the different retrofitting solutions considering strategies above in order to employ the maximum capacity of the existing structure.
- Proposing two retrofitting options including solutions above.
- Reviewing the feasibility of each option considering the least intervention in the serviceability of the building by checking the effects:
  - Architectural retrofit and renovations
  - Interventions and retrofit of Mechanical and electrical components.
  - The needed material, technologies, and skilled worker.
  - Difficulties and special works.
  - Timeframe of the retrofitting works
  - Budget

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- Conducting the analysis and evaluation of the retrofitted structure for each option in accordance with the procedure of section C.1 for hazard level 1
- Providing the table of analysis results, acceptance criteria for both existing and new elements
- Proposing the retrofitting approach for different non-structural components.
- Providing the list of the new materials and preliminary bill of quantities for each retrofitting options considering all changes, repairs, and etc.
- Providing the comparison table between two retrofitting options considering all factors above
- Selecting the better retrofitting option

C.4. providing the report of PEA studies including all items above divided into two parts;

- Analysis, calculation, and outputs of structural and non-structural vulnerability assessment addressing the items introduced in C.1 and C.2 sections.
- Analysis, calculation, and outputs of structural and non-structural preliminary retrofitting design addressing the items introduced in C.3 section.

Detailed Engineering Analysis

The services of this stage include but are not limited to:

D.1. Completing the calculations of the selected retrofitting option

- Modelling, loading, and analysis of the structure for the second hazard level
- Providing the table of results and controlling acceptance criteria for two hazard levels for both structure and foundation
- Conducting retrofitting detailed design (if needed) for;
  - All existing elements,
  - All existing connections,
  - Connection between new and existing elements,
  - Connection between new and existing foundation.
- Providing the structural retrofitting analysis and calculation report

D.2. Non-structural retrofitting design

- Providing the table of non-structural condition considering the output of the previous stage
- Proposing details of risk reduction and retrofitting of non-structural elements for each category
- Conducting analytical procedure and providing calculation for details above
- Providing the non-structural retrofitting analysis and calculation report

Note: in terms of the group 2 and 3 of hospitals, the studies of this stage includes the providing the detail drawings on the designed elements instead of the existing ones.

D.3. Detail design drawings

- Providing all structural plans, elevations, horizontal and vertical sections, and details of the new and existing elements, connections, foundations, etc.
- Providing all non-structural bracing, anchoring, and other retrofitting details including connections for each category,
- Preparation of Architectural upgrading drawings required by structural retrofitting and modifications such as removing parts, changes, renovations, etc.

D.4. Technical notes, execution procedure and other implementation consideration

- Providing all general and technical regulations related to the official country and national codes
- Providing all notes and regulations regarding health and safety of work (these regulations)

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- Providing all notes and provisions regarding serviceability consideration and functional specification of the building
- Providing the equierments and specifications of the *Incremental Retrofittings* considering the characteristics and parameters of the under-studty building.
- Providing description of the implementation sequence and stages of the retrofitting works considering safety and serviceability
- Providing description of the step-by-step procedure of the retrofitting of the non-structural components

D.5. Bill of quantities

- Providing the new material list and the quantities
- Providing the description of different implementation activities in accordance with the official regulation and provisions of Planning and Budget Organization (PBO)
- Providing new items list which do not exist in PBO regulation by conducting the price analysis
- Providing the tables of bill of quantities in accordance with PBO regulations considering all factors and requirements

D.6. Work schedule and time frame

- Providing the Gantt-chart and WBS considering sequence of the work stages
- Proposing the needed time for each activity
- Determining the start time of different activities, perquisites, and predecessors
- Providing detailed time schedule in MSP format broken at least into four layers

D.7. Construction Tender document

- Providing general notes for contracts and constructions in accordance with PBO's regulations
- Providing specific notes for contracts and constructions in accordance with PBO's regulations considering the special characteristic of the project
- Other above mentioned documents comprising drawings, reports, and etc.
- Providing the construction bidding documents.

- **Summary of studies for each lot**

Considering the group of studies on one hand, and stages of studies on other hand, the tentative scope of studies for each lot is given in the table below:

Stage	Task Description	Scope
A	Rapid Vulnerability Assessment	All hospitals of all lots
B	Redesign based on 2800	for the hospital of Group 3 in each lot (1 hospital)
C	Preliminary Engineering Analysis	All hospitals of all lots
D	Detailed Engineering Analysis	for the hospital of Group 1 in each lot (1 hospital)

DELIVERABLES

The main outputs expected to be achieved as the result of this assignment are the reports prepared for each stage of this study.

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Reporting and Presentation

The consulting company is expected to prepare the outputs based on the material including the delivered reports, training material and presentation(s) for conferences, peer review sessions, stakeholder meetings, and/or training workshops. The contents of the reports should comply with what were mentioned in Terms of References.

Detailed deliverables required for each component explained above include, but are not limited to:

A. RVA

a. RVA report.

B. Redesign based on 2800

b. Redesign report.

C. PEA

c. Input data, Retrofit objectives, Hazard data, Material properties, Modeling, Analysis, calculation, result tables, acceptance criteria, and outputs of structural and non-structural vulnerability assessment report.

d. Analysis, calculation, result tables, and outputs of structural and non-structural preliminary retrofitting design report (considered strategies, preliminary financial assessment, assessment of the results based on the specific requirements for health facilities).

D. DEA

e. structural retrofitting analysis and calculation report for the selected retrofit method.

f. non-structural retrofitting analysis and calculation report.

g. Detail design drawings.

h. Report of the execution procedure and other implementation consideration

i. Bill of quantities tables

j. Work schedule and time frame

k. Construction Tender document

The output reports in each stage of A, B, C and D must include and contain information and data, in minimum, according to the provided base template.

IMPLEMENTATION PLAN

The consultancy entity should prepare an implementation plan keeping in mind the provisional schedule is of activities given below. To meet these deadlines, the consultancy entity should deliver the results of RVA and PEA studies on a 'batch by batch' basis enabling the next stages studies to start earlier. It should be noted however, that the planned dates may change according to the Project requirements and unforeseen circumstances.

Deliverables and activities	Description	Delivery Target Date
Implementation plan	Timetable of activities	Late September 2022
Stage A	Rapid Vulnerability Assessment	
a	Data collection, site visit, and RVA report	Mid-October 2022
Stage B		
b	Redesign report	Early-November 2022

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Stage C	Preliminary Engineering Analysis	
c, d	Structural and non-structural vulnerability assessment, and Preliminary retrofitting design	Early-January 2023
Stage D	Detailed Engineering Analysis	
e, f, g	Structural and non-structural analysis and calculation, and Detail design drawings	Late-February
H, I, j, K	Report of the execution procedure and other implementation consideration, Work schedule and time frame, Construction Tender document	Mid-March 2023

QUALIFICATIONS

1. To undertake the services detailed above, the consultancy entity is expected to have the following qualifications/experiences:
   - Should be legally registered in Iran as an engineering consulting private firm or be part of a consortium or a joint venture of consulting engineers with both members legally registered as a consulting engineers' private firm or an implementing section of a valid governmental university or research institutes.
   - Minimum 10 years of relevant experience in retrofit and/or structural design and related fields.
   - Have had a minimum 4 contracts in retrofitting and rehabilitation similar in nature and complexity over the last 12 years.
   - Should be qualified in engineering corresponding to Planning and Budget Organization Grade I or II Consultancy in the field of seismic retrofit of Buildings

Note: In case of joint venture:

- The parties should demonstrate the records/ reputations of the successful cooperation over the last 3 years.
- The leading firm shall *meet all the eligibility requirements, mentioned above.*

2. The following qualifications will be considered as an advantage:
   - Demonstrated ability in the areas of reporting and documentation and quality assurance and quality control capacity.
   - Have a good record of past experiences as demonstrated by former clients and/or certificate of appreciation, awards, etc.
   - Qualified in engineering corresponding to Planning and Budget Organization Grade I or II Consultancy in the field of hospital Buildings.

     Have adequate number of qualified administrative and technical staff to undertake the assignment. The minimum number of staff and their qualification are detailed below:
3. The consultancy firm is required to mobilise a team key staff with below qualifications:

KEY PERSONNEL

- One team leader with below minimum qualifications:
  - ✓ Should possess minimum MSc degree in civil engineering, architecture or related fields,
  - ✓ Minimum of 12 years of experience in design, retrofit and construction of public facilities,
  - ✓ Good command of English language and fluency in Farsi.

- The minimum number of other staff and their qualifications are detailed in the table below:

Given that the stages of services are sequential activities, not parallel, thus the key personnel introducing in Section 4 will be involved sequentially in stages A to D.

STAGE	PERSONNEL	MINIMUM NUMBER

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STAGE A: RAPID VULNERABILTY ASSESSMENT	Structural or Earthquake Engineers with MSc	3
	An Architect	1
	A Mechanical Engineer	1
STAGE B: REDESIGN BASED ON 2800	Structural or Earthquake Engineers with MSc	1
	Structural Engineers with BSc	3
	draftsman, Structural technicians	2
STAGE C: PRELIMINARY ENGINEERING ANALYSIS (PEA)	Structural or Earthquake Engineers with MSc	3
	Structural Engineers with BSc	3
	An Architect with MSc	1
	A Mechanical Engineer	1
STAGE D: DETAILED ENGINEERING ANALYSIS (DEA)	Structural or Earthquake Engineers with MSc	1
	Structural Engineers with MSc	2
	draftsman, Structural technicians	3
	billing engineers with BSc	1

In case necessary, the consultancy entity should be able to mobilise additional staff required to undertake the services and deliver the deliverables according to the time and period specified below.

TIME AND PERIOD

The Consultancy entity shall commence the performance of the Services not later than one week after award of contract and shall complete the Services by the target date. The estimated period to fulfil this contract is seven months with parallel activities as detailed below. The consultancy entity is expected to mobilise human resources and key staff adequate for delivery of services in a timely manner.

Stage	Description	Estimated Duration (weeks)
Implementation plan	Preparation, Timetable of activities according to schedule	1
Stage A	Rapid Vulnerability Assessment (RVA)	2
Stage B	Redesign based on 2800	4
Stage C	Preliminary Engineering Analysis (PEA)	9
Stage D	Detailed Engineering Analysis (DEA)	12

DIRECT SUPERVISION

The tasks will be performed under the direct supervision of UN-HABITAT Tehran Office and a technical committee introduced by it.

VERIFICATION

Conformity of the contract implementation process and results as per the Terms of Reference defined here will be verified by UN-HABITAT Tehran Office.

TERMS & REMUNERATION

In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP on behalf of UN-HABITAT shall pay the Consultancy entity the total offered and approved amount, subject to the following conditions:

1) All payments will be made by UNDP on behalf of UNHABITAT directly to the contractor in Iranian

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Rials for National service providers,

2) The total contract amount is expected to cover travel costs, communication costs, costs of translation, typing and preparing the soft and hard copies of required documents and any other relevant costs regarding this activity;
3) Payments will be made according to UNDP regulations as explained in the contract documents;
4) UN-HABITAT will inform the Consultancy entity on the results of technical review of submitted report(s) within 15 days from the date of receiving the reports as explained in the contract documents;
5) Each payment will be made by UNDP within 30 days from the date of receiving UN-HABITAT's acceptance of the reports;
6) Upon receiving and verification of deliverables, payments will be transferred by UNDP to the account number of the Consultancy entity, introduced through a signed and stamped vendor form and a bank certificate;
7) The Consultancy entity shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the total contract amount.
8) The payments will be made upon certification that the services have been satisfactorily performed and according to the payment instalments of the table below:

Deliverables and activities	**Description**	**Payment Date**	**% of total contracted amount**
Stage A	Rapid Vulnerability Assessment		
a	Data collection, site visit, and RVA report	Early-Novemebr 2022	10
Stage B			
b	Redesign report	Early-Decemebr 2022	10
Stage C	Preliminary Engineering Analysis		
c, d	Structural and non-structural vulnerability assessment, and Preliminary retrofitting design	Early-February 2023	30
Stage D	Detailed Engineering Analysis		
e, f, g	Structural and non-structural analysis and calculation, and Detail design drawings	Early-March 2023	30
H, I, j, K	Report of the execution procedure and other implementation consideration, Work schedule and time frame, Construction Tender document	Early-April 2023	10
Final Payment	Final overall review of the final modified documents	Late-May 2023	10

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SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

Technical Proposal Envelope:

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

Financial Proposal Envelope

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

▪ Form F: Financial Proposal Submission Form	☐
▪ Form G: Financial Proposal Form	☐

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FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

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

We, the undersigned, offer to provide the services for Performance-Based Structural and Non-Structural Evaluation of Selected Hospitals and Health Facilities.

in accordance with your Request for Proposal No. RFP/22/046 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;

b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;

c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;

d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

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FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	☐ Yes ☐ No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (*If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	▪ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ List of ten major similar contracts during the last 10 years ▪ Certification of Planning and Budget Organization Grade I Consultancy in seismic retrofitting ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable

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	▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ At least three reference letters for the previous works in the field of Retrofitting and seismic engineering. ▪ Power of Attorney ▪ Audited financial statements of three years during the last five years ▪ C.V. of all key staff for the work of this project; ▪ All other documents required as a proof of items mentioned in Section 4 for scoring

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

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

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

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

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

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

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Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: QUALIFICATION FORM

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

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

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US$)	Contract Identification	Total Contract Amount (current value in US$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 15 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.

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

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

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

Financial Standing

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

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

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

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.

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FORM E: FORMAT OF TECHNICAL PROPOSAL

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

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

SECTION 1: Bidder's qualification, capacity and expertise

1. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.

2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

3. Relevance of specialized knowledge and experience on similar engagements done in the country.

4. Previous experiences in health facility structural design.

5. Previous experience of working/collaboration with UN agencies.

6. Organizational Commitment to Sustainability, Quality management system and risk management measures:
   Organization is compliant with ISO 14001 or ISO 14064 or equivalent
   Organization is compliant with ISO 9001 to ISO 9004 or equivalent
   Organization is compliant with ISO 31000 or equivalent
   Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues.

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7. Quality assurance procedures and risk mitigation measures.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.

2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.

2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

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2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

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

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

SECTION 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

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NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION/ QUALIFICATIONS	*[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]*

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	[INSERT]
PROFESSIONAL CERTIFICATIONS	*[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]*
	▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
EMPLOYMENT RECORD/ EXPERIENCE	*[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]*
	[INSERT]

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	[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]
REFERENCES	REFERENCE 1: [INSERT] REFERENCE 2: [INSERT]

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

_____	_____
Signature of Personnel	Date (Day/Month/Year)

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FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

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FORM G: FINANCIAL PROPOSAL FORM_LOT 1

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

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

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices-Lot 1

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

Table 2: Breakdown of Professional Fees- Lot 1

Position	Fee /day/person	Qty (person/day)	No. Of Days/months/ hours	Total Amount
	A	*B*	*C*	
Structural or earthquake engineers with relevant experience in vulnerability an		3		
Structural engineers with bsc and relevant experience in vulnerability analysis		6		
Draftsman, structural technicians with relevant experience in retrofitting detail design		3		
An architect with msc and relevant experience in retrofitting or rehabilitation design		1		
A mechanical engineer with relevant experience in design of mechanical systems and utilities in buildings.		1		
Billing engineers with bsc relevant experience in retrofitting implementation		1		
Subtotal Professional Fees:				

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Table 3: Breakdown of Other Costs-Lot 1

Description	UOM	Quantity	Unit Price	Total Amount
Domestic travel cost (roads and flights) *Please provide the details of trips*	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local/in town transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Overhead (cost of cummincation, rent, etc.)				
Other Costs: (please specify)				
			Subtotal Other Costs:	

Table 4: Breakdown of Price per Deliverables-Lot 1

Stage	Task Description	Maximum area (and number) of health facilities	Unit cost/cost per Sqm- IRR (per sq. m.)	Total cost-IRR
A	Rapid Vulnerability Assessment	approximately 128,420 sq. m. Hospitals (3 hospitals)		
B	Redesign based on 2800 standard (fourth revision)	approximately 31,000 sq. m. Hospitals (1 hospitals)		
C	Preliminary Engineering Analysis	approximately 128,420 sq. m. Hospitals (3 hospitals)		
D	Detailed Engineering Analysis	approximately 37,420 sq. m. Hospitals (1 hospitals)		
Total offered Cost				

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FORM G: FINANCIAL PROPOSAL FORM_LOT 2

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

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

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices-Lot 2

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

Table 2: Breakdown of Professional Fees-Lot 2

Position	Fee /day/person	Qty (person/day)	No. Of Days/months/ hours	Total Amount
	A	*B*	*C*	
Structural or earthquake engineers with relevant experience in vulnerability an		3		
Structural engineers with bsc and relevant experience in vulnerability analysis		6		
Draftsman, structural technicians with relevant experience in retrofitting detail design		3		
An architect with msc and relevant experience in retrofitting or rehabilitation design		1		
A mechanical engineer with relevant experience in design of mechanical systems and utilities in buildings.		1		
Billing engineers with bsc relevant experience in retrofitting implementation		1		
Subtotal Professional Fees:				

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Table 3: Breakdown of Other Costs-Lot 2

Description	UOM	Quantity	Unit Price	Total Amount
Domestic travel cost (roads and flights) *Please provide the details of trips*	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local/in town transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Overhead (cost of cummincation, rent, etc.)				
Other Costs: (please specify)				
			Subtotal Other Costs:	

Table 4: Breakdown of Price per Deliverable-Lot 2

Stage	Task Description	Maximum area (and number) of health facilities	Unit cost/cost per Sqm- IRR (per sq. m.)	Total cost-IRR
A	Rapid Vulnerability Assessment	approximately 116,670 sq. m. Hospitals (3 hospitals)		
B	Redesign based on 2800 standard (fourth revision)	approximately 50,000 sq. m. Hospitals (1 hospitals)		
C	Preliminary Engineering Analysis	approximately 116,670 sq. m. Hospitals (3 hospitals)		
D	Detailed Engineering Analysis	approximately 13,820 sq. m. Hospitals (1 hospitals)		
Total offered Cost				

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FORM G: FINANCIAL PROPOSAL FORM_LOT 3

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

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

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices-Lot 3

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

Table 2: Breakdown of Professional Fees-Lot 3

Position	Fee /day/person	Qty (person/day)	No. Of Days/months/ hours	Total Amount
	A	*B*	*C*	
Structural or earthquake engineers with relevant experience in vulnerability an		3		
Structural engineers with bsc and relevant experience in vulnerability analysis		6		
Draftsman, structural technicians with relevant experience in retrofitting detail design		3		
An architect with msc and relevant experience in retrofitting or rehabilitation design		1		
A mechanical engineer with relevant experience in design of mechanical systems and utilities in buildings.		1		
Billing engineers with bsc relevant experience in retrofitting implementation		1		
Subtotal Professional Fees:				

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Table 3: Breakdown of Other Cost-Lot 3

Description	UOM	Quantity	Unit Price	Total Amount
Domestic travel cost (roads and flights) *Please provide the details of trips*	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local/in town transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Overhead (cost of cummincation, rent, etc.)				
Other Costs: (please specify)				
			Subtotal Other Costs:	

Table 4: Breakdown of Price per Deliverable-Lot 3

Stage	Task Description	Maximum area (and number) of health facilities	Unit cost/cost per Sqm- IRR (per sq. m.)	Total cost-IRR
A	Rapid Vulnerability Assessment	approximately 121,050 sq. m. Hospitals (4 hospitals)		
B	Redesign based on 2800 standard (fourth revision)	approximately 23,000 sq. m. Hospitals (1 hospitals)		
C	Preliminary Engineering Analysis	approximately 116,670 sq. m. Hospitals (4 hospitals)		
D	Detailed Engineering Analysis	approximately 23,780 sq. m. Hospitals (1 hospitals)		
Total offered Cost				

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FORM H: FORM OF PROPOSAL SECURITY

Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated Click here to enter a date. to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

a) Fails to sign the Contract after UNDP has awarded it;
b) Withdraws its Proposal after the date of the opening of the Proposals;
c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]