



# REQUEST FOR PROPOSAL FOR CONSULTING SERVICES

## Request for Proposals

**RFP # AEPC/Biomass-072/73-1**

### Title of Consulting Services

**Conduction of Training on Biomass Densification with focus on community enterprise and market development**

**Office Name:** *Alternative Energy Promotion Centre*

**Office Address:** *Khumaltar Height, Lalitpur, Nepal*

Financing Agency: *Alternative Energy Promotion Centre*

**29 December 2015**



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## Introduction and Instructions

1. This Standard Request for Proposals (SRFP) has been prepared by Public Procurement Monitoring Office for use by Government of Nepal (GoN) and its implementing agencies in the selection of Consultants for value of services between Rupees 0.30 Million to Rupees 30 million. The SRFP can be used with the different selection methods under quality- and cost-based selection (QCBS). The SRFP is prepared to use in Selection of National Consultant.
2. Before preparing an RFP, the user must be familiar with the procedures for appointment of Consultants described in Public Procurement Act and Regulations.
3. The SRFP may be used with two standard forms of contract:
  - Time-Based Assignment
  - Lump-Sum Assignment
4. A RFP normally includes a Letter of Invitation, Information to Consultants, Data Sheet, Forms to be used in the Technical and Financial Proposals, Terms of Reference and the Form of Contract. The standard Information to Consultants and the standard General Conditions in the Form of Contract should not be modified. Any special conditions relating to the assignment should be described in the Data Sheet or Special Conditions of Contract.
5. Invitation of Expression of interest (EOI) is necessary for preparing short list of consultants for Value of services more than Rs.1.00 Million. The RFP should be issued to only short listed consultants,
6. If any provision of this document is inconsistent with Public Procurement Act (PPA), 2063 or Public Procurement Regulations (PPR), 2064, the provision of this document shall be void to the extent of such inconsistency and the provision of PPA and PPR shall prevail.



## Section 1. Letter of Invitation

Khumaltar Height, Lalitpur, Nepal – 29 December, 2015

Dear eligible Consultants,

1. Alternative Energy Promotion Centre (AEPC) is a Government institution established on November 3, 1996 under the then Ministry of Science and Technology with the objective of developing and promoting renewable/alternative energy technologies in Nepal.
2. Biomass Energy Sub-Component (BESC) of AEPC is disseminating biomass densification technologies with the objective to utilize locally available and abundant biomass resources for production of briquettes and its market development through policy lobbying, awareness generation and capacity building of the community and entrepreneurs in order to substitute the consumption of excessive fuel wood as well as imported fuel.

BESC has been receiving several demands for technical support and training on biomass briquette technology from various communities and local entrepreneurs with focus on utilizing available biomass resources as a fuel in the form of biomass briquette for cooking and heating purpose and establish as an alternative to the imported fuel. These demands are mainly focused on utilising locally available waste biomass from the forest and agriculture residues by making briquettes and sustain the current energy crisis situation at local level.

In this regard, AEPC calls for proposal from interested and relevant consultants for conducting two batches of training on biomass densification technologies at Kathmandu.

More details on the services are provided in the attached Terms of Reference.



3. The Request for Proposal (RFP) has been addressed to all eligible consulting firms
4. A consultant will be selected under **Quality and Cost Based Selection (QCBS)** Method and procedures described in this RFP.
5. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Information to Consultants
  - Section 3 - Technical Proposal - Standard Forms
  - Section 4 - Financial Proposal - Standard Forms
  - Section 5 - Terms of Reference
  - Section 6 - Standard Forms of Contract
  - Section 7- Required Documents list
6. The Eligible Consultants may obtain further information and can inspect the Request for Proposal from AEPC ([www.aepc.gov.np](http://www.aepc.gov.np)).

Yours sincerely,

*Biomass Energy Sub-component*  
*AEPC*



## Section 2. Information to Consultants<sup>1</sup>

- 1. Introduction**
- 1.1 The Client named in the Data Sheet will select a consultant among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
  - 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.
  - 1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.
  - 1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licences and permits needed to carry out the services, and make available relevant project data and reports.
  - 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
  - 1.6 GoN (or Development Partner) policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
    - 1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:
      - a. A consultant, which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.
      - b. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.
    - 1.7.2 Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a contract

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<sup>1</sup> *This Information to Consultants section shall not be modified. Any necessary changes, acceptable to client (GoN) or the Donor, to address specific country and project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the special conditions and not by introducing changes in the wording of the general conditions*



with the GoN may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.

- 1.8 It is the GoN's policy to require its implementing agencies, as well as consultants under GoN (or Development Partner) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:
- a. defines, for the purposes of this provision, the terms set forth below as follows:
    - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
    - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.
  - b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
  - c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
  - d. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
  - e. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.
- 1.9 Consultants shall not be under a debarment for corrupt and fraudulent practices issued by GoN accordance with the above sub para. 1.8 (d).
- 1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

## **2. Clarification and Amendment of RFP Documents**

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.



- 2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.
- 3. Preparation of Proposal**
- Technical Proposal**
- 3.1 Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.
- 3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:
- i. If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment.
  - ii. For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the consultant. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
  - iii. It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.
  - iv. Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
  - v. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
  - vi. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.
- 3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):
- i. A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the client, location and duration of the assignment, contract amount, and consultant's involvement.
  - ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).





- iii. A description of the methodology and work plan for performing the assignment (Section 3D).
  - iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
  - v. CVs recently signed by the proposed professional staff and the authorised representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant/entity and degree of responsibility held in various assignments during the last ten (10) years.
  - vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
  - vii. A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
  - viii. Any additional information requested in the Data Sheet.
- 3.5 The Technical Proposal shall not include any financial information.
- Financial Proposal**
- 3.6 In preparing the Financial Proposal (FP), consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.
- 3.7 The Financial Proposal should include all duties, taxes and other levies, and other charges imposed under the applicable law payable by the Consultant under the Contract or for any other cause.
- 3.8 Consultants shall express the price of their services in Nepalese Rupees.
- 3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.
- 4. Submission, Receipt, and Opening of Proposals**
- 4.1 The original proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.
- 4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.
- 4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. If there are any



discrepancies between the original and the copies of the proposal, the original governs.

- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**Technical Proposal**,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**.” Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE**.”
- 4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client’s Procurement Unit until all submitted proposals are opened publicly.

## 5. Proposal Evaluation

### General

- 5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the consultant to influence the Client in the Client’s proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant’s proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.

### Evaluation of Technical Proposals (QCBS,QBS,FBS, LCBS))

- 5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular proposal. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.
- 5.4 In the case of Quality-Based Selection, the highest ranked consultant is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 and the Data Sheet.

### Public Opening and Evaluation of Financial Proposals (CBS Only)

- 5.5. The Financial Proposals shall be opened publicly in the presence of the consultants’ representatives who choose to attend. The name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.

### Public Opening and Evaluation of Financial Proposals (QCBS ,

- 5.6 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after

**FBS,LCBS]**

completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 7 after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

- 5.7 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by the Client in Data Sheet shall be rejected.
- 5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.
- 5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal ( $F_m$ ) will be given a financial score ( $S_f$ ) of 100 points. The financial scores ( $S_f$ ) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $T$  = the weight given to the Technical Proposal;  $P$  = the weight given to the Financial Proposal;  $T + P = 1$ ) indicated in the Data Sheet:  $S = S_t \times T\% + S_f \times P\%$ . The consultant achieving the highest combined technical and financial score will be invited for negotiations.

**6. Negotiations**

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods. For QBS, the consultant should provide the information on remuneration rates described in the Appendix to this information.
- 6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be



actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.

6.5 The negotiations will conclude with a review of the draft form of the contract. If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

## **7. Award of Contract**

7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify it's intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.

7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying it's intention to accept the winning proposal pursuant to Sub Clause 7.1.

7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.

7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.

7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application

7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.

7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.

7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

## **8. Confidentiality**

8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.



**9. Conduct of Consultants**

- 9.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.
- 9.2 The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :
- a. give or propose improper inducement directly or indirectly,
  - b. distortion or misrepresentation of facts
  - c. engaging or being involved in corrupt or fraudulent practice
  - d. interference in participation of other prospective bidders.
  - e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
  - f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
  - g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

**10. Blacklisting Consultant**

- 10.1 Without prejudice to any other rights of the Employer under this Contract , the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:
- a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2,
  - b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,
  - c) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract
  - d) if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.
  - e) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,
  - f) other acts mentioned in the Data Sheet or SCC
- 10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON and or the concerned donor agency.



## Information to Consultants

### DATA SHEET

#### Clause Reference

1.1	<p>The name of the Client is: Alternative Energy Promotion Centre (AEPC)</p> <hr/> <p>The method of selection is: <b>Quality and Cost Based Selection (QCBS 80:20)</b></p>
1.2	<p>The name and description of the assignment are:</p> <p><b>Name :Conduction of Training on Biomass Densification with focus on community enterprise and market development.</b></p> <p><b>Objective:</b></p> <p>The main objective of this task is to conduct two batches of training to local communities of Kathmandu valley on production of biomass briquettes from locally available biomass sources/ waste biomass by using various densification technologies available in the market (specific to low compression technologies; charred and non-charred briquettes) and entrepreneurship development through market access of their products.</p> <p><b>The consultant will be responsible to:</b></p> <ul style="list-style-type: none"> <li>• Select the participants in coordination with AEPC from among the communities/participants demanding for training to AEPC and among potential participants recommended by DDC/EECCSs. The selection criteria for participants should be finalized in consultation with AEPC.</li> <li>• Provide hands-on training in two batches in Kathmandu valley at least 40 participants altogether. Each batch should comprise of at least 20 participants for 4 days training with theoretical and practical sessions. Please refer attached Terms of Reference for course details.</li> <li>• Manage necessary training accessories and necessary practical tools/equipments required for training program and handover basic tools to the trainee community</li> <li>• Support trainee to select appropriate briquette manufacturing machines/tools and their suppliers for establishment of briquette enterprises in their community.</li> <li>• Support trainee to develop market linkages with potential client.</li> </ul> <p>More details on the services are provided in the attached <b>Terms of Reference</b>.</p>
1.3	<p>A pre-proposal conference will be held: <b>No</b></p> <p>The name(s), address(es), and telephone numbers of the Client's official(s) are:</p> <p>Name: Ms. Shrijana Pandey Admin Assistant Email: Shrijana.pandey@aepec.gov.np Address: AEPC Khumaltar Height, Lalitpur, Nepal. Telephone No. : 5539390/91</p>



1.4	<p><b>The Client will provide the following inputs:</b></p> <ul style="list-style-type: none"> <li>- Service Fee as per agreement against Tax Invoice,</li> <li>- Other input as specified in the Terms of Reference</li> </ul>
1.10	<p>The clauses on fraud and corruption in the Contract are:</p> <p>The contract with the consultant involved in corrupt or fraudulent practices in competing for or in executing the Contract will be terminated immediately; and for the purpose of this clause:</p> <p>“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.</p> <p>“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practice among consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Client of the benefits of free and open competition.</p>
2.1	<p>Clarifications may be requested <b>5 days</b> before the submission date.</p> <p>The address for requesting clarifications is:</p> <p>Name: <b>Ms. Shrijana Pandey</b>  Admin Assistant  Email: Shrijana.pandey@aepe.gov.np  Address: AEPC Khumaltar Height, Lalitpur, Nepal.  Telephone No. : 5539390/91</p>
3.1	Proposals should be submitted in the following language(s): <b>English or and Nepali</b>
3.3	<ul style="list-style-type: none"> <li>(i) Consultants /entity may associate with other Consultants: <b>Yes</b></li> <li>(ii) The estimated number of professional : <b>4 person</b> required man days: <b>37 man days</b></li> <li>(iii) Available Budget for Fixed Budget Assignment : <b>NA</b></li> <li>(iv) The minimum required experience of proposed professional staff is: <b>As specified in Terms of Reference</b></li> <li>(v) Reports that are part of the assignment must be written in the following language(s) : <b>English</b></li> </ul>
3.4	<ul style="list-style-type: none"> <li>(vi) Training is a specific component of this assignment: <b>Yes</b></li> <li>(vii) Additional information in the Technical Proposal includes: <b>NA</b></li> </ul>
3.9	Proposals must remain valid <b>90 days</b> after the submission date, i.e. until: <b>11 April 2016</b>
4.3	Consultants must submit <b>an original copy</b> of each proposal ( <b>Technical and Financial</b> )
4.4	The proposal submission address: Alternative Energy Promotion Centre (AEPC)





	<p>Khumaltar Height, Lalitpur, Nepal.</p> <p>Information on the outer envelope should also include :</p> <p><b>Conduction of Training on Biomass Densification with focus on community enterprise and market development</b></p> <p><b>Detailed address of the consultant (Name, Address, Telephone, email etc.)</b></p>
4.5	Proposals must be submitted no later than: <b>13 January 2016 – 2.00 P.M.</b>
5.1	The address to send information to the Client is: <b>AEPC, Khumaltar Height, Lalitpur, Nepal.</b>
5.3	<p>The number of points to be given under each of the evaluation criteria are: <span style="float: right;"><u>Points</u></span></p> <p><b>(i) Specific experience of the consultants (Firms) related to the assignment:.....10</b></p> <ul style="list-style-type: none"> <li>• General Experience (upto 2 Years).....3</li> <li>• Additional Experience (More than 2 years).....3</li> <li>• Experience of training conduction specifically on the densification technologies.....4</li> </ul> <p><b>(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference:.....50</b></p> <ul style="list-style-type: none"> <li>• Realistic Methodology to carry out the task.....20</li> <li>• Innovative approaches to execute the task.....15</li> <li>• Practical Manning and work schedule.....10</li> <li>• Overall Structural quality of the proposal.....5</li> </ul> <p><b>(iii) Qualifications and competence of the key staff for the Assignment:.....30</b></p> <ul style="list-style-type: none"> <li>• General Qualification of the personnel.....10</li> <li>• Additional Qualification of the personnel.....10</li> <li>• Additional working experiences in biomass densification sector.....10</li> </ul> <p><b>(iv) Suitability of the transfer of knowledge program (training):.....10</b></p> <ul style="list-style-type: none"> <li>• Relevant Studies/Training conducted up to 2 Institutions.....3</li> <li>• Relevant Studies/Training conducted 3 to 4 Institutions.....3</li> <li>• More than 5 relevant Studies/Training .....4</li> </ul> <p style="text-align: right;"><b>Total Point <span style="float: right;"><u>100</u></span></b></p> <p>The minimum technical score required to pass : <span style="float: right;"><b>70</b></span></p>
5.8	The fixed Budget Ceiling for the assignment is :NA
5.10	<p>The formula for determining the financial scores is the following:  <i>[Either <math>Sf = 100 \times Fm/F</math>, in which <math>Sf</math> is the financial score, <math>Fm</math> is the lowest price and <math>F</math> the price of the proposal under consideration, or another proportional linear formula]</i></p> <p>The weights given to the technical and Financial Proposals are:  T (Technical Proposal) = <b>0.8</b> and  P (Financial Proposal) = <b>0.2</b></p>
6.1	The address for negotiations is: <b>BESC/AEPC, Khumaltar Height, Lalitpur, Nepal</b>
7.6	The assignment is expected to commence <b>from 25 January 2016 In Kathmandu valley.</b>





**[[Nepal]**  
**[Project Name: Loan #]**  
**[Title of Consulting Services]**  
**STANDARD REQUEST FOR PROPOSALS**  
**RFP #**  
**INFORMATION TO CONSULTANTS**  
**BREAKDOWN OF AGREED FIXED RATES<sup>2</sup>**

Consultants		1	2	3	4	5	6	7
Name	Position	Basic Rate <sup>3</sup>	Social Charge (__% of 1)	Overhead (__% of 1)	Subtotal	Fee (__% of 4)	Away from Headquarters Allowance (__ % of 1)	Total Agreed Fixed Rate
Field Assignment								
Home Office								

Signature of Consultant: \_\_\_\_\_

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

Authorized Representative: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

<sup>2</sup> This model form is given for negotiation purposes only. It is not part of the proposals (technical or financial). Do not submit with Proposals.

<sup>3</sup> Per month, day, or hour as appropriate.



## **Section 3. Technical Proposal - Standard Forms**

- 3A. Technical Proposal submission form.
- 3B. Consultant's references.
- 3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of curriculum vitae (CV) for proposed professional staff.
- 3G. Time schedule for professional personnel.
- 3H. Activity (work) schedule.



### 3A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:



### 3B. CONSULTANT'S REFERENCES

#### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services NRs
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff, Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:		
Narrative Description of Project: :( Actual assignment, nature of activities performed and location)		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: \_\_\_\_\_



**3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

---

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.



### **3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**



### 3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

<b>1. Technical/Managerial Staff</b>		
Name	Position	Task

<b>2. Support Staff</b>		
Name	Position	Task



### 3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Consultant/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

#### Key Qualifications:

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

#### Education:

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

#### Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

#### Languages:

*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

#### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_  
*[Signature of staff member and authorized representative of the consultant]* Date: \_\_\_\_\_  
Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_





**3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL**

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months	
			1	2	3	4	5	6	7	8	9	10	11	12		
																Subtotal (1)
																Subtotal (2)
																Subtotal (3)
																Subtotal (4)

Full-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_

Part-time: \_\_\_\_\_

Signature: \_\_\_\_\_  
 (Authorized representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_



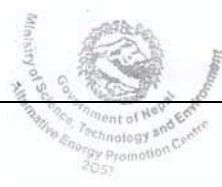
### 3H. ACTIVITY (WORK) SCHEDULE

#### A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Activity (Work)												
_____												
_____												
_____												
_____												

#### B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	



## **Section 4. Financial Proposal - Standard Forms**

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of price per activity.
- 4D. Breakdown of remuneration per activity.
- 4E. Reimbursables per activity.
- 4F. Miscellaneous expenses.



## 4A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of the local taxes except Value Added Tax (VAT), which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

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

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Consultant:  
Address:



**4B. SUMMARY OF COSTS**

<b>Costs</b>	<b>Amount (NRs.)</b>	<b>Remarks (if any)</b>
<b>Subtotal (Sum of All Activities)</b>		
<b>Total without VAT</b>		
<b>Value Added Tax</b>		
<b>Total Amount of Financial Proposal</b>		

(Amount in  
Words:.....)



**4C. BREAKDOWN OF PRICE PER ACTIVITY<sup>4</sup>**

Activity No.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursable	
Miscellaneous Expenses	
Subtotal	_____

<sup>4</sup>The client may choose to request Forms 4C, 4D, 4E an 4F for the entire assignment, as opposed to each Activity No. as shown. Forms should only be requested for each Activity No. if such detail is essential to the evaluation, bearing in mind it will introduce a substantial level of detail for the client to analyse.



**4D. BREAKDOWN OF REMUNERATION PER ACTIVITY**

Activity No. _____		Name: _____		
Names	Position	Input	Remuneration Rate(Rs.)	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____



**4E. REIMBURSABLE PER ACTIVITY**

Activity No: \_\_\_\_\_

Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price In Rs.	Total Amount In Rs.
1.	Air flights _____	Trip			
	Miscellaneous travel expenses				
2.	Subsistence allowance	Trip			
3.	Local transportation costs <sup>5</sup>	Day			
4.	Office rent/accommodation/ clerical assistance				
5.	Grand Total				_____

<sup>5</sup> Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.





**4F. MISCELLANEOUS EXPENSES**

Activity No. \_\_\_\_\_

Activity Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Rate	Total Amount
1	Communication cost between _____ and _____ (telephone, telegram, telex, email)				
2	Drafting, reproduction of reports				
3	Equipment: vehicles, computers, etc.				
4	Software				
	Grand Total				

## Section 5. Terms of Reference

### *Terms of Reference (ToR) for*

### *Conduction of Training on Biomass Densification with focus on community enterprise and market development.*

#### 1. Introduction

Alternative Energy Promotion Center (AEPC) is a national executing agency of renewable energy programme and projects in Nepal under the Ministry of Science, Technology and Environment. With the mandate of policy and plan formulation, technology innovation, resource mobilization and coordination and quality assurance, the mission of AEPC is to make renewable energy a mainstream resource through increased access thereby, contributing for the improved living conditions of people in Nepal. AEPC is currently implementing a National Rural and Renewable Energy Programme for the promotion and dissemination of renewable energy technologies under various sub/components.

#### 2. Background

Biomass Energy Sub-Component (BESC) of AEPC is disseminating biomass densification technologies with the objective to utilize locally available and abundant biomass resources for production of briquettes and its market development through policy lobbying, awareness generation and capacity building of the community and entrepreneurs in order to substitute the consumption of excessive fuel wood as well as imported fuel.

BESC has been receiving several demands for technical support and training on biomass briquette technology from various communities and local entrepreneurs with focus on utilizing available biomass resources as a fuel in the form of biomass briquette for cooking and heating purpose and establish as an alternative to the imported fuel. These demands are mainly focused on utilizing locally available waste biomass from the forest and agriculture residues by making briquettes and sustain the current energy crisis situation at local level.

In this background, AEPC calls for proposal from interested and relevant consultants for conducting two batches of training at Kathmandu on “Biomass densification with focus on community enterprise and market development”.

#### 3. Objectives of the Assignment

The main objective of this task is to train local communities on production of biomass briquettes from locally available biomass sources/ waste biomass by using various densification technologies available in the market (specific to low compression technologies) and entrepreneurship development through market access of their products.

The specific objectives are to:

- To conduct two batches of training on biomass briquetting technology including knowledge on entrepreneurship development for business establishment.
- To orient with market identification of the biomass briquette.

#### 4. Scope of Work (activities) but not limited to followings

The followings are the scope of this assignment;

- a. The consultant shall select the \_\_\_\_\_ participants in coordination with BESC from among the communities demanding for training at AEPC and among potential participants recommended by DDC/EECCSSs. The selection criteria for participants should be finalized in consultation with AEPC.
- b. Provide hands-on training in two batches at Kathmandu with at least 20 participants in each batch. Each batch should comprise of 4 days training on briquette production methods, namely charred briquetting/pelleting methods and non-charred low compression briquetting methods from agro-forest and waste biomass.
- c. The training package should comprise of both theoretical and practical course including hands-on practice on the technology. The course should include, but not limited to, the following contents:
  - Different process of briquette/ pellet production methods (specific focus on charred briquette production and non-charred low pressure compression method) and a comparative analysis of benefits and downsides of each technology.
  - Feasible raw material identification, collection and feedstock preparation for each densification technologies.
  - Cleaner and efficient charring and charcoal grinding methods for charred briquettes production.
  - Safety measures and precautions to be taken during production of briquettes and its use.
  - Modern and efficient solutions for handling, drying, packaging and transportation to minimize breakage and wastage.
  - Importance of quality in briquette production and application.
  - Different kinds of stoves/appliances that use briquette for cooking, heating and other applications.
  - Requirements for establishment of briquetting industry.
  - Present and future market perspective in briquette sector and linkages.
- d. The consultant should prepare the training material with appropriate photographs for distribution to the trainees. The training session should also include video clips of the technology for better understanding about the technology and its application.
- e. The consultant should manage necessary training accessories such as multimedia projector, laptop, flipchart, markers etc. required for the training.
- f. The consultant should manage all necessary practical tools/equipments required for training program and the tools for practical exercise must be sufficient for all participants.
- g. The consultant should support trainee to select appropriate briquette manufacturing machines/tools and their suppliers for establishment of briquette enterprises in their community.
- h. The consultant should support trainee to develop linkage with potential client.
- i. The exact venue for the training programme shall be decided in consultation with AEPC.
- j. Suggested tools to be used during training period and the tools to be handed over to the participants from the community are listed below.
  - Tools associated with Low compression briquette production from waste (Briquette press set, Pulping tool, Pulping barrel, Briquette drying unit). – 1 set (*for demonstration only*)
  - Stoves for briquette burning (Large scale cooking stove, small scale cooking stove, space heating stove) – 1 set (*for demonstration only*)
  - Tools associated with *Charred briquette* and pellet production

- i. Charring drum – 1 set *(for demonstration only)*
  - ii. Electric grinder – 1 set *(for demonstration only)*
  - iii. Beehive briquette making mold (general) – 1 set *(for demonstration only)*
  - iv. Beehive briquette making mold (Sajlo mold) - 8 sets *(to be handed over to trainee groups)*
  - v. Grinding machine (manual + electric) - 1 set *(for demonstration only)*
- Briquette burning mud stove die – 1 set *(for demonstration only)*
  - Pellet producing machine – 1 set *(for demonstration only)*
  - Safety masks and gloves – 40 sets *(to be used during training by each participants)*

## 5. Inputs

- a. Inputs from AEPC
  - AEPC budget for training conduction, training materials, tools and refreshment/lunch for trainees between training hours.
  - Technical support of BESC/AEPC staff.

## 6. Time and budget

### Timing

The duration of this task shall be completed within one month after signing the contract agreement with AEPC.

### Budget

The budget should be prepared as per proposed format attached in RFP document.

## 7. Deliverables (output)

- Inception Report – three original hard copies and an electronic copy.
- Handover of equipments to the trainee.
- Training Completion Report – three original hard copies and an electronic copy.

## 8. Human Resources Requirement

The team should be composed of at least the following professionals and support staff as per requirement:

- Enterprise Development Expert with business management background having more than 5 years experience in the relevant field to act as Team Leader.
- Biomass Compaction/Densification Expert with at least Masters degree in the field of energy/environment/rural development and more than 5 years professional experience in the briquetting sector, especially in compaction/densification technology.
- Technician with practical experience in biomass densification.
- Other assisting staffs as per requirement.

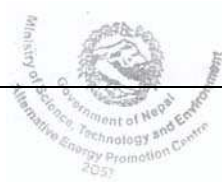
The Consultant shall submit the name(s) of the required human resources to be assigned for execution of the proposed project. The detailed CVs of the experts to be involved for the conduction of this assignment must be submitted in the technical proposal with their original signature and their commitment to provide the full time for this training.

## **9. The Right to Audit**

The AEPC shall have the right to audit and inspect all books, records and underlying documentation relating or pertaining to contracts or agreements under AEPC, for delivery of goods or services, kept by or under the control of the Contractor including, but not limited to those kept by the Contractor and its employees, agents, assigns, successors and subcontractors.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of the contract or agreement and at least to the end of the following Government of Nepal Fiscal Year from the approved date of the completion of the assignment as per contract or agreement with AEPC.

A clause regarding this facility will be included in the contract document.



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## **Section 6. Standard Form of Contract**

- Lump-sum Assignment
- Progress based payment will be made after receiving and approval of the reports by the AEPC authority
- Other general conditions of contract are as per Standard Form of Contract prescribed by the PPMO

## **Section 7. Required Documents list**

Note: Consultants are suggested to provide the corresponding information in the format given in the RFP document.

### **Eligibility Criteria (Required Documents):**

<b>SN</b>	<b>Documents</b>
1	Copy of Company/Firm Registration Certificate
2	Copy of VAT Registration Certificate
3	Copy of Tax Clearance Certificate of F.Y. 2070/71
5	Sealed Technical Proposal (As per given format)
6	Separate Sealed Financial proposal including VAT (As per given format)
7	CV and Copy of citizenship certificate of proposed dedicated personnel and copy of other required supported documents