

Procurement

Cover Page

To:	From: Bijay Karmacharya
Attention:	Date: 07-Sep-2017
Fax: Email:	Fax: 951-544531, 545634

Total Number of Pages including this page: 18s

Attached is Request for Proposal No.: 3100002432 and all related documentation. Please notify the United Nations immediately if any part of this Request for Proposal is missing and/or illegible at the above facsimile number. Please be advised that this facsimile number may be used only to send queries.

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REQUEST FOR PROPOSAL

3100002432

SUBJECT: Hiring of Engineering Service for Detailed Engineering Design, Specifications, Estimation and Supervision of a Micro Hydro Power Project in Chin State, Myanmar

1. The United Nations (UN) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above subject. Proposals are required to be received by the UN no later than **20-Sep-2017 at 12:00 PM (Yangon Time)** (the Closing Time).
2. This RFP consists of this letter, the subsequent instructions and the following annexes:

Annex A: Acknowledgement Letter
Annex B: Statement of Work/Requirement
Annex C: Special Instructions and Evaluation Criteria
Annex D: UN Entities Form
3. You are kindly requested to return the attached Annex A - Acknowledgement Letter, duly signed by an authorized representative of your company, to the UN via facsimile No. , Attention: Kyaw Swar Soe - Kyawswar.soe@unhabitat.org.mm (the Procurement Officer), who shall serve as a focal point of contact with regard to this RFP, no later than **20-Sep-2017 at 12:00 PM (Yangon Time)**. The Acknowledgement Letter should advise whether your company intends to submit a Proposal, and if not, indicate the reason. The UN may review the registration status of companies which fail to return the completed Acknowledgement Letter.
4. We look forward to your Proposal and thank you in advance for your interest in UN procurement opportunities.



Bijay Karmacharya, Country Programme Manager

Instructions for Submission of Proposals

General

1. The UN solicits Proposals in response to this RFP. Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the provisions stipulated in this RFP will be accepted unless approved in writing by the UN. However, whilst fully complying with the RFP requirements, Proposers are encouraged to provide any suggestions and solutions that may achieve a more cost-effective and value-for-money approach to fulfilling the requirements of this RFP.
2. Submission of a Proposal shall be deemed to constitute an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and unless specified otherwise, the Proposer has read, understood and agreed to all the instructions provided in this RFP.
3. This RFP does not commit the UN to award a Contract or to issue a Purchase Order. Any Proposal submitted will be regarded as a proposal by the Proposer and not as an acceptance by the Proposer of any proposal by the UN.
4. The Proposer shall bear any and all costs and expenses related to the preparation and/or submission of a Proposal, regardless of whether its Proposal is selected or not.
5. Unless otherwise stated in this RFP, all times indicated in this RFP are Yangon Time.

Submission of a Proposal

6. Proposers are required to complete, sign and submit in the English language and in **ONE COPY**, the following documents:
 - 6.1. Technical Proposal.
 - 6.2. Financial Proposal.

The Proposal shall include information in sufficient scope and detail to allow the UN to consider whether your company has the necessary capability, experience, knowledge, expertise, licenses, financial strength and the required capacity to perform the work specified at a high professional level, as well as any attachments and/or appendices required hereunder.

7. The Financial Proposal and the Technical Proposal **MUST BE COMPLETELY SEPARATED** and each of them must be submitted in its own individual sealed envelope/package, clearly marked on the outside as either **TECHNICAL PROPOSAL** or **FINANCIAL PROPOSAL**, as appropriate. The information in Paragraph 8 below must be marked on the outside of each envelope/package. Any and all financial information must **ONLY** be included in the Financial Proposal. No Financial Proposal, quotes or any other related financial information should appear in the Technical Proposal. **Proposals which do not comply with these requirements may be rejected.**

8. **IMPORTANT: Your Financial Proposal and Technical Proposal must be submitted in two separate sealed envelopes/packages, clearly marked and addressed as follows:**

**United Nations Human Settlements Programme
(UN-HABITAT)**

Attn: Tender Opening Committee/ Bid Opening Unit
Natmauk Road, Tamwe Township, 6, Yangon, 11211,
Myanmar
Tel : 951-542910-9 EXT-116

RFP Number: 3100002432

Kyaw Swar Soe

Closing Date & Time: 20-Sep-2017 12:00 PM (Yangon Time) 1. TECHNICAL PROPOSAL

Name of the Proposer:

and

**United Nations Human Settlements Programme
(UN-HABITAT)**

Attn: Tender Opening Committee/ Bid Opening Unit
Natmauk Road, Tamwe Township, 6, Yangon, 11211,
Myanmar
Tel : 951-542910-9 EXT-116

RFP Number: 3100002432

Kyaw Swar Soe

Closing Date & Time: 20-Sep-2017 12:00 PM (Yangon Time) 2. FINANCIAL PROPOSAL

Name of the Proposer:

9. Please note that submissions by fax will be rejected.
10. Alternatively, you may submit your Proposal via email to the UN dedicated email address (Kyawswar.soe@unhabitat.org.mm) prior to the Closing Time.
11. Please note that submissions by e-tendering will be rejected.
12. The UN does not assume any responsibility for any missing and/or illegible pages of Proposals, and this may result in rejection of your Proposal. The phone number in paragraph 8 should not be used for queries concerning this RFP, but only for facilitating receipt of Proposals delivered by hand or by courier. **Only submission means and addresses indicated above can be used. Submission by any other means, or to any other address, will be rejected. Vendors who submit (a copy of) the Proposal directly to the Procurement Officer (by fax, electronically or by any other means) will be disqualified.**

Closing Time

13. It is the responsibility of the Proposer to ensure that the sealed envelopes/packages containing the Proposal reach the above mentioned address before the Closing Time so that it is time stamped and acceptable for opening. Proposals must be delivered to the above mentioned address during UN working hours from 8:30AM to

5PM, Monday through Friday. Except for the UN Holidays. Delivery to any other UN office location will be at the risk of the Proposer and may not meet the Closing Time. Written proof of receipt will not be given by UN staff unless a Postal/Courier service receipt or other form of receipt is presented for signature by the UN. Proposals received after the Closing Time will be rejected and therefore not considered or evaluated, except in exceptional circumstances.

Clarifications

14. For clarifications regarding this RFP, you are requested to contact the Procurement Officer, exclusively in writing, via e-mail: **Kyawswar.soe@unhabitat.org.mm** or at facsimile: **951-544531, 545634** no later than **15-Sep-2017 at 03:00 AM (Yangon Time)**. No communication, written or verbal, is allowed in connection with this RFP, with any UN staff members other than Procurement Officers. Queries received after the above deadline may not be considered.
15. In order to maintain transparency, all Proposers' requests for clarifications and UN responses will be recorded and circulated to all Proposers, without indicating the source of the request.

Validity of Proposals

16. Your Proposal shall be irrevocable and remain valid for acceptance for at least **90** calendar days, commencing on the Closing Time.
17. If deemed necessary by the UN, Proposers may be requested to extend the validity of their Proposals for an additional period(s), in order to finalize the solicitation process. If the extension of the validity period is accepted by a Proposer, the Proposer will not be permitted to otherwise modify or consequently withdraw its Proposal, and will be required to extend the validity period of the Bid Security, if so required in this RFP.

Withdrawal and Modification of Proposals

18. Proposals may be modified or withdrawn in writing, at any time prior to the Closing Time. Modification and/or any other complementary information shall be submitted in writing and in a sealed envelope, marked and labeled as provided in Paragraph 8 above, before the Closing Time.
19. Proposals may not be modified or withdrawn after the Closing Time. If a Proposal is modified or withdrawn by the Proposer after the Closing Time, the UN shall be entitled, without prejudice to any other remedies available to the UN, to draw on the Bid Security, if required in this RFP. In addition, the Proposer's registration status as a UN Vendor may be subject to review by the UN Vendor Review Committee and may be grounds to suspend or remove the Proposer from the UN vendor roster.

Public Opening

20. A public opening of Proposals will take place on **21-Sep-2017 at 03:00 PM (Yangon Time)** in the Bid Room of Natmauk Road, Tamwe Township, 6, Yangon, 11211, Myanmar. The purpose of the public opening is to record the names of Proposers who submitted Proposals by the Closing Time. Only Technical Proposals will be opened to record the Proposers' name. Financial Proposals will not be opened at the public opening. Proposers submitting Proposals are welcome to send one representative to observe the recording of the Proposal opening.

Rejection of Proposal

21. The UN reserves the right to reject a Proposal if it does not adhere to the RFP instructions.
22. The UN will provide the Proposers, upon written request, with the reasons for their Proposal rejection.

Evaluation Criteria

23. The evaluation criteria are detailed in Annex C.

Selection Process

24. The UN reserves the right, at its sole discretion, to:
 - 24.1. Award separate or multiple contracts for same or different elements covered by this RFP in any combination it

may deem appropriate, or only a portion of the requirements. If the Proposal is submitted on an "all or none" basis, it should be clearly stated as such.

24.2. Reject any or all Proposals received in response to this RFP and negotiate with any of the Proposers in any manner deemed to be in the best interest of the UN.

24.3. Add new considerations, information or requirements at any stage of the process.

25. In exceptional situations, the UN may cancel this RFP by a written notification to Proposers.

Notice of Award

26. The selected Proposer(s) will be notified in writing that the UN is considering an award of contract. The contract award shall be subject to both parties mutually agreeing to the contract terms and conditions. No legal obligation exists until the contract is finalized and signed by both parties, or the issuance of a Purchase Order (PO) by the UN.

27. Unsuccessful Proposers will be notified in writing. The UN has the right to retain unsuccessful Proposals.

28. Unsuccessful Proposers having questions about the name of selected Proposer(s) and contract(s) value are invited to consult the Awards webpage on the UNPD website at <https://www.un.org/Depts/ptd/>. Please note that Proposers participating in eligible RFPs have the option to request a post award debriefing. For more details on the process and eligibility, please visit our website <https://www.un.org/Depts/ptd/debrief-challenges>.

29. Any Contract or Purchase Order entered into with the successful Proposer will be subject to the UN General Conditions of Contract (UNGCC). You will find the link to the UNGCC at https://www.un.org/Depts/ptd/pdf/general_condition_services.pdf. A Draft Form of Contract may also be included in this RFP. By submitting a Proposal, the Proposer confirms that it has accessed, read, understood, agreed and accepted the UNGCC and the Draft Form of Contract, if applicable and if provided herein. Notwithstanding the foregoing, inconsequential changes to the UNGCC and/or Draft Form of Contract may be proposed, and considered at the UN's sole discretion during the evaluation of Proposals. Note that non-acceptance of the UNGCC and/or Draft Form of Contract may therefore lead to the rejection of your Proposal, if not rescinded.

Commercial Instructions

Payment Terms

30. The standard UN terms of payment are net **30** calendar days following satisfactory delivery of goods, performance of services and submission of an invoice, whichever is later. Payment for any goods or services by the UN shall not be deemed an acceptance of the goods or services. The provisions of Incoterms 2010 shall apply to any delivery terms specified in this RFP.

31. The UN policy is to preclude advance payments or payment by Letters of Credit. Such provisions in a Proposal will be prejudicial to its evaluation by the UN.

Currency

32. Prices may be quoted in a currency other than the US Dollar. However, for the purposes of commercial evaluation and comparison of all Financial Proposals, the UN will convert the currency quoted in the Financial Proposal to US Dollar, in accordance with the prevailing UN Operational Rate of Exchange at the Closing Time.

33. The Contract/Purchase Order awarded to the selected Proposer, Proposer's invoices and the UN payments, will be made in the currency as originally quoted by the Proposer in its Financial Proposal.

Price

34. The offered price should be all inclusive. If your price excludes certain fees and/or charges, you must provide a detailed list of excluded fees, with a complete explanation of the nature of those fees. Unless otherwise provided in this RFP, the contract shall be concluded on a Firm Fixed Price basis, and shall not be subject to any

adjustment, including the actual cost incurred by the Proposer in performing the contract or any market price change.

GSA Clause (for USA vendors only)

35. The UN is officially eligible, under the United States Foreign Assistance Act of 1961, to receive full benefits under General Services Administration (GSA) Contracts. Accordingly, Proposal must specify whether or not items quoted by the Proposer are currently subject to GSA Federal Supply pricing and indicate the GSA Contract Number and Expiration Date, wherever applicable.

Bid Security

36. Not Applicable

Performance Security

37. Not Applicable

Liquidated Damages

38. Not Applicable

Miscellaneous

39. Proposers may find the UN Procurement Manual and the UN Financial Rules and Regulations, which are applied to this RFP, at <https://www.un.org/Depts/ptd/pdf/pm.pdf>.
40. If so requested, the Contractor shall furnish to the UN, within 5 business days of the UN's request, an electronic copy of the applicable price list(s) including item identification references, which shall serve as a catalogue of goods and/or services that can be ordered by the UN.
41. **Vendor registration and update of information:** Only vendors registered with the UN Secretariat in the United Nations Global Marketplace (UNGM) can participate in this solicitation. Vendors must be registered at the appropriate level in UNGM in order to be considered for award. In the event that a vendor fails to achieve the required registration level by the time the UN is ready to make an award, the UN reserves the right to award an alternative vendor. Vendors are responsible to ascertain their registration level at <http://www.ungm.org> and, if in doubt, contact the UN Secretariat at register@un.org. For UNGM account-related issues, please contact: registry@ungm.org. Vendors are responsible for keeping their information up-to-date in UNGM. More information can be found at <https://www.un.org/Depts/ptd/vendor-registration>.
42. **Code of Conduct.** By submitting a Proposal, the Proposer confirms that it has accessed, read, understood and agrees to comply with the UN Supplier Code of Conduct, which, amongst others, prohibits collusive bidding, anti-competitive conduct, improper assistance and corrupt practices. Proposers should refer to the UN Supplier Code of Conduct for further information at https://www.un.org/Depts/ptd/pdf/conduct_english.pdf.
43. The procurement of goods and/or services by the United Nations shall be in compliance with Security Council resolutions, and the rules, regulations and policies promulgated by the United Nations' principal organs.
- Confidentiality**
44. Unless otherwise indicated by the UN, the UN will consider and treat the Proposals received as confidential and commercially proprietary.
45. This RFP is confidential and proprietary to the UN, contains privileged information, part of which may be copyrighted, and is communicated to and received by Proposers on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of the UN; except that the Proposer may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining proposals from them. The Proposer shall remain responsible towards the UN for any act or omission of such prospective sub-contractor, including breach of confidentiality obligation.

46. The confidentiality obligations hereof shall survive the expiration of this RFP, and shall be binding to all the Proposers who received the RFP, regardless of whether or not they submit a Proposal and/or are awarded a resulting contract.

UN Entities

47. The selected Proposer may be required to make the benefits of any contract(s) resulting from this solicitation available to other UN Entities, subject to the UN Entities and the successful Proposer signing of the "Form for Participation in the Contract by the UN Entity" included in such contract(s). The list of UN Entities eligible to place orders can be found at https://www.un.org/Depts/ptd/pdf/un_entities.pdf.

Independent Price Determination

48. Consistent with the UN Supplier Code of Conduct, by submitting a Proposal, the Proposer certifies that:
- 1) the prices offered in the Proposal have been arrived at independently, without any consultation, communication, or agreement in any manner that would result in restriction of competition with any other Proposer or competitor relating to (a) those prices, (b) the intention to submit a Proposal, and/or (c) the methods or factors used to calculate the prices offered;
 - 2) the prices in the Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before the UN issues an award under this solicitation; and
 - 3) no attempt has been made or will be made by the Proposer to induce any other entity to submit or not to submit a Proposal for the purpose of restricting competition.

Failure to comply with the above Independent Price Determination provisions shall result in the rejection of the Proposal(s). In addition, the UN reserves the right to exercise any other rights and remedies available to it.

IMPORTANT: In order for your company to remain in good standing as a registered vendor, you must return a completed copy of this acknowledgement letter even if you do not intend to submit a Proposal/Bid at this time.

ANNEX A
ACKNOWLEDGEMENT LETTER

SUBJECT: Hiring of Engineering Service for Detailed Engineering Design, Specifications, Estimation and Supervision of a Micro Hydro Power Project in Chin State, Myanmar

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. **3100002432** and hereby confirm that we:

INTEND DO NOT INTEND

to submit a Proposal/Bid to the UN by the deadline date of **20-Sep-2017 at 12:00 PM (Yangon Time)** and that, if we submit a Proposal/Bid, we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure.

NOTE: Due to the current security arrangements, your authorized representative must present a completed copy of this letter in order to observe the public opening procedure.

We acknowledge that this RFP is confidential and proprietary to the United Nations, and contains privileged information. Upon request, we will return this RFP or any part thereof, and all copies thereof, to the United Nations.

Name & Title of Authorized Representative: _____

Signature: _____

Company Name and Address : _____

Telephone No.: _____ Email: _____

If you do not intend to submit a bid to the United Nations, please indicate the reason:

- We do not have the capacity to submit a bid at this time.
- We cannot meet the technical requirement for this RFP.
- We do not think we can make a competitive offer at this time.
- Others: (Please specify: _____)

Kindly return this Acknowledgement Letter immediately via fax to **UN Procurement Section, 6 Natmouk Road, Tamwe Township, 6, Yangon, 11211, Myanmar Tel: 951-542910-9 EXT-116.**
Attention: **Kyaw Swar Soe**

**Hiring of Engineering Service for Detailed Engineering Design,
Specifications, Estimation and Supervision of a Micro Hydro Power
Project in Chin State, Myanmar**

STATEMENT OF WORK & SPECIFIC REQUIREMENTS

1. Background

Home to 51.4 million people¹ Myanmar is one of the least developed nations ranked 150th among 187 nations in the 2014 Human Development Report of the United Nations Development Programme (UNDP). Myanmar recorded an average per capita income of US\$ 1,105 in 2014, one of the lowest in East Asia and the Pacific its annual GDP growth rate was 8.3 per cent in fiscal year 2013/14;

Most of the poor in Myanmar live either in the central Dry Zone – where soils are sandy, rainfall low and population density high – or in hill tracts populated by ethnic groups, which are remote, have limited arable land or have been affected by conflict² The upland areas are largely populated by non-Bamar ethnic groups; each state and region is diverse in terms of its people, language and culture.

The Chin are of Sino-Tibetan origin and inhabit a mountain chain which roughly covers western Myanmar through to Mizoram in north-east India and small parts of Bangladesh. They are composed of a number of ethnic groups. A mountain people by tradition, perhaps 80 per cent are Christians. Combined with the difficulty in accessing the area, the living conditions of Chin State continue to degrade due to lack or inadequate support to its population. A survey conducted in 2009-10 by the United Nations Development Programme (UNDP) has found that Chin State remains the poorest state among the 14 Regions and States in Myanmar with seventy three per cent of the people below the poverty line. According to the survey, Chin State has the highest number of family members in each household with six people per household. As in many places of the country, the state is losing its labor force as many young people migrate to foreign countries for employment; no workforce means no production thus no production means no income.

Man-made community physical infrastructure is either non-existent or dilapidated in most areas where minority ethnic groups live, especially in Chin State where most communities are underserved, in addition to difficult accessibility due to geographic condition. There is very little information on current existence and status of community infrastructure across the country, although it is well known that good infrastructure makes it easier to deliver services, that it also creates a sustainable environment for production to take place.

As part of UN-Habitat's on-going operational activities in several townships across the country under its settlement support interventions, the Programme for Emergency Assistance to Poor and Vulnerable Community in Ethnic Minority Areas, funded by the Government of Japan, contributes to the overarching goal of the Humanitarian Response Plan 2015 to support the Government of the Republic

¹ Myanmar Population and Housing Census 2014, Provisional Results

of the Union of Myanmar and local communities to ensure that the lives, dignity and well-being of persons affected by conflict and disaster are protected.

Under the ongoing programme activities, UN-Habitat is working in four townships of Chin State namely Hakka, Tedim, Falam and Thantlang for reconstruction and rehabilitation of community infrastructures through the community driven development approach applying UN-Habitat's "people's process". This approach is in support of the Government of Myanmar's people centred approach of development.

There has been a felt need for electrification by the communities in the project areas where potential of micro-hydro power (MHPs) does exist. Accordingly, UN-Habitat had commissioned a pre-feasibility level of study in response to government's request to build some MHPs.

2. Electrification in the Targeted Geographic Area

The Chin State is the most undeveloped part in Myanmar. The need of electricity in Chin rural areas remains high. Only 29.7 percent of

Household's have access to electricity and almost 70% are not connected to any source of electrification as per the Housing census 2014 by the UN.

The prefeasibility level of study identified potential places where installation of MHP is technically feasible and financially viable. The findings of the pre-feasibility study were presented to the Rural Development Department in July 2017 and the Department requested UN-Habitat to commence immediately a pilot project to demonstrate the "community based approach" of Sustainable Micro-hydro power project in order not to lose the momentum of the drive for sourcing funding for other potential projects.

UN-Habitat aim to assist promote socio economic development in Chin State by transferring skills, knowledge, technology and approach transfer for sustainable Micro hydropower project in Chin state in support of the GoM's policy of rural electrification. And to begin with, it is aiming to start implementation of a pilot project while resources for more projects are being mobilized.

3. Scope of the Work

UN-Habitat is looking for the services of a competent Engineering Consultancy Firm for a detailed engineering design of a selected Micro Hydro Power project.

PROJECT NAME: Muizawal Hydro Power Project, Tedim Township, Chin State

The engineering service would comprise of

1. Field investigation, survey, measurements required for the detailed Engineering Design
2. Preparation of detailed, engineering design, cost estimation, specification for all component of the MHP i.e., civil works and electro-mechanical work.

The firm is expected to have sound knowledge on micro-hydropower plant design, installation and power distribution in compliance with standard engineering principles and practices.

The services of the Firm are expected to cover the following areas and deliver indicated outputs:

It is also expected that the project will be implemented as a stand-alone micro-hydro power projects which is constructed and operated by the local communities with the technical assistance from UN-Habitat and engineering service provider.

During the course of assessment for design, the firm shall also assess the community's ability to provide small token matching funds for the investment costs.

The consulting firm is expected to field one qualified MHP engineer with an experience of 5-10 years of detailed engineering design for Micro-hydro power projects.

The contemplated service will involve both field survey work and works. It shall be the responsibility of the firm to formulate a suitable approach and to execute and complete the assignment within the given time frame based on standard processes and engineering norms for micro-hydropower project survey/design.

The scope of the work includes:

4. (A) Detailed, Engineering Survey Design, Specification, Cost estimation

A.1 Field survey of the Design

Task Involved are

- 1.Desk study of relevant materials from the scoping study of the project.
- 2.Discussion with the CPM and the Sr. Management of UN-Habitat
- 3.Travel the Hakka the Capital of Chin state. (1hour flight followed by 10 hours of hilly road drive)
- 4.Hold consultations with the project teams of UN-Habitat.
- 5.Community meeting to discuss the project idea, communities' engagement and potential financial contribution of the community
6. Survey, assessment and measurement for all data necessary for the design, estimation, specification and preparation of ready to implement document.

A.2 Desk work Detailed, Design, Estimation, Specification

Tasks Involved are

1. Design of all civil components of the project including; headworks, conveyance canal/pipe, forebay, penstock, power house
2. Estimation of civil works in accordance with Myanmar's estimation norms.
3. Specification of Civil works.
4. Design and specification of all components of eletro-mechanical works including turbine, generator, electrical control, posts, transmission lines etc.
5. Specification of the electromechanical components.
6. Preparation of BoQ and bid document- only for electro-mechanical work only.

A. Deliverables:

1. Report Detailed Engineering Design with Cost Estimation, Specification of the project
2. Separate Cost estimation of Civil Components using Myanmar norms.
3. Separate BOQ, Specification and bid document for the electro-mechanical components of the project;

Task/Deliverable	Time frame
A. 1. Field Assessment, measurement and survey	10- days (including travel)
A.2 Preparation and submission of detail designed report as per the deliverables specified above	25-days

5. Qualifications and experience

Engineering Consultancy firm with proven track record of doing MHP design and construction supervision

1. A minimum of 10 years of experience in micro-mini-hydropower plant-, design and installation
2. Proposed professional shall have at least 5 years of professional experience in the field of MHP feasibility study and design. (CV of the key expert to be submitted)
3. Demonstrated availability of relevant experts; electrical, Civil (CVs of the experts for home based work to be submitted)
4. Experience of working in rural micro hydropower project implementation will be an advantage (List of the projects designed and implemented)
5. An understanding community based stand-alone; micro-hydropower plant design. (List of MHP- Stand alone to be attached)
6. Demonstrated ability to prepare detailed engineering design, specification and cost estimation of Hydro-power project.
7. Affiliation with a local company will be an advantage.

6. Timeline:

Both Task A.1 & A.2 are to be completed by 25th of October, 2017

7. Payment

The consultants shall provide outputs with in the stipulated time. Payment shall be made 20% of the total value upon arrival of the expert in Yangon and 80% upon completion of the task and approval of the submitted deliverables.

8. Submission of Proposal:

Interested forms shall provide

1. Technical Proposal
2. Financial Proposal.

8.1 Technical Proposal shall be accompanied by a short proposal and supporting documents as attachments to evaluate the form according to the Technical Proposal Evaluation Criteria (specified below). **Forms that are qualified on the technical evaluations will only be considered for financial evaluation and selection on least cost basis.**

8.2 Financial Proposal:

The consulting form is expected to quote full cost quotation to complete the task within the stipulated time.

Financial Proposal shall be submitted in the specified templates provided below;

Financial Proposal

Form 4		Financial Proposal Evaluation	Amounts in USD
Financial			
4.1	Financial Proposal Amount for all items complete		
Amount in words.			

The Financial Proposal shall be supported by the cost breakdown of the work on the template provided below. **“Financial proposal Breakdown”**.

Financial Proposal Break down

SN	Item	Quantity	Unit Cost (USD)	Amount (USD)	Total (USD)
	International Travel Cost	1 two-way flight			
	Domestic Travel Cost (1 flight)	1 one-two Way flight			
	Road transportation 5 days of a car hiring.	5 days			
	Expert input Field	10 days			
	Expert input home office 12 days Civil engineer	24 days			

	12 days MHP expert				
	Logistic support	LS			
	Report preparation costs	LS			
	Any other cost (Miscellaneous)				
	Total				

Total Amount in Words: US Dollars:.....

.....

Note: Successful firm will be provided a service order for the task ALL COMPLETE for a quoted value.

Technical Evaluation Criteria

Technical proposals will be scored using the following criteria:

- a) the organization's general reliability as well as experience and capacity in the specific field of the assignment 300/1000 points;

Technical Proposal Evaluation Form 1		Points obtainable
Organizational Capacity		
1.1	Experience in similar kinds of Consultancy Assignments (Hydro-Power Projects Design- Numbers and total value of the projects)	
1.2	International experience of the firm in MHP work, If any.	
1.3	Organizational structure of the firm (Organogram)	
Total Form-1:		

- b) the approach in responding to the TOR and the detailed work plan 400/1000 points;

Technical Proposal Evaluation Form 2		Points Obtainable
Demonstrated Technical Capacity of the firm		
2.1	Capacity to deliver, evident from the quality of the submitted Technical Proposal/ Approach to the required work (A 2-4 page, Proposal is required)	
2.2	Provide copies of some previous examples of Hydro power design including examples of civil works, Electro-mechanical parts of MHP, specification and tender document.	
2.3	Provide example of a tender document prepared by the company.	
2.4	Example of an international consultancy work, affiliation with a Myanmar based agency if any.	
Total Form-2:		

- c) the qualifications and competence of the personnel proposed for the assignment for a total of 300/1000 points

Technical Proposal Evaluation Form 3		Points obtainable
Personnel		
3.1	CV of the MHP expert for field work	
3.2	CVs of the Back- office professional- Mainly CV of the Civil Engineer	
Total Form-3:		

CVs of proposed senior personnel are required with the submission along with other relevant material for evaluation according to the evaluation criteria.

The threshold of qualification on Technical Proposal is 75%. Firms which qualified the minimum Threshold requirement will be evaluated for financial Cost effectiveness. Lowest value bidder will be selected among the qualified companies.

A two-stage procedure is utilized in evaluating the proposals, with evaluation of technical proposal completed prior to qualify the firms/ consultancies. Final selection of the firm will be made on the basis of lowest value quotation, among the qualified companies.

ANNEX D
FORM FOR PARTICIPATION IN THE CONTRACT BY THE UN ENTITY

UNITED NATIONS LETTERHEAD

Date:

[Contractor] Attention:

SUBJECT: Contract no. PD/C0xxx/xx between the United Nations and Vendor for the provision of _____ for the United Nations and the UN Entities

Dear []:

Please be advised that the undersigned (UN Entity Name) ("UN Entity") wishes to use the Contract No. **PD/C0XXX/XX** between VENDOR and the United Nations ("Customer") dated ..., and annexes and schedules thereto (the "Contract") to purchase directly from VENDOR the Goods and Services listed in the Contract for its internal use.

The undersigned UN Entity represents that it has reviewed the Contract, and agrees to the following:

Article 1. The UN Entity will abide by all of the terms and conditions of the Contract, including any amendments thereto as of the date of any purchase order submitted by the UN Entity.

Article 2. The UN Entity shall be responsible for obtaining and adhering to the terms of any amendments to the Contract executed by the Parties to the Contract.

Article 3. The undersigned UN Entity represents that the terms and conditions of the Contract including any subsequent amendments are binding and fully enforceable against such UN Entity as if it were an original Party to the Contract.

The undersigned represents that he/she is a duly authorized representative of UN Entity. If you have any questions, please feel free to contact the undersigned at tel. () _____ or email _____.

Very truly yours,
(UN Entity)

Agreed & Accepted:
[CONTRACTOR]

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____