



Dear Sir/Madam,

**Subject: Request for Proposals for the Provision of conducting an evaluation of UNOPS Mine Action Programme of Afghanistan, Afghanistan.**

**Case No: GPSO\_MAC\_RFP\_00085563\_AFG\_14\_004**

**Project: VTF 2013 - 2014**

1. The United Nations Office for Project Services (UNOPS) is seeking qualified offers for the above-mentioned services. Your company is kindly invited to submit your best technical and financial offer for the requested services. Your proposal could form the basis for a contract between your firm/institution and the United Nations Office for Project Services (UNOPS).
2. To enable you to submit a proposal, please find enclosed:
  - a. Annex I: Terms of Reference(hereinafter "TOR") containing a description of UNOPS requirements for which these services are being sought;
  - b. Annex II: Proposal submission form, consortium form and compliance matrix;
  - c. Annex III: A draft of the form of contract under which the services would be performed, including a link to the "General Conditions for UNOPS Contracts for Professional Services".
  - d. Annex IV: Description and Qualifications of the Firm/NGO and Guidelines for Preparation of CVs
  - e. Annex V: Price Component Submission Form
  - f. Annex VI: Performance Guarantee

This letter is not to be construed in any way as an offer to contract with your firm/institution.

### **Manner of Submission**

3. Your proposal shall be prepared in the English language.
4. Your proposal shall comprise the following documents:
  - a. Proposal Submission Form;
  - b. Technical Component; and
  - c. Price Component Submission Form.
5. Your proposal shall be sent on or before **13 March 2014, 12:00 hours** Eastern Standard Time via [upload.GPSO\\_MA.wdqxu8rym1@u.box.com](mailto:upload.GPSO_MA.wdqxu8rym1@u.box.com). The proposal shall be sent in two separate E-mails. Both E-mails shall indicate your firm's name. The first email's title shall be marked "Technical Proposal" and the email shall contain the Proposal Submission Form and Technical Component of your proposal. The second email's title shall be marked "Price Proposal" and the email shall include your financial cover letter (paragraph 15, below) and Price Component.
6. Proposals must be received by UNOPS at the above email address on or before **12 March 2014, 12:00 hours Eastern Standard Time**, (ref.: [www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)). Any proposal received after this date may be rejected. UNOPS may, at its discretion, extend the deadline for



the submission of proposals, by notifying all prospective proposers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNOPS at its own initiative or in response to a clarification requested by a prospective proposer.

7. You are requested to hold your proposal valid for 180 days from the deadline for submission. UNOPS will make its best effort to select a firm/institution within this period.
8. If you consider that your firm/institution does not have all the expertise for the assignment, there is no objection to your firm/institution associating with another firm/institution, particularly from a developing country, to enable a full range of expertise to be proposed. UNOPS strongly encourages association with a local firm/institution in the country of assignment. However, any invited firm/institution may not participate in more than one consolidated proposal. Similarly, a local firm/institution may associate with only one invited firm/institution that is making a proposal.

Any consulting /institution with which you might be associated may not be eligible to participate in proposing/bidding for any services, goods or works which may result from or be associated with the project of which this assignment forms a part.

9. Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.
10. Any requests for clarification should be referred to Rui WANG, Procurement and Supply chain Analyst, by e-mail RuiW@unops.org. Any written reply to a particular question may be copied to all other invited firms/institutions, at the discretion of UNOPS.
11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place ([www.ungm.org](http://www.ungm.org)). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the [UNGM Interactive Guide for Suppliers](#).

## **Content of Proposal**

### ***Technical Component***

12. The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- a. *Description of the Firm and the Firm's Qualifications*

A brief description of your firm/institution and an outline of recent experience on projects of a similar nature, including experience in the country and language concerned. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability and financial and managerial capacity to provide the services.

- b. *Understanding of the Requirements for Services, including Assumptions*

You should outline your understanding of the requirements and include any assumptions you may need to make in designing your proposal, as well as comments on the support, equipment and facilities to be provided by UNOPS as indicated in the TOR or as you may otherwise believe to be necessary.

*c. Proposed Approach, Methodology, Timing and Outputs*

Any comments or suggestions on the TOR, as well as your detailed technical description of the manner in which your firm/institution intends to address the problem and how you would respond to the TOR.

A Gantt chart to explain how you will sequence all activities across mobilization, operation and demobilization phases.

*d. Equipment descriptions and lists*

For technical and/or specialized equipment, product sheets or descriptions of the products as well as your firm's justification of how this equipment will best meet the needs of the project.

An equipment list containing all non-expendable items proposed, quantities thereof and location if applicable.

*e. Proposed Team Structure*

The composition of the team which you would propose to provide in the country of assignment and/or at the home office, and the work tasks (including supervisory) which would be assigned to each.

Brief Terms of Reference for each position and a description of the tasks the incumbent will be expected to perform. This is to reconfirm your understanding of the post and to ensure this corresponds to UNOPS' expectations.

An organogram illustrating the reporting lines, together with an explanation of the reasoning behind your proposed organization, should support your proposal.

A leave plan, showing how staff will rotate in and out of leave, while the firm maintains full staffing on each post indicated throughout the duration of the project.

*f. Proposed Project Team Members*

The curriculum vitae of all professional international team members, their relevant professional certificates, as well as signed statements of interest and availability.

13. If you anticipate any difficulties in meeting project timelines as per the TOR, you are still encouraged to submit your proposal, clearly detailing problems identified and an alternative timeline in your mobilization and operations plan.

**Price Component**



14. Your separate price component must contain an overall quotation in a single currency, which may be either in US Dollars or in any convertible currency. If you opt for the latter and for evaluation purposes only, your proposal will be converted into US dollars using the United Nations rate of exchange in effect on the date submissions are due.
15. The price component shall have a cover letter wherein your firm/institution's authorized representative affirms the following:
  - a. A summary of the price; and
  - b. The period of its validity.

In preparing your proposal, please note carefully from Annex III the various contract provisions regarding UNOPS policies on limitations on advance payments, retention, performance bonds, etc.

16. In addition, the price component must cover all the services to be provided and must itemize the following:
  - a. A break-down of the all-inclusive rates per person per day (including honorarium and living expenses) for each team member to be assigned to the mission in the field and a rate for his/her work at the home office, if any.
  - b. The total amount for international travel and related expenses (indicating number of round trips per team member).
  - c. The total amount for local travel.
  - d. Other costs, if any (indicating nature and breakdown).
  - e. Summary of total cost for the services proposed. [N.B.: The remuneration received by your firm/institution and persons performing services for your firm/institution (other than nationals of the host country) normally will not be subject to tax liability in the host country].
  - f. A proposed schedule of payments, all of which must be expressed and will be affected in the currency of the proposal.
  - g. You should duly follow the instructions indicated in Annex V, Price Component. In case of negligence or insufficient detail in the price proposal, your price proposal may not be accepted.

### **Payment Provisions**

17. UNOPS' general policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract. Please refer to the Model Contract for Services that is enclosed as Annex III.
18. Please note that UNOPS' policy is not to grant advance payments except in unusual situations where the potential contractor/tenderer, whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNOPS, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made.



19. Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemize the amount requested and provide a time-schedule for utilization of said amount. In addition, you must submit documentation regarding your financial status - e.g. audited financial statements at 31 December of the previous year and include this documentation with your financial proposal; further information may be requested by UNOPS.

### Evaluation of Proposals

20. A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared. The Price Component will be opened only for those firms/institutions whose Technical Component meets the requirements for the assignment. The total number of points which a firm/institution may obtain for both components is **120**.

21. The technical component, which has a total possible value of **80 points**, will be evaluated using the following criteria:

- a. The firm/institution's general reliability as well as experience and capacity in the specific field of the assignment including the firm's experience in country, and in similar security contexts (20 points) with the following breakdown;

<b>1. Firm's expertise</b>	<b>20</b>
1.1 Organizational capability, size, general reputation	10
1.2 Relevant experience in conflict zones and delivery of similar tasks	6
1.3 Experience from the geographical area (country or region)	4

- b. The approach in responding to the TOR, a detailed and well thought-out implementation plan in consideration of the Afghanistan program/security environment, and the ability to mobilize and deploy the capacity within the timelines of the contract (45 points) with following breakdown; and

<b>2. Technical Approach</b>	<b>45</b>
2.1 Understanding of the task objective	5
2.2 Suitability of approach and methodology to TOR	10
2.3 Degree of innovation of the proposal	10
2.4 Reasonable assumptions for implementation of TOR	5
2.5 Time schedule and manpower estimates	5
2.6 Team composition and experience as per the TOR	10

- c. The qualifications and competence of the personnel proposed for the assignment with regard for their overall qualifications, suitability for the assignment and field experience in similar contexts, including recent and relevant work in country, as well as written and spoken English language skills for a total of (15 points) with below breakdown.

<b>3. Personnel</b>	<b>15</b>
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3.1 General/Technical qualifications	8
3.2 Suitability for specific task	4
3.3 International experience (esp. in Afghanistan)	3

22. The Price Component of any proposal will only be evaluated if the Technical Component of that proposal achieves a minimum of **65 points**. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.

23. The maximum number of points for the Price Component is **40 points**. This maximum number of points will be allocated to the lowest price proposal which passes the technical threshold. All other price proposals will receive points in inverse proportion according to the following formula:

$$\text{Points for the Price Component of a proposal being evaluated} = \frac{[\text{Maximum number of points for the Price Component}] \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}$$

24. Please note that the UNOPS is not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract will be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to UNOPS's general principles, including economy and efficiency, UNOPS does not bind itself in any way to select the firm/institution offering the lowest price.

### Special Provisions

25. Supplier eligibility: Suppliers shall not be eligible to submit an offer when at the time of bid submission:

- a. Suppliers are already suspended by UNOPS, or,
- b. Supplier's names are mentioned in the UN 1267 Terrorist list issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
- c. Suppliers are suspended by the UN Procurement Division (UN/PD), or,
- d. Suppliers have been declared ineligible by the World Bank

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

26. Information regarding Bid Protest can be found at:



<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

27. Negotiations: UNOPS may enter into contract negotiations with the firm/institution submitting the offer having received the highest number of points (technical plus financial). Such negotiations do not constitute an award of contract. Circumstances where negotiation may be necessary include, but are not limited to:
- Budget constraints, where the available budget is not sufficient to purchase the requested services;
  - Where the highest scoring offer bid is offering additional services which were not required in the solicitation document;
  - Where DSA rates, travel cost etc. are not in line with standard rates; or other terms and conditions as per UNOPS Procurement Manual.
28. Equipment: UNOPS reserves the right to request substituting the equipment/vehicles proposed by the Bidder submitting offer having the highest number of points (technical plus financial) and loan UNOPS equipment to the Bidder for the purpose of completing the contract at a proportionally lower cost. If such a situation occurs, a list of available equipment will be provided by UNOPS at the contract negotiation stage. Loaned equipment will remain the property of UNOPS and the contractor will be required to sign an Agreement on the Receipt and Right of Use of UN Assets. The Contractor is to adhere to the terms and conditions of the agreement paying particular attention to the repair and maintenance of loaned equipment.

The successful bidder, once identified, will be required to provide UNOPS with a performance guarantee, totalling 10% (Ten Percent) of the final Contract value, within 15 days from the date of notification of Contract award. The proceeds of the security shall become payable to UNOPS in the event of the supplier's failure to perform. The performance security shall be returned by UNOPS to the supplier no later than thirty days following the date of completion of the supplier's performance obligation under the contract, including any warranty obligations.

Yours sincerely,

Pre-cleared by:

Monica SILES  
Procurement Specialist  
UNOPS GPSO  
Date: Feb 7, 2014

Approved by UNOPS Designated Officer:

Amir Omeragic  
Deputy Chief  
UNOPS GPSO  
Date: Feb 11, 2014