



TABLE OF CONTENTS

SECTION 1 - REQUEST FOR PROPOSAL (RFP) COVER LETTER..... 3

SECTION 2 - INSTRUCTIONS TO OFFERORS 5

SECTION 3 – TERMS OF REFERENCE 14

SECTION 4 – PRICE SCHEDULE 18

SECTION 5 – SUGGESTED TECHNICAL PROPOSAL FORMAT 19

SECTION 6 – PROPOSAL SUBMISSION FORM 20

SECTION 7 – MODEL LONG TERM AGREEMENT FOR THE PROVISION OF GOODS AND SERVICES..... 21

SECTION 8 – UNDP GENERAL CONDITIONS OF CONTRACTS FOR SERVICES 23


SECTION 9 – ACKNOWLEDGEMENT LETTER..... 30

SECTION 10 – TECHNICAL FORMS..... 31



PLEASE READ CAREFULLY

CHECK LIST FOR COMPLETE BID SUBMISSION*	Provided	
	Yes	No
BID IS PROPERLY SEALED		
LANGUAGE OF BID IS AS REQUESTED (ENGLISH)		
HARDCOPY ONE (1) ORIGINAL AND TWO (2) COPIES		
DOCUMENTS AND ENVELOPES SHALL BE MARKED "ORIGINAL" AND "COPY" AS APPLICABLE		
TECHNICAL AND FINANCIAL PROPOSALS ARE IN SEPARATE ENVELOPE AND SHALL BE MARKED WITH "RFP No. UNDPAFG/2011/0120 – Provision of Cleaning and Gardening Services for UNDP Afghanistan on Long Term Basis "		
"COPY"OR ORIGINAL AS APPLICABLE		
TECHNICAL ENVELOPE		
FORM-1 Technical Proposal Submission Form		
FORM-2 Offeror's Organization and Experience A Offeror's Organization B Offeror's Experience		
FROM-3 Description of the Approach, Methodology and Work Plan for Performing the Assignment		
FORM-4 Team Composition and Task Assignments		
FORM-5 Curriculum Vitae (CV) for Proposed Professional Staff		
Section IV - Price Schedule (in separate envelop)		

United Nations Development Programme	 UN DP	<p style="text-align: center;">REQUEST FOR PROPOSAL</p> <p>RFP No. UNDPAFG/2011/0120 – Provision of Cleaning and Gardening Services for UNDP Afghanistan on Long Term Basis</p> <p>All Correspondence, Each Case and Parcel must show the RFP Number</p>
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SECTION I - Request for Proposal (RFP) Cover Letter

May 30, 2011

Dear Sir/Madam,

Subject: RFP No. UNDPAFG/2011/0120 – Provision of Cleaning and Gardening Services for UNDP Afghanistan on Long Term Basis

1. UNDP is pleased to invite proposals for the **Provision of Cleaning and Gardening Services for UNDP Afghanistan on Long Term Basis** clearly described in the Terms of Reference (Section 3).
2. To enable you to submit a proposal, your offer comprising the Technical Proposal and the Financial Proposal, in separate sealed envelopes, should reach the following address no later than 15 June 2011, at 10:00 AM (Kabul time).

UNDP Afghanistan Country Office
Shah Mahmood Ghazi Watt
Kabul, Afghanistan
 Fax: +873 763 468 863
Procurement.af@undp.org

3. **A Pre-bid meeting will be held on Thursday 9th June, 2011 at 2:00 PM (Kabul time) at UNDP Procurement unit, UNDP Afghanistan. Interested firms are encouraged to attend.**
4. Interested parties are welcome to send any queries they may have with regard to this RFP through email procurement.af@undp.org up to 7 days prior to the last date for submission of proposal. If you request information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.
5. You should familiarize yourself with local conditions and take them into account in preparing your proposals, and if required obtain first hand information on the assignment and on the local conditions by a visit to the site before submitting a proposal.
6. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal. Failure to submit the acknowledgement letter may result in the bid being rejected. The acknowledgement letter must be signed stamped and should be sent via email to [\[procurement.af@undp.org\]](mailto:procurement.af@undp.org) within five days after receipt of this RFP.



- 7. After receipt of proposals, UNDP reserves the right to request any additional Information or seek clarifications from the bidder to ascertain responsiveness of offers received."
- 8. Your submission will be considered upon the provision with this RFP the following, failure in providing the requested documents may grounds for disqualification of the Offeror.
 - **Valid Trade License**
 - **Company Profile**
 - **3 – 5 years of experience in the relevant field**
 - **Reference list (Client list)**
- 9. UNDP reserves the right to enter into a Long Term Agreement with more than one firm/company.

Yours sincerely,

Procurement Unit

Acknowledged receipt:

Signature:

Print name and title:

Company:

Intend to submit Proposal:

	Yes
	No.

No. of pages received:



SECTION 2 - INSTRUCTIONS TO OFFERORS

A Introduction

1. General

The United Nations Development Programme (UNDP) seeks to engage a firm/company to provide the following services and functions which more fully described in Section 3: The Terms of Reference (TOR):

Provision of Cleaning and Gardening Services for UNDP Afghanistan on Long Term Basis

The purpose of the TOR which are an integral part of the RFP, outline the services, functions and tasks that the prospective contractor is expected and maybe requested to provide on “as required basis” or “on demand basis” for the duration of the contract and its extensions if any.

The period for this contract will be for one (1) year and shall be extend for another year(s) subject to the satisfactory perform of the firm/company. Termination or extension of the contract shall be provided by fifteen (15) days written notice.

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B Solicitation Documents

3. Contents of solicitation documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror’s risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify UNDP in writing by fax or e-mail as indicated and permitted in the RFP. UNDP will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of UNDP’s response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.



All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors a reasonable time in which to take the amendments into account in preparing their offers, UNDP may, at its discretion, extend the deadline for the submission of Proposals.

C Preparation of Proposals

6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and UNDP shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

7. Documents comprising the proposal

The Proposal shall comprise the following components:

Technical Proposal:

- (a) Proposal submission form;
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;

Financial Proposal:

- (c) Price schedule in accordance with clauses 9 and 10.

8. Technical Proposal

The Offeror shall structure the operational and technical part of its Proposal as follows:

- (a) Company Background

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on services related to the Proposal.

This section should also describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with UNDP.

- (b) Approach and Methodology



This section should reflect the Offeror's understanding of the requirements of the Terms of Reference and describe the Offeror's approach and methodology in carrying out the services.

(c) Resource and staffing plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.

To assist Offerors in preparing its Technical Proposal, a format with an outline is included as Section 5.

9. Financial Proposal

The Offeror shall indicate in the Price Schedule, which is contained in these Solicitation Documents (Section 4), the prices of services it proposes to supply under the contract.

10. Proposal currencies

All prices shall be quoted in US dollars only.

11. Period of validity of proposals

Proposals shall remain valid for one hundred twenty (120) days after the date of Proposal submission prescribed by UNDP, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by UNDP on the grounds that it is non-responsive.

In exceptional circumstances, UNDP may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

12. Format and signing of proposals

The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.

13. Payment



UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones in accordance with the payment terms in the contract.

Payments shall be made by bank transfer directly to the bank account of the Contractor. UNDP shall only make payment transfers into accounts in the Contractor's (company) name and not of individuals (even owners of the Company).

D Submission of Proposals

14. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

Addressed to –

Procurement Unit
UNDP Afghanistan Country Office
Shah Mahmood Ghazi Watt
Kabul, Afghanistan

Marked with –

UNDP/AFG/2011/0120 – Provision of Cleaning and Gardening Services for UNDP Afghanistan on Long Term Basis

(b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the copies duly marked "Original" and "Copy". The second inner envelope shall include the price schedule duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, UNDP will not assume responsibility for the Proposal's misplacement or premature opening.

15. Deadline for submission of proposals

Proposals must be received by UNDP at the address no later than the deadline specified in the Letter of Invitation.

UNDP may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of UNDP and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

16. Late Proposals



Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

17. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by UNDP prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

E Opening and Evaluation of Proposals

18. Opening of proposals

UNDP will open the Proposals in the presence of a Committee formed by the duly authorized official of UNDP.

19. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, UNDP may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

20. Preliminary examination

UNDP will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, UNDP will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one, which conforms to all the terms and conditions of the RFP without



material deviations. UNDP's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by UNDP and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

21. Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contractor will be awarded to the Contractor offering the lowest price.

22. Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organization submitting Proposal relevant to this assignment	35%	350					
2.	Proposed Work Plan, Methodology and Approach	25%	250					
3.	Key professional staff qualifications and competence for the assignment	40%	400					
Total			1000					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Firm / Organization Submitting Proposal

Form 2: Proposed Work Plan and Approach

Form 3: Personnel



Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm / organization submitting proposal							
1.1	3-5 years of experience in provision of Cleaning and Gardening services	140					
1.2	Knowledge of the UNDP/UN or other international organization regulations and requirements on procurement, tendering and contracting;	Yes/No					
1.3	Reputation of Organization and Staff (past performance records and certificates)	50					
1.4	General Organizational Capability which is likely to affect implementation (ability to provide qualified technical staff, equipment, total station and etc)	60					
1.5	Quality assurance procedures, warranty (sample of quality control/safety and monitoring plan)	50					
1.6	Experience in regions of Afghanistan especially high thread areas	50					
		350					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan, Methodology and Approach							
2.1	Preparation and completeness of the required bidding documents.	80					
2.2	Sample of work plan for the similar works	90					
2.3	Is the scope of task well defined and does it correspond to the TOR?	80					
		250					

Technical Proposal Evaluation Form 3		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Key professional staff qualifications and competence for the assignment							
3.1	Project Team and the team leader	400					
	Sub-Score	300					
	General Qualification	30					
	Suitability for the Project	60					



	- 5 years' Experience		50						
	- Professional Experience in the area of specialization		70						
	-Knowledge of the region		20						
	Proficiency in the field of technical work		30						
	Knowledge of the UNDP/UN or other international organization regulations and requirements on procurement, tendering and contracting;		40						
			300						
3.2	Other project staff			100					
			Sub-Score						
	General Qualification		20						
	Suitability for the Project		20						
	- International Experience		10						
	- Professional Experience in the area of specialization		10						
	-Education		30						
	- Language Qualification		10						
			100						
	Total Part 3			400					

***Firms that achieve the minimum technical score will be required to make a presentation of their technical proposals at a time and venue which will be communicated to the successful Offerors.**

F Award of Contract

23. Award criteria, award of contract

UNDP reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action.

Prior to expiration of the period of proposal validity, UNDP will award a contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

24. UNDP's right to vary requirements at time of award

UNDP reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.



25. Signing of the contract

Within 7 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to UNDP.

Failure of the successful Offeror to comply with the requirement of Clause 24 shall constitute sufficient grounds for the annulment of the award, in which event UNDP may make the award to the next lowest evaluated Offeror or call for new Proposals.

E. Miscellaneous

26. Substitution of Personnel

UNDP will require assurances that the nominated staff in the Proposal will be actually available for the services. UNDP will not consider substitutions during contract negotiations or following contract award, 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 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. Any accepted substitution must be equal to /or better than the originally nominated staff.



SECTION 3 – TERMS OF REFERENCE for provision of cleaning and greening services at UNDP Office

The United Nations Development Programme (UNDP) Country Office in Afghanistan plans to outsource Office Cleaning and Greening (Gardening) Services to qualified companies. Qualified and interested companies working in Afghanistan in the field of office cleaning are invited to submit a proposal to provide these services for the UNDP main offices in Kabul and the regional offices. There are totally 10 offices country wide for UNDP and its projects. The offices consist of:

- Solid constructed office buildings
- Prefabricated offices
- Side walks
- Parking areas
- Workshops
- Gardens
- Roads
- Public toilets
- Halls and corridors
- Warehouses

The cleaning should happen at times when minimum interruption incurs to the office staff. All required personnel and materials for the cleaning and greening services should be provided by the company. Additional personnel in the form of laborers are to be provided upon request by the office. A great attention should be given to the good presentation and appearance of cleaning personnel. All personnel are to be dressed in uniform and name/identification badges supplied by the contractor.

A. Cleaning Services

Daily cleaning and support services:

Daily cleaning services are considered as regular services and should be completed before the official working hour starts to ensure minimum interruption to the office staff. The daily cleaning will be sequenced through a checklist that will be introduced by the UNDP office.

1. Clean, wipe, vacuum or dust-remove office furniture, carpets, wood floors, garbage bins, walls and etc. Once a day and before the office working hour.
2. Wash, mop or wipe stairs, corridors and stone floors. Once a day and before the official working hour.
3. Clean all glass, mirror and baseboards inside rooms, clean all balconies. Once a day and before the working hour.
4. Clean public areas. Once a day before or during the working hours



5. Meeting rooms. After every meeting
6. Reception rooms and halls. Every one hour
7. Clean toilets including toilet bowls, washing basins, mirror, walls and floor; keep available toilet paper, lotion and soap and so on. Every one hour
8. Empty and clean garbage bins. After each cleaning and when required
9. Replace water bottles in water dispensers
10. Provide support services as required such as seating rearrangement, event/party preparation, and little shopping when and as required
11. Serve tea to guests and VIPs

Upon completion of daily work:

1. Check all doors and windows are locked.
2. Leave on only designated lights.
3. Carry all trash to pick-up area. Ensure that collected garbage bags should be removed from UNDP compound when it reaches garbage box capacity limit.
4. Lock the designated common areas like conference rooms

Weekly Cleaning and support services

1. Wash window and blinds
2. Shampoo and wash oily and dirty spots from floor carpets
3. Clean and wash balconies
4. Clean filing rooms, server rooms and stores
5. Group compound cleaning
6. Exterior dust and clean computer equipment.
7. Sweeping/cleaning/spraying with water of parking area and yards.
8. Maintain and replace flower/plants pots inside rooms and corridors.
9. Clean the roofs and drainage systems.
10. Organizing office furniture, papers and shelves.
11. Laundry Services (washing curtains, cloths, carpets and other materials) this service might be required in more or less frequencies.

B. Greening/Gardening support services:

1. Drain the lawns two times a day
2. Drain and clean the compound roads two times a day
3. Plan trees, flowers, bushes and other plants when required
4. Clean the garden benches two times a day
5. Water the garden two times a week
6. Fumigate trees and plants two times a year
7. Manage and keep a green and living flower house all seasons
8. Plan flowers and vases and distribute to buildings in all seasons
9. Cut dry tree branches when necessary
10. Keep the garden clean and remove stones from the lawns

**Cleaning Supplies:**

All the necessary cleaning supplies will be provided by UNDP

Cleaning personnel:

- The contractor shall provide all the required cleaning and Gardening Service Staff.
- The contractor shall provide both male and female service staff. The number of male and female staff will be determined by UNDP
- The company shall be ready to provide cleaning and greening supervisors as and when necessary. UNDP shall have the right to determine the frequency of supervision (Monthly or daily).
- The contractor shall be responsible for the service staff transportation and meal.
- The contractor shall provide the service staff both on official days and weekends.
- The service staff shall be neatly uniformed that carries the company Logo, the service staff name and carry the company badges at all times.
- The service staff shall be trained and experienced at all the tasks under this TOR.
- In case of performance issue, the contractor shall replace the service staff immediately
- The contractor shall guarantee its staff background and the assurance that the service staff provided by the contractor shall not pose any risk to UNDP and its personnel
- The contractors shall understand that any issues and affairs at the UNDP offices remains confidential and under no circumstance shall be shared with any external party or individual
- The contractor shall provide quarterly cleaning and greening training to its staff. UNDP shall have the right to introduce more its own staff at the trainings as and when required. Depending on the performance of the service staff, the contractor shall be required to provide the training more often than quarterly at no additional cost. Such training frequencies shall be determined by UNDP.
- The contractor shall hire and train service staff from the region in which UNDP might require the service. In case the contractor is not able to provide staff from the same regions due to justified reasons, it shall be responsible for any accommodation or travel expenses for deployment of service staff to UNDP regional offices.
- The contractor shall agree to supervise UNDP contracted service staff at no additional cost.
- In case UNDP decides to completely outsource the cleaning and greening services, the contractor shall agree to hire the UNDP contracted services staff under its (contractor's) terms and conditions.



Cleaning Days and Times:

- Daily Cleaning and greening services shall take place on weekdays, Sunday to Thursday between the hours 06:00am-16:00pm.
- Weekly cleaning shall take place on weekends, Friday and Saturday between the hours of 08:00-14:00.



SECTION 4 – Price Schedule

The Contractor is required to submit the Price Schedule in a separate envelope from the rest of the RFP response, as indicated in Section D paragraph 14 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes. The UNDP is exempt from taxes as detailed in Section II, Clause 18.

The Price Schedule must provide a detailed cost breakdown, including separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

The format shown on the following pages is a SAMPLE that could be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Description of Activity/Item		Number of Service Staff	Rates per month (26 days)	Remarks
1.*	Fees (Key Personnel)			
1.1	Cleaner and Gardener Supervisor	1		
1.2	Cleaner	1		
1.3	Gardener	1		
1.4	Daily wager	1		
1.5	Guesthouse cleaner	1		
Total Cost USD				

- (1) The above numbers of Service Staff are for the evaluation purposes, the exact number will be determined after the award of the contract.
- (2) Duration of services: Minimum one (1) year and shall be extended for another two (2) years subject to the satisfactory performance of the contractor



SECTION 5 – Suggested Technical Proposal format

This section provides a suggested format required for the Technical Proposal.

1. Company Background:

1.1 Experience of Firm:

Offerors should provide a company profile with details of:

- a. Corporate information - Certification of the legal status (company registration).
- b. Experience in Security and Risk Management within the context of Afghanistan
- c. Experience with UN or International agencies/companies – Offerors should provide their client list.
- d. Details of collaboration, partnership with local, regional and international services providers (e.g. other travel agents, hotels, car hire firms etc)

1.2 General Organization Capability:

Offerors should provide details of:

- a. Annual Turnover for the last three years and credit availability.
- b. Size of the company (premises, no. of staff, and other main assets).
- c. Information Technology – Experience with and availability of Global Distribution Systems such as Amadeus, Galileo or Abacus and other software packages in use.

2. Approach and Methodology

- a. Response to Terms of Reference (TOR) - Offerors should study the TOR and state whether:
 - They can adequately meet the requirements in the TOR
 - They can provide any enhanced service, possess other capabilities and suggest improvements to the TOR including alternative ways of performing any services.
- b. Offerors should submit their specific methodology for:
 - Management of the Services including any performance standards and quality control.
 - Reporting plan.



SECTION 6 – PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services (profession/activity for Project/programme/office) for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

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

We agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

Dated this day /month of year

Signature

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of



SECTION 7 – MODEL LONG TERM AGREEMENT FOR THE PROVISION OF GOODS AND SERVICES

TO THE UNITED NATIONS DEVELOPMENT PROGRAMME

This Long Term Agreement is made between the United Nations Development Programme, a subsidiary organ of the United Nations, having its UNDP Country Office at Shah Mahmood Ghazi Watt, Kabul, Afghanistan (hereinafter “UNDP”) and _____ (hereinafter called “Contractor”) with its headquarters at _____.

WHEREAS, UNDP desires to enter into a Long Term Agreement for the provision of goods/services by the Contractor to UNDP, pursuant to which UNDP country offices world-wide can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Invitation to Bid[to complete] the offer of the Contractor was accepted;

NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the “Parties) hereby agree as follows:

Article 1: SCOPE OF WORK

1. The Contractor shall provide the types of goods/services and deliverables, which are specified in Annex V (Specification and Price Schedule), as and when negotiated by UNDP and reflected in this contract.
2. UNDP does not warrant that any quantity of goods or services will be purchased during the term of this Agreement, which shall be for two years.

Article 2: CHANGES IN CONDITION

In the event of any advantageous technical changes and/or downward pricing of the goods or services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.

Article 3: CONTRACTOR'S REPORTING

3. The Contractor will report quarterly to UNDP on the goods/services provided to UNDP Country Office and its projects.

Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS

4. The standard UNDP General Terms and Conditions for services, attached as Annex III, shall apply to this Agreement, and any subsequent contracts concluded in accordance with paragraph 1 above.



5. Payment for provision of spare parts shall be made within one month upon submission of invoices to the Country Office or Projects.
6. Within 14 days of signature of the Contract, the, the successful Bidder shall furnish a Performance Security to the Purchaser in the amount of 10% of the Contract Value. Depending on the total value of the Contract, UNDP may at its own discretion choose to set a fixed amount for the Performance Security. The Performance Security shall be valid until a date 30 days after the expiry of the contract period. The proceeds of the Performance Security shall be payable to UNDP as compensation for any loss resulting from the Supplier's/Contractor's failure to complete its obligations under the contract. The Performance Security shall be in US dollars and shall be in form and manner set in Annex VIII.

Article 5: ACCEPTANCE

7. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services hereunder.
8. This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of two years, and may be extended for [one additional] year by mutual agreement of the Parties.

IN WITNESS WHEREOF, the duly authorized representatives of the PARTIES have signed this agreement.

For and on behalf of:

UNITED NATIONS
DEVELOPMENT PROGRAMME

Date:_____

Date:_____



SECTION 8 – UNDP GENERAL CONDITIONS OF CONTRACTS FOR SERVICES

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:



The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT: Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or



degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party (“Discloser”) to the other Party (“Recipient”) during the course of performance of the Contract, and that is designated as confidential (“Information”), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient (“Recipient”) of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,



13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the



circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL



Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim Measures of Protection”) and Article 32 (“Form and Effect of the Award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:



20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.



SECTION 10 – Technical Forms

[Comments in brackets [] provide guidance to the short listed Offeror for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

Technical proposal consists of the following seven sections:

FORM-1 Technical Proposal Submission Form

FORM-2 Offeror's Organization and Experience

A Offeror's Organization

B Offeror's Experience

FORM-3 Description of the Approach, Methodology and Work Plan for Performing the Assignment

FORM-4 Team Composition and Task Assignments

FORM-5 Curriculum Vitae (CV) for Proposed Professional Staff

FORM-6 Staffing Schedule

FORM-7 Implementation Schedule



Form – 1 – Technical Proposal Submission Form

[Location, Date]

To: UNDP
Kabul.

Dear Sirs/Madams:

We, the undersigned, offer to provide **Provision of Cleaning and Gardening Services for UNDP Afghanistan on Long Term Basis** in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

E-mail address and telephone number: _____

Address: _____

Dated this day /month of year

B. Signature

(In the capacity of)

Duly authorised to sign Proposal for and on behalf of



Form - 2 - Offerors Organization and Experience

A - Offeror's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Offerors Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.?? Use 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of Offeror:	Total N ^o of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	N ^o of professional staff-months provided by associated Offeror s:
Name of associated Offeror's, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	



Description of actual services provided by your staff within the assignment:

Offeror's Name: _____



Form -3 - DESCRIPTIONS of Approach, Methodology and Work Plan for Performing the
Assignment

- a) *Technical Approach and Methodology,*
- b) *Work Plan, and*
- c) *Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Implementation Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed implementation plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible implementation plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The implementation plan should be consistent with the Implementation Schedule of Form TECH-7.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

Form 5 - Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____

2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____

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

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p>
---	---



	Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____