Attached is Request for Proposal No.: 3100003206 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.
SUBJECT: Hiring of Engineering Consultancy Services for Intermittent Construction Supervision for on-going Pung Pho Micro Hydro 15 kW Power Project.

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 28-Sep-2018 at 01:00 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 who shall serve as a focal point of contact with regard to this RFP, no later than 28-Sep-2018 at 01:00 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:

   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
No. 8C, Sawmahar Road, Bahan Township,
Yangon, Myanmar
Tel : 951-543685

**RFP Number:** 3100003206

Kyaw Swar Soe

**Closing Date & Time:** 28-Sep-2018 01:00 PM (Yangon Time)

1. **TECHNICAL PROPOSAL**

2. **FINANCIAL PROPOSAL**

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 N/A 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. or at facsimile: 951-543685 no later than at 03:00 PM. 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 01-Oct-2018 at 01:00 PM (Yangon Time) in the Bid Room of No. 8C, SawMahar Road Bahan Township, Yangon, 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/](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](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/](https://www.un.org/Depts/ptd/). 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

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 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
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](https://www.un.org/Depts/ptd/pdf/un_entities.pdf).

**Independent Price Determination**

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 Consultancy Services for Intermittent Construction Supervision for on-going Pung Pho Micro Hydro 15 kW Power Project.

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. 3100003206 and hereby confirm that we:

[ ] INTEND [ ] DO NOT INTEND

to submit a Proposal/Bid to the UN by the deadline date of 28-Sep-2018 at 01:00 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 No. 8C SawMahar Road, Bahan Township, Yangon, Myanmar Tel: 951-543685. Attention: Kyaw Swar Soe or email at Kyawswar.soe@unhabitat.org.mm
Annex-B

Hiring of Engineering Consultancy Services for Intermittent Construction Supervision for on-going Pung Pho Micro Hydro 15 kW Power Project.

Project Location  Tedim Township, Chin State

Deadline to apply  28 September 2018

Background
UN-Habitat has been working in Myanmar since 2008 post the onset of cyclone Nargis and initiated People’s process projects in the disaster prone areas of Myanmar. The main objective of UN-Habitat was to provide the ethnic and minority communities of Chin, Kachin, Kaya and Shan States with technical support for improved settlements and economic resilience via the approach of people’s process. Under the on-going 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”.

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. 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. 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 Department of Rural Development (DRD) in July 2017 and the Department requested UN-Habitat to immediately commence a pilot project to demonstrate the “community based approach” of Sustainable Micro-hydro power projects in order to not lose the momentum of the drive for sourcing funding for other potential projects.

UN-Habitat aims to assist and promote socio economic development in Chin State by transferring skills, knowledge, technology and approach towards a 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 two pilot projects while resources for more projects are being mobilized.

UN-Habitat Myanmar is procuring the services of a competent Engineering Consultancy Firm for intermittent construction supervision services for the construction works of the one on-going Micro-hydro Projects in Chin State (Pung Pho MHP).

Scope of Work

1 Myanmar Population and Housing Census 2014, Provisional Results
UN-Habitat is looking for the competent consultant firm services for below task;

**TASK: Construction Supervision Service – Pung Pho 15 kW Micro-hydro project**

The Consultant Firm will be required to provide their services at 2 different stages of the construction of the Pung Pho 15 kW Micro-hydro project. The firm shall provide professional and knowledgeable staff in providing construction-supervision services on civil works, electrical and mechanical works.

The specific tasks are expected to be delivered are as follows:

- **Supervision during construction activities**: Involves an intermittent supervision and inspection during the construction activities/civil works of the different components of the Micro-hydro project. These will include reviewing of construction plans, designs, and providing technical instruction to the Community Committee, and construction workers.
  - Carry out field inspection on the committees setting out of the construction works with accordance to original plans and design.
  - Ensure main components of the civil works are as per the design.
  - Check lines, levels and alignment of the civil works.
  - Check method of work, including quality assurance, safety plan and environmental monitoring to match and respect the specifications of the design.
  - Check quality of material of construction and concrete testing, procedures and results.
  - Provide technical inputs to ensure that the work is done by the committee as per the engineering design, drawing and specifications.
  - Monitor and evaluate performance of services provided by the contractor and the engineering consultancy and report of any inconsistency in executing the works and suggesting appropriate corrective measures to be applied;
  - Provide Mid-Assessment report with all the above evaluations incorporated with recommendations if any to Senior Engineer of UN-Habitat.

- **Supervision towards the end of the civil works**: Supervise overall construction method and monitor the final construction is in accordance to the design plans.
  - Inspect and ensure the essence of Community Driven Approach of the project yields good physical quality of construction work.
  - Assessment if all components are corrected constructed with the required quality or not and provide technical inputs to correct defects if any.

- **Supervision during installation of Electro-Mechanical components**:
  - Pre-check of all the electro-mechanical equipment for any damages and take suitable measures if any and report to UN-Habitat.
  - Advise UN Habitat of any mis-match on supplied material against the deliver.
  - Assist in instruction for rectification.
o Verify and certify components of electro-mechanical equipment that are supplied by the selected company.
o Supervise the installation process of the electro-mechanical components
o Ensure that the supplier of equipment follow necessary safety measure during installation.
o Complete commissioning of the project by running the system.
o Prepare regular operation and maintenance plan. Advise on the Tariff rate per unit for upkeeping the system for regular and intermittent maintenance.
o Submit an end of the project report in short and concise form.

**Period of Services**
- October 2018 – December 2018
- Expert input at the field – 13 days in two missions.
- Stage 1 - Construction Supervision towards to start of civil construction
- Stage 2- Construction supervision towards the end of the Civil construction work before electro-mechanical work
- Stage 3-Installation of Electro-Mechanical Components.
  (Stage one requires one mission while Stage 2 and 3 will be covered by one mission of longer duration)

**Deliverables**
- Certification of the receipt of the good as per the design and specification.
- Advise to UN-habitat if rectification or change of supplied material are necessary.
- Photo documentation of the electromechanically installation process.
- Project commissioning report – with necessary technical information.
- Operation and maintenance plan with suggest tariff mechanism at the community.
- End of the project report.

<table>
<thead>
<tr>
<th>Task/Deliverable</th>
<th>Time frame</th>
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<tbody>
<tr>
<td>A. 1. Supervision of Civil Work at the middle of construction</td>
<td>5- days (including travel)</td>
</tr>
<tr>
<td>A.2 Supervision of Civil work towards the end of the civil construction and installation of electro-mechanical work.</td>
<td>8-days (including travel)</td>
</tr>
<tr>
<td>A.3 Preparation of deliverables at home office.</td>
<td>06 days (home office)</td>
</tr>
</tbody>
</table>

**Professionals Requirements**

Engineering Consultancy firm with proven track record of MHP construction supervision
1. A minimum of 10 years of experience in micro-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.
8. Leadership, Client orientation and Delivery
9. Familiarity and support for the work and values of the UN, and good knowledge of UN operational rules and procedures;
10. Sound judgment and strong client and results orientation

Submission of Proposal


The Technical Bid and the Price Schedule must be submitted together and sealed together in one and the same envelope, delivered either personally, by courier, or by electronic method of transmission. If submission will not be done by electronic means, the Technical Bid and Price Schedule must be sealed together in an envelope whose external side must:

   a) Bear the name of the Bidder;
   b) Be addressed to UN-Habitat; and
   c) Bear a warning not to open before the time and date for Bid opening as specified above.

If the envelope is not sealed nor labeled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labeling by the Bidder.

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). Firms that are qualified on the technical evaluations will only be considered for financial evaluation and selection on least cost basis.

Financial Proposal:

The consulting company 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 Amount for all items complete**

**Amount in words.**

<table>
<thead>
<tr>
<th>SN</th>
<th>Item</th>
<th>Quantity</th>
<th>Unit Cost (USD)</th>
<th>Amount (USD)</th>
<th>Total (USD)</th>
</tr>
</thead>
<tbody>
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<td>2 two-way flight</td>
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<td></td>
<td>Domestic Travel Cost (2 flight)</td>
<td>2 two Way flight</td>
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<td>LS</td>
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<td>Report preparation costs</td>
<td>LS</td>
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<td>Miscellaneous (if any)</td>
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<td>Total</td>
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Total Amount in Words: US Dollars:……………………………………………

…………………………………………………………………………………………
**Payment**

The consultants shall provide outputs with in the stipulated time. Payment shall be paid as per below instalment table as follows.

1. Upon signing of the contract and arrival of the consultant in Yangon 20 %
2. Upon completion of the commissioning of the projects 60%
3. Upon submission of all reports. 20%
**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;

<table>
<thead>
<tr>
<th>Technical Proposal Evaluation Form 1</th>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organizational Capacity</strong></td>
<td></td>
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<tr>
<td>1.1 Experience in similar kinds of consultancy assignments.</td>
<td></td>
</tr>
<tr>
<td>1.2 International experience of the firm in MHP work, If any.</td>
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<tr>
<td>1.3 Organizational structure of the firm (Organogram)</td>
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<tr>
<td>Total Form-1:</td>
<td></td>
</tr>
</tbody>
</table>

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

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<thead>
<tr>
<th>Technical Proposal Evaluation Form 2</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Demonstrated Technical Capacity of the firm</strong></td>
<td></td>
</tr>
<tr>
<td>2.1 Capacity to deliver, evident from the quality of the submitted Technical Proposal/ Approach to the required work (2-4 page, Proposal is required)</td>
<td></td>
</tr>
<tr>
<td>2.2 Provide copies of some previous examples of Hydro power project supervision &amp; Example of an international consultancy work, affiliation with a Myanmar based agency if any.</td>
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<td>Total Form-2:</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Technical Proposal Evaluation From 3</th>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
</tr>
<tr>
<td>3.1 CV of the MHP expert for field work</td>
<td></td>
</tr>
<tr>
<td>3.2 CVs of the Back-office professional- Mainly CV of the Civil Engineer</td>
<td></td>
</tr>
<tr>
<td>Total Form-3:</td>
<td></td>
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</tbody>
</table>
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 that qualify the minimum threshold requirement will be evaluated for financial Cost. Lowest value bidder will be selected 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: ____________________________

Title: ____________________________

Date: ____________________________

Signature: ____________________________

Title: ____________________________

Date: ____________________________