

To: All firms/institutions responding to the BCLME request for proposals

Subject: Request for Proposal for Consulting Services
RAF/00/G32 – Benguela Current Large Marine Ecosystem (BCLME)

1. Thank you for your interest in submitting a proposal for consultancy services to be carried out under the framework of the UNDP/GEF project “Benguela Current Large Marine Ecosystem”. You are invited to submit a proposal for any of the following projects of the BCLME:

BCLME/EEWS/05/01 – Development of and making operational, a viable and integrative Environmental Early Warning System (EEWS) for the BCLME

BCLME/SEIS/05/01 – Development of and making operational, a viable and integrative State of the Ecosystem Information System for the BCLME

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 for any of the above-referenced projects, please find enclosed:

- a) Annex I: Terms of Reference (TOR), containing a description of UNOPS requirements for which these services are being sought;
- b) Annex II: Proposal Submission Form, to be completed and returned with your proposal; and
- c) Annex III: A draft of the form of contract under which the services would be performed, including the "General Conditions for UNOPS Contracts for Professional Services".

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 for the project(s) shall comprise the following documents:
 - (a) Proposal Submission Form;
 - (b) Technical Component; and
 - (c) Price Component.

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- (c) Price Component.

5. Your proposal shall be prepared in duplicate with one marked "Original" and the other marked "Copy". In the event of any discrepancy between them, the original shall govern. The proposal shall be sealed in one outer and two inner envelopes, as detailed below.

The outer envelope shall be addressed as follows:

Dr. Mick O'Toole
Chief Technical Advisor
BCLME Programme Coordination Unit (PCU)
Hidas Centre, 1st Floor, Sam Nujoma and Nelson Mandela Ave
Klein Windhoek, Namibia
P.O. Box 40728, Ausspannplatz, Namibia

Both inside envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Proposal" and contain the Proposal Submission Form and Technical Component of your proposal. The second inner envelope shall be marked "Price Proposal" and include your financial cover letter (paragraph 15, below) and Price Component.

Electronic versions of the proposals should be sent to Ms. Lesley Staegemann (bclmeevg@deat.gov.za) and Ms. Margaret Chi (margaretc@unops.org).

6. Proposals must be received by UNOPS at the above address on or before 3 October 2005. 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 90 days from the deadline for submission. UNOPS will make its best effort to select a firm/institution within this period.

8. Assuming that a contract can be satisfactorily concluded by October 2005, the projects are expected to commence in November 2005.

9. 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, manufacturing or construction firm/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.

10. 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.

11. Any requests for clarification should be referred to Dr. Mick O'Toole (otoole@bclmenamibia.org) and Ms. Lesley Staegemann (bclmeevg@mcm.wcape.gov.za) with copy to Ms. Margaret Chi (margaretc@unops.org). Any written reply to a particular question may be copied to all other invited firms/institutions at the discretion of UNOPS.

12. We would appreciate you informing us by email to Dr. Mick O'Toole and Ms. Lesley Staegemann with copy to Ms. Margaret Chi:

- a) for which project(s) you plan to submit a proposal(s)
- b) the date and mode of submission, in case you decide to submit a proposal.

Content of Proposal

Technical Component

13. 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
Include any assumptions as well as comments on the data, support services and facilities to be provided by the Government 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 description of the manner in which your firm/institution would respond to the TOR. You should include the number of person-months in each specialization that you consider necessary to carry out all work required.

d) 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. An organigram illustrating the reporting lines, together with a description of such organization of the team structure, should support your proposal.

e) Proposed Project Team Members

The curriculum vitae of the senior professional members of the team.

Price Component

14. Your separate price component must contain an overall quotation in a single currency, either in US Dollars or in the currency of your home country. 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) An all-inclusive rate per person-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) An all-inclusive amount for international travel and related expenses (indicating number of round trips per team member).
- c) An all-inclusive amount for local travel.
- d) Other costs, if any (indicating nature and breakdown).
- e) Summary of total cost for the services proposed.
- f) A proposed schedule of payments, all of which must be expressed and will be effected in the currency of the proposal.

17. You should also indicate any comments or reservations to the draft form contract.

Payment Provisions

18. 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 section 3.4 of the Model Contract for Services¹ that is enclosed as Annex III.

19. 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. In any case where an advance payment for \$50,000 or more is requested and subsequently approved, UNOPS will normally require a bank guarantee or other suitable security arrangement.

20. 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 at the time of finalizing contract negotiations with the selected proposer.

Evaluation of Proposals

21. 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.

22. The technical component, which has a total possible value of 100 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 (20 points);
 - b) the approach in responding to the TOR and the detailed workplan (42 points); and
 - c) the qualifications and competence of the personnel proposed for the assignment for a total of (35 points). The personnel will be rated in accordance with:
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- i) their general qualifications (7points);
 - ii) relevant experience –sectoral and geographical- and overall suitability for assignment (25 points)
- d) the firm/institution’s ability to leverage co-financing for the activity (3 points).

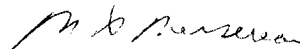
23. a) The Price Component of any proposal will be evaluated if the Technical Component of that proposal achieves a minimum of 75 points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.

b) The maximum number of points for the Price Component is 20. This maximum number of points will be allocated to the lowest price proposal. 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 UNDP's general principles, including economy and efficiency, UNOPS does not bind itself in any way to select the firm/institution offering the lowest price.

Sincerely,



Michael Mersereau
Officer-in-Charge
Global and Interregional Division

ANNEX I I
PROPOSAL SUBMISSION FORM
RAF/00/G32 – 30955 – Benguela Current Large Marine Ecosystem (BCLME)

TO: Dr. Mick O'Toole
Chief Technical Advisor
BCLME Programme Coordination Unit (PCU)
Hidas Centre, 1st Floor, Sam Nujoma and Nelson Mandela Ave
Klein Windhoek, Namibia
P.O. Box 40728, Ausspannplatz, Namibia
Fax: 264 61 24 6803
otoole@bclmenamibia.org

cc: Ms. Lesley Staegemann (bclmeevg@deat.gov.za)
Ms. Margaret Chi (margaretc@unops.org)

Dear Sir:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Price Component attached herewith and made part of this proposal.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Price Components proposed.

Dated this _____ day of _____ 2005.

Signature

(in the Capacity of)

Duly authorized to sign proposal for and on behalf of: