

## 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

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## SECTION 1. LETTER OF INVITATION

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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
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form
  - o 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](mailto: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 28, 2022**

Approved by:

DocuSigned by:

Gulbahor Nematova

C17117C82182467...

Name: Gulbahor Nematova

Title: Deputy Resident Representative

Date: **July 28, 2022**

## SECTION 2. INSTRUCTION TO BIDDERS

### A. GENERAL PROVISIONS

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| <p><i>1. Introduction</i></p>                                  | <p><b>1.1</b> 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 <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p><b>1.2</b> 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.</p> <p><b>1.3</b> As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). 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.</p>  |
| <p><i>2. Fraud &amp; Corruption, Gifts and Hospitality</i></p> | <p><b>2.1</b> 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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p><b>2.2</b> 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.</p> <p><b>2.3</b> In pursuance of this policy, UNDP<br/>           (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;<br/>           (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.</p> <p><b>2.4</b> All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> |
| <p><i>3. Eligibility</i></p>                                   | <p><b>3.1</b> 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.</p> <p><b>3.2</b> 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.</p>  |

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| <p><b>4. <i>Conflict of Interests</i></b></p>           | <p>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:</p> <ul style="list-style-type: none"> <li>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;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>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.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>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.</p> |
| <p><b>B. PREPARATION OF PROPOSALS</b></p>               |  |
| <p><b>5. <i>General Considerations</i></b></p>          | <p>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.</p> <p>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</p>  |
| <p><b>6. <i>Cost of Preparation of Proposal</i></b></p> | <p>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.</p>   |
| <p><b>7. <i>Language</i></b></p>                        | <p>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.</p>  |
| <p><b>8. <i>Documents Comprising the</i></b></p>        | <p>8.1 The Proposal shall comprise of the following documents:</p>   |

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| <i>Proposal</i>   | <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>   |
| <i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i> | <p>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.</p>   |
| <i>10. Technical Proposal Format and Content</i>                                  | <p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>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.</p> <p>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</p> <p>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.</p>  |
| <i>11. Financial Proposals</i>  | <p>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.</p> <p>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.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>   |
| <i>12. Proposal Security</i>  | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails:</li> </ul> |

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|  | <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>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.</p>   |
| <p><b>13. Currencies</b></p>                               | <p>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:</p> <p>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</p> <p>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.</p>   |
| <p><b>14. Joint Venture, Consortium or Association</b></p> | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>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.</p> <p>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.</p> |



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| <p><b>15. Only One Proposal</b></p>                     | <p>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.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>f) they have at least one controlling partner, director or shareholder in common; or</li> <li>g) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>h) they have the same legal representative for purposes of this RFP; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul> |
| <p><b>16. Proposal Validity Period</b></p>              | <p>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.</p> <p>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.</p>   |
| <p><b>17. Extension of Proposal Validity Period</b></p> | <p>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.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>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.</p>   |
| <p><b>18. Clarification of Proposal</b></p>             | <p><b>18.1</b> 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.</p> <p><b>18.2</b> UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>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.</p>  |
| <p><b>19. Amendment of Proposals</b></p>                | <p>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.</p>  |

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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.  |
| <b>20. Alternative Proposals</b>              | <p>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.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>  |
| <b>21. Pre-Bid Conference</b>                 | 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.  |
| <b>C. SUBMISSION AND OPENING OF PROPOSALS</b> |   |
| <b>22. Submission</b>                         | <p>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.</p> <p>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.</p> <p>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.</p>   |
| <b>Hard copy (manual) submission</b>          | <p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> </ul> </li> </ul> |



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| <i>Proposals</i>                                       | <p>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"</p> <p>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.</p> <p>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</p> |
| 25. <i>Proposal Opening</i>                            | <p>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.</p>  |
| <b>D. EVALUATION OF PROPOSALS</b>                      |   |
| 26. <i>Confidentiality</i>                             | <p>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.</p> <p>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.</p>   |
| 27. <i>Evaluation of Proposals</i>                     | <p>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.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> <li>a) Preliminary Examination</li> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ul>   |
| 28. <i>Preliminary Examination</i>                     | <p>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.</p>   |
| 29. <i>Evaluation of Eligibility and Qualification</i> | <p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>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'</li> </ul>   |

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|   | <p>list;</p> <ul style="list-style-type: none"> <li>f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>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;</li> <li>h) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>j) They have a record of timely and satisfactory performance with their clients.</li> </ul>   |
| <p><b>30. Evaluation of Technical and Financial Proposals</b></p> | <p>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.</p> <p>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.</p> <p>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.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div> |
| <p><b>31. Due Diligence</b></p>                                   | <p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post</p>  |

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|  | <p>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:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul> |
| <p><b>32. Clarification of Proposals</b></p>                       | <p>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.</p> <p>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.</p> <p>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.</p>  |
| <p><b>33. Responsiveness of Proposal</b></p>                       | <p>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.</p> <p>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.</p>   |
| <p><b>34. Nonconformities, Repairable Errors and Omissions</b></p> | <p>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.</p> <p>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.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>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</li> </ul>   |

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|  | <p>price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>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</p> <p>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.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>  |
| <b>E. AWARD OF CONTRACT</b>                                |   |
| 35. <i>Right to Accept, Reject, Any or All Proposals</i>   | 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. <i>Award Criteria</i>                                  | 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. <i>Debriefing</i>                                      | 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. <i>Right to Vary Requirements at the Time of Award</i> | 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. <i>Contract Signature</i>                              | 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. <i>Contract Type and General Terms and Conditions</i>  | 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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  |
| 41. <i>Performance Security</i>                            | 41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> 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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| <p>42. <i>Bank Guarantee for Advanced Payment</i></p> | <p>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 <a href="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&amp;action=default">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&amp;action=default</a></p>   |
| <p>43. <i>Liquidated Damages</i></p>                  | <p>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.</p>   |
| <p>44. <i>Payment Provisions</i></p>                  | <p>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.</p>  |
| <p>45. <i>Vendor Protest</i></p>                      | <p>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:<br/><a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a></p>  |
| <p>46. <i>Other Provisions</i></p>                    | <p>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.</p> <p>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.</p> <p>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<br/><a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;refer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;refer</a></p> |



## 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) | <p>Allowed</p> <p>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. Nevertheless, each proposer will be awarded contract for only one Lot based on below criteria:</p> <ul style="list-style-type: none"> <li>- Award for each lot would be made to the proposer receiving the highest combined score for that Lot.</li> <li>- In the event that one Proposer 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.</li> <li>- UNDP will award the remaining Lots to proposers who have received the second highest combined score for the remaining Lots.</li> </ul> |
| 3       | 20                | Alternative Proposals   | Shall not be considered   |
| 4       | 21                | Pre-proposal conference   | <p>Will be Conducted</p> <p>Time: 15:00 Tehran time</p> <p>Date: July 26, 2022 3:00 PM</p> <p>Venue: Virtual meeting. The link to the meeting will be shared with the participants/interested bidders</p> <p>Telephone: 0098-2122860691, E-mail: procurement.ir@undp.org</p>  |
| 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  | <p>Will not be imposed</p> <p>Percentage of contract price per day of delay: 0.5%</p>   |

|    |               |   |   |
|----|---------------|---|---|
|    |               |   | 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  | <p>For the local service providers the contract will be issued and the payment(s) will be made in local currency (Iranian Rial).<br/>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.<br/>Please refer to below website for the updated exchange rates:<a href="http://treasury.un.org/operationalrates/OperationalRates.aspx">http://treasury.un.org/operationalrates/OperationalRates.aspx</a>.</p> <p><i>Please refer to Provision No. 13 of SECTION 2. INSTRUCTION TO BIDDERS for more details.</i></p> |
| 11 | 31            | Deadline for submitting requests for clarifications/ questions                                      | 5 days before the submission deadline   |
| 12 | 31            | Contact Details for submitting clarifications/questions   | <p>Address: No.8, Shahrzad Boulevard, Darrous, Tehran – Iran<br/>Telephone: 0098 21 22860691 – 4<br/>Fax: 0098 21 22869547<br/>E-mail address: <a href="mailto:procurement.ir@undp.org">procurement.ir@undp.org</a></p>   |
| 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   | <p>9 August 2022_ 16:30 Tehran time<br/>For eTendering submission - as indicated in eTendering system.<br/>Note that system time zone is in EST/EDT (New York) time zone.</p>   |
| 14 | 22            | Allowable Manner of Submitting Proposals  | e-Tendering   |
| 15 | 22            | Proposal Submission Address   | <p><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p>Business Unit Code: IRN10<br/>Event ID: 0000013097<br/><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p>  |
| 16 | 22            | Electronic submission (email or eTendering) requirements  | <ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> </ul>   |

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|----|----------|--|--|
|    |          |  | <ul style="list-style-type: none"> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for technical proposal <u>must</u> not be provided to UNDP until the date as indicated in No. 14 (<i>for email submission only</i>)</li> <li>▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP <ul style="list-style-type: none"> <li>▪ 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 folder uploaded cannot exceed 45MB. Individual file sizes cannot exceed 45MB in size.</li> <li>▪ Mandatory subject of email: Multi-Hazard Structural and Non-Structural Evaluation of Selected Hospitals and Health Facilities</li> </ul> </li> <li>▪ 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:<br/>(Not applicable)</li> </ul> |
| 17 | 27<br>36 | Evaluation Method for the Award of Contract        | <p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively.</p> <p>The minimum technical score required to pass is 70%.</p>   |
| 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:                   | <p>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. Nevertheless, each proper will be awarded contract for only one Lot based on below criteria:</p> <ul style="list-style-type: none"> <li>- Award for each lot would be made to the proposer receiving the highest compined score for that Lot.</li> <li>- 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.</li> </ul> <p>UNDP will award the remaining Lots to proposers who have received the second highest compined score for the remaining Lots.</p>   |
| 21 | 39       | Type of Contract                                   | <p>Contract for Goods and Services on behalf of UN Entities</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>   |
| 22 | 39       | UNDP Contract Terms and Conditions that will apply | <p>UNDP General Terms and Conditions for Professional Services</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>  |
| 23 |          | Other Information Related to the RFP               |  |

## 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            |
|-----------------------------|--|--|
| <b>ELIGIBILITY</b>          |  |  |
| <b>Legal Status</b>         | Should be legally registered in Iran as an engineering consulting private firm.<br><br>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.<br><i>Note: Please refer to section of 3, 14 and 15 of Bid datasheet for participating as joint venture.</i> | Form B: Bidder Information Form            |
| <b>Eligibility</b>          | 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 |
| <b>Conflict of Interest</b> | No conflicts of interest in accordance with ITB clause 4.  | Form A: Technical Proposal Submission Form |
| <b>Bankruptcy</b>           | 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  |  |
| <b>QUALIFICATION</b>        |  |  |

|  |  |                            |
|--|--|----------------------------|
| <b>History of Non-Performing Contracts<sup>1</sup></b> | Non-performance of a contract did not occur as a result of contractor default for the last 3 years.  | Form D: Qualification Form |
| <b>Litigation History</b>                              | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.   | Form D: Qualification Form |
| <b>Previous Experience</b>                             | <ul style="list-style-type: none"> <li>- Minimum 10 years of relevant experience in retrofit and/or structural design and related fields.</li> <li>- Have had a minimum 4 contracts in retrofitting and rehabilitation similar in nature and complexity over the last 10 years.</li> <li>- Should be qualified in engineering corresponding to Planning and Budget Organization Grade I or II Consultancy in the field of seismic retrofit of Buildings.</li> </ul>  | Form D: Qualification Form |
|  | <p><b>Note: In case of joint venture:</b></p> <ul style="list-style-type: none"> <li>- The parties should demonstrate the records/ reputations of the successful cooperation over the last 3 years.</li> <li>- The leading firm shall meet all the eligibility requirements, mentioned above</li> <li>- <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></li> </ul>   | Form D: Qualification Form |
| <b>Financial Standing</b>                              | <p>Having a Quick Ratio of 1 for three years during the last five years</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>   | Form D: Qualification Form |
|  | <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>  | Form D: Qualification Form |
| <b>Min. Required key staff</b>                         | <p><u>One team leader with below minimum qualifications:</u></p> <ul style="list-style-type: none"> <li>- Should possess minimum MSc degree in civil engineering, architecture or related fields;</li> <li>- Minimum of 12 years of experience in design, retrofit and construction of public facilities;</li> </ul> <p><u>Other Experts:</u></p> <ul style="list-style-type: none"> <li>- 3 Structural or Earthquake Engineers with MSc</li> <li>- 6 Structural Engineers with BSc</li> <li>- 1 Architect with MSc</li> <li>- 1 Mechanical Engineer</li> <li>- 3 draftsman, Structural technicians</li> <li>- 1 billing engineers with BSc</li> </ul> | CVs of Key Personnel       |

<sup>1</sup> 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.

## 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               |
|  | <b>Total</b>   | <b>1000</b>       |

| Section 1. Bidder's qualification, capacity and experience |  | Points obtainable |
|--|--|-------------------|
| 1.1  | <ul style="list-style-type: none"> <li>- 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;</li> <li>- Previous experiences in health facility structural design - 50 points;</li> <li>- Previous experience of working/collaboration with UN agencies – 20 points</li> <li>- Qualified in engineering corresponding to Planning and Budget Organization Grade I or II Consultancy in the field of hospital Buildings - 50 point</li> </ul>                   | 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 <ul style="list-style-type: none"> <li>- Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 30 points</li> <li>- Organization is compliant with ISO 9001 to ISO 9004 or equivalent – 30 points</li> <li>- Organization is compliant with ISO 31000 or equivalent – 30 points</li> <li>- 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</li> </ul> | 100               |
| <b>Total Section 1</b>                                     |  | <b>450</b>        |

| 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                |

|                        |  |            |
|------------------------|--|------------|
| 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         |
| <b>Total Section 2</b> |  | <b>200</b> |

| <b>Section 3. Management Structure and Key Personnel *</b> |  |    | <b>Points obtainable</b> |
|--|--|----|--------------------------|
| 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 |                          |
| <b>Total Section 3</b>                                     |  |    | <b>350</b>               |

\*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.

## SECTION 5. TERMS OF REFERENCE

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### 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.



- **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 <sup>2</sup> ) | 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 <sup>2</sup> ) | 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 <sup>2</sup> ) | 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       | Kazeroun   | 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

- **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.
  - Review all conditions regarding the existing and required data in order to take the assumption of comprehensive data level by having interaction with Technical Working group
  - The list of needed tests for the modelling and the calculation based on the consideration above

➤ Description of challenges and restrictions regarding data collection, field visit, visual assessment, and solutions

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.

***Redesign based on 2800 standard (fourth revision)***

All new building in I.R.Iran, including 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 displacements, 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 by having interaction with Technical Working group
- identifying the knowledge factor by having interaction with Technical Working group
- 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
- 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 by having interaction with Technical Working group.

### ***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 are applied to reviewing design documents and detailed 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
- 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 **for hazard level 1**
- Proposing the retrofitting approach for different non-structural components.
- **Providing the retrofitting design drawing for each option.**
- Providing the list of the new materials and preliminary bill of quantities for each retrofitting option 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 studies of this stage have to be conducted only for Group I.** 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 for two hazard levels
- Providing the non-structural retrofitting analysis and calculation report

***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)
- Providing all notes and provisions regarding serviceability consideration and functional specification of the building
- Providing the equipments and specifications of the *Incremental Retrofittings* considering the characteristics and parameters of the under-study 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, prerequisites, 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  |
|----------|----------------------------------|--|
| <b>A</b> | Rapid Vulnerability Assessment   | All hospitals of all lots                            |
| <b>B</b> | Redesign based on 2800           | for the hospital of Group 3 in each lot (1 hospital) |
| <b>C</b> | Preliminary Engineering Analysis | All hospitals of all lots                            |
| <b>D</b> | 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.

### 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 |
| 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

- 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.*
- 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:
  - 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 |
|--|---|----------------|
| <b>STAGE A:<br/>RAPID<br/>VULNERABILITY<br/>ASSESSMENT</b>         | Structural or Earthquake Engineers with MSc | 3              |
|  | An Architect                                | 1              |
|  | A Mechanical Engineer                       | 1              |
| <b>STAGE B:<br/>REDESIGN BASED<br/>ON 2800</b>                     | Structural or Earthquake Engineers with MSc | 1              |
|  | Structural Engineers with BSc               | 3              |
|  | draftsman, Structural technicians           | 2              |
| <b>STAGE C:<br/>PRELIMINARY<br/>ENGINEERING<br/>ANALYSIS (PEA)</b> | Structural or Earthquake Engineers with MSc | 3              |
|  | Structural Engineers with BSc               | 3              |
|  | An Architect with MSc                       | 1              |
|  | A Mechanical Engineer                       | 1              |
| <b>STAGE D:<br/>DETAILED<br/>ENGINEERING<br/>ANALYSIS (DEA)</b>    | 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 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:

| <b>Deliverables and activities</b> | <b>Description</b>   | <b>Payment Date</b>  | <b>% of total contracted amount</b> |
|------------------------------------|--|----------------------|-------------------------------------|
| Stage A                            | Rapid Vulnerability Assessment   |                      |                                     |
| a                                  | Data collection, site visit, and RVA report  | Early-Novemembr 2022 | 10                                  |
| Stage B                            |  |                      |                                     |
| b                                  | Redesign report  | Early-Decemembr 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                                  |

## 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:

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

### Financial Proposal Envelope

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

|  |                          |
|--|--------------------------|
| ▪ Form F: Financial Proposal Submission Form | <input type="checkbox"/> |
| ▪ Form G: Financial Proposal Form            | <input type="checkbox"/> |

## 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]*

## FORM B: BIDDER INFORMATION FORM

|  |  |
|--|--|
| <b>Legal name of Bidder</b>  | [Complete]   |
| <b>Legal address</b>   | [Complete]   |
| <b>Year of registration</b>  | [Complete]   |
| <b>Bidder's Authorized Representative Information</b>  | Name and Title: [Complete]<br>Telephone numbers: [Complete]<br>Email: [Complete]   |
| <b>Are you a UNGM registered vendor?</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]   |
| <b>Are you a UNDP vendor?</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]   |
| <b>Countries of operation</b>  | [Complete]   |
| <b>No. of full-time employees</b>  | [Complete]   |
| <b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>                          | [Complete]   |
| <b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b> | [Complete]   |
| <b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>  | [Complete]   |
| <b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>   | Name and Title: [Complete]<br>Telephone numbers: [Complete]<br>Email: [Complete]   |
| <b>Please attach the following documents:</b>  | <ul style="list-style-type: none"> <li>▪ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ List of ten major similar contracts during the last 10 years</li> <li>▪ Certification of Planning and Budget Organization Grade I or II Consultancy in seismic retrofitting</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ 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</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ At least three reference letters for the previous works in the field of Retrofitting and seismic engineering.</li> <li>▪ Power of Attorney</li> <li>▪ Audited financial statements of three years during the last five years</li> <li>▪ C.V. of all key staff for the work of this project;</li> <li>▪ All other documents required as a proof of items mentioned in Section 4 for scoring</li> </ul> |
|--|--|

## 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<br>(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]  |

|  |            |
|--|------------|
| <b>Name of leading partner</b><br>(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: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

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:<br>Address of Client:<br>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:<br>Address of Client:<br>Matter in dispute:<br>Party who initiated the dispute:<br>Status of dispute:<br>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.



| 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

|   |      |     |
|---|------|-----|
| <b>Annual Turnover for the last 3 years</b>               | Year | USD |
|   | Year | USD |
|   | Year | USD |
| <b>Latest Credit Rating (if any), indicate the source</b> |      |     |

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

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

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

## 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.

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.

- 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**

|                              |   |
|------------------------------|---|
| 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.] |

|                               |   |
|-------------------------------|---|
|                               | <div>[INSERT]</div>   |
| PROFESSIONAL CERTIFICATIONS   | <div>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</div> <div><div>▪ NAME OF INSTITUTION: [INSERT]</div><div>▪ DATE OF CERTIFICATION: [INSERT]</div></div>   |
| EMPLOYMENT RECORD/ EXPERIENCE | <div>[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.]</div> <div>[INSERT]</div> |

REFERENCES

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

REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]

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)



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]

**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) |
|---|-----------|
| <b>Professional Fees</b> (from Table 2)   |           |
| <b>Other Costs</b> (from Table 3)         |           |
| <b>Total Amount of Financial Proposal</b> |           |

**Table 2: Breakdown of Professional Fees- Lot 1**

| Position   | Fee<br>/day/person | Qty (person/day) | No. Of<br>Days/months/<br>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:  |                    |                  |                                 |              |

**Table 3: Breakdown of Other Costs-Lot 1**

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

**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 |   |  |  |                |

**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) |
|---|-----------|
| <b>Professional Fees</b> (from Table 2)   |           |
| <b>Other Costs</b> (from Table 3)         |           |
| <b>Total Amount of Financial Proposal</b> |           |

**Table 2: Breakdown of Professional Fees-Lot 2**

| Position   | Fee<br>/day/person | Qty (person/day) | No. Of<br>Days/months/<br>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:  |                    |                  |                                 |              |

**Table 3: Breakdown of Other Costs-Lot 2**

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

**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 |   |  |  |                |

**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) |
|---|-----------|
| <b>Professional Fees</b> (from Table 2)   |           |
| <b>Other Costs</b> (from Table 3)         |           |
| <b>Total Amount of Financial Proposal</b> |           |

**Table 2: Breakdown of Professional Fees-Lot 3**

| Position   | Fee<br>/day/person<br><i>A</i> | Qty (person/day)<br><i>B</i> | No. Of<br>Days/months/<br>hours<br><i>C</i> | Total Amount |
|--|--------------------------------|------------------------------|---|--------------|
| 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:  |                                |                              |   |              |

**Table 3: Breakdown of Other Cost-Lot 3**

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

**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 |   |  |  |                |

## 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.**

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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]*