



REQUEST FOR PROPOSAL

Design Works for the Establishment of Experimental Forest at AFoCO
Regional Education and Training Center (RETC), Hmawbi Township,
Yangon Region, Myanmar

Asian Forest Cooperation Organization Secretariat

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Note: The contents of this document were developed as referring to standard forms of the United Nations.

Section 1. Letter of Invitation

Asian Forest Cooperation Organization
www.afocosec.org



DATE: 2021.09.17

REF.NO.: RETC-99

Letter of Invitation

The Asian Forest Cooperation Organization (AFoCO) Secretariat invites proposals from qualified service providers for design works on the experimental forest located in AFoCO Regional Education and Training Center (RETC), Yangon Region, Myanmar.

This Request for Proposal (RFP) consists of five volumes:

- Bid Data Sheet (BDS)
- Information of the Project Site
- Evaluation Criteria
- Bid Checklist
- Bidding Forms

Proposers will be considered and selected under limited competitive bidding procedures described in this RFP.

Sincerely,

A handwritten signature in black ink, appearing to read 'RLC', is written over a light blue horizontal line.

Ricardo L. Calderon
Executive Director

Section 2. Bid Data Sheet (BDS)

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Request for Proposal (RFP). In the case of a conflict between the Instructions to Bidders, the BDS shall prevail.

BDS No.	Data	Specific Instructions / Requirements
1	Language of the Bid	English
2	Submitting Bids for parts or subparts of the schedule of requirements (partial bids)	Not allowed
3	Alternative Bids	Shall not be considered
4	Pre-Bid conference	Will not be conducted
5	Joint venture/Consortium	Allowed
6	Scope of requested entities	<ul style="list-style-type: none"> ▪ Entities who have experience academic research; and/or ▪ Entities who have experience in planning and designing an arboretum and experimental forest; and/or ▪ Entities with experience in operating an arboretum; and/or ▪ Entities who have professional manpower in the field of management and operation of arboretum and/or experimental forest. ▪ Non-profit organizations are preferred. ▪ Entities who have experienced in Myanmar are preferred.
7	Bid Validity Period	90 days
8	Bid Security (Bid Bond)	Required <ul style="list-style-type: none"> ▪ Amount of Bid Security shall be not less than 2.5% of estimated cost
9	Advanced Payment upon signing of contract	Not Allowed
10	Liquidated Damages	Will be imposed as follows: <ul style="list-style-type: none"> ▪ Percentage of contract price per day of delay: 0.1% ▪ Max. number of days of delay: 30 days, after which AFoCO may terminate the contract.
11	Performance Security (Performance Bond)	Required <ul style="list-style-type: none"> ▪ 5% of the total contract value
12	Currency of Bid	US dollars
13	Deadline for submitting requests for clarifications/questions	5 days before the submission deadline
14	Contact Details for submitting clarifications/questions	AFoCO Secretariat <ul style="list-style-type: none"> ▪ E-mail address: procure@afocosec.org ▪ Office: +82-2-785-8999

15	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Direct communication to prospective Proposers by email</p> <ul style="list-style-type: none"> ▪ Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a AFoCO staff member, AFoCO shall have no obligation to respond or confirm that the query was officially received. ▪ AFoCO shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of AFoCO to extend the submission date of the Bids, unless AFoCO deems that such an extension is justified and necessary.
16	Deadline for Submission	09:00 AM on 8 October 2021 (Seoul Standard Time, GMT+09)
17	Allowable Manner of Submitting Bids	<p>Electronic submission through email, if allowed as specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> ▪ Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in RFP; ▪ Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via post or hand delivered as per the instructions in BDS. ▪ No amendments or changes to the technical proposals are permitted.
18	Bid Submission Address	<p>AFoCO Secretariat</p> <ul style="list-style-type: none"> ▪ E-mail address: procure@afocosec.org ▪ 8TH fl., 9 Gukhoe-daero 62-gil, Yeongdeungpo-gu, Seoul 07236, Republic of Korea
19	Electronic submission requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted.
20	Date, time and venue for the opening of bid	<ul style="list-style-type: none"> ▪ Date and Time: 8 October 2021, 09:00 AM (Seoul Standard Time, GMT+09) ▪ Venue: AFoCO Secretariat, Seoul, Republic of Korea ▪ AFoCO will open the Bid in the presence of an ad-hoc committee formed by AFoCO of at least two (2) members. ▪ The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as AFoCO may consider appropriate, will be announced at the opening.
21	Evaluation Method for the Award of Contract	<p>Two-Envelope Bidding Procedure.</p> <ul style="list-style-type: none"> ▪ Bidders submit two sealed envelopes simultaneously, one containing the technical proposal and the other the price proposal, enclosed together in an outer single envelope. The price and the technical proposals MUST BE COMPLETELY SEPARATED and submitted in separate sealed envelopes, clearly marked on the

		<p>outside as either TECHNICAL PROPOSAL or PRICE PROPOSAL, as appropriate.</p> <ul style="list-style-type: none"> ▪ Initially, the technical proposals are evaluated by the evaluation committee. Bids of bidders who do not conform to the specified requirements may be rejected as deficient bids, with AFoCO's approval. Proposers obtaining a minimum of 80% of the obtainable points of 100 in the technical evaluation would be considered for the financial evaluation (Section 4). ▪ Following AFoCO approval of the technical evaluation, and the price proposals are evaluated following the Evaluation Criteria (Section 4).
22	Expected date for commencement of Contract	<i>November 1, 2021</i>
23	Duration of contract	5 months from the signing of the contract (by 31 March 2022)
24	AFoCO will award the contract to:	<p>One or more bidders</p> <ul style="list-style-type: none"> ▪ AFoCO reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for AFoCO's action. AFoCO shall not be obliged to award the contract to the lowest-priced offer.
25	Type of Contract	<ul style="list-style-type: none"> ▪ A standard form of Contract and Terms of References will be provided from AFoCO. ▪ Within seven (7) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to AFoCO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, AFoCO may award the Contract to the Second highest rated or call for new Bids.

Section 3. Information of the Project Site

Project Title

Design Work for Establishment of Experimental Forest at AFoCO Regional Education and Training Center, Hmawbi Township, Yangon, Myanmar

Rationale for Work

To design experimental forest of AFoCO RETC

Location

AFoCO Regional Education and Training Center, Hmawbi Township, Yangon Region Myanmar
(<https://goo.gl/maps/QGEipzAXhp4A1LQ3A>)

Area

119 ha of the total 275-ha Hmawbi reserved forest (colored in green)



Description of Project and Budget

AFoCO wishes to expand the scope of capacity building activities through utilization of existing forest land, so that encourage the member countries and other research agencies to come and join the research work. The budget for this project is USD 210,000.

Required Outcome:

The works deemed necessary to achieve this include, but may not be limited to, the following:

- Design Concept Report and Schematic Design on the Experimental Forest
- International Symposium Proceedings for the Experimental Forest Establishment
- Mater Plan for the Experimental Forest
- Detailed design and construction specification on the primary targeted areas* (**the working scope is negotiable and will be decided upon the consultation with the Secretariat*)

Works and Services Required

1. Development of the Design Concept and Schematic Design (*by November 2021*)
2. Development of the Draft Master Plan (*by January 2022*)
3. Organization of the Virtual International Symposium for AFoCO Member Countries (*in February 2022*)
4. Establishment of the Master Plan (*by March 2022*)
5. Development of a detailed design and construction specification on the primary targeted areas (*between November 2021 and March 2022, during the dry season of Myanmar*)
6. Ad-hoc Meetings with Stakeholders and the Secretariat (*during the Contract period*)

List of references to be provided upon request

1. Computer-aided design (CAD) map of the project site
2. Ground control, topographic, leveling survey report
3. Tree inventory and vegetation survey data
4. Access road survey data

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

Scope of requested entities, described in BDS:

- Entities who have experience academic research; and/or
- Entities who have experience in planning and designing an arboretum and experimental forest; and/or
- Entities with experience in operating an arboretum; and/or
- Entities who have professional manpower in the field of management and operation of arboretum and/or experimental forest.
- Non-profit organizations are preferred.
- Entities who have experienced in Myanmar are preferred.

Documentation

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any other international Organization.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
Certificates and Licenses	Valid Business Registration	Form B: Bidder Information Form
QUALIFICATION		
History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 3 years of relevant experience.	Form D: Qualification Form
	Minimum no. of years of similar project undertaken over the past 3 years <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

	Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value for similar (supply of furniture or general supplies)	
Financial Standing	Minimum average annual turnover of USD for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 6 and quoted for by the bidders in Form F.	Form F: Price Schedule Form
	Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates. Evaluation of Price analysis for each item	

Selection Process and Review Criteria

All proposals that meet the completeness and minimum requirements will be evaluated. The evaluation will be conducted on a value-for-money, single stage basis with the technical and the financial evaluations being combined to determine best value for price.

Bidders whose proposals have been short-listed may be contacted with questions for clarification with presentation. The review criteria are detailed below:

- **Technical Evaluation (1st Envelope)**

Description of quality criteria	Maximum attainable score
<i>Expertise of the Firm:</i>	
Context <ul style="list-style-type: none"> ● Knowledge of the 2030 Sustainable Development Goals and international climate negotiations, and other global imperatives relevant to AFoCO's mandates ● Knowledge of Asia regional context in relation to enhancing sustainable forest management in the context of addressing climate change issues 	10
Technical Competence <ul style="list-style-type: none"> ● Understanding of the global on-site research trends and discourses in forests and forestry sector ● Expertise in conducting review and analysis on internal and external environments and drawing strategic insights for the experimental forest design and concept 	30

<i>*Proposers may submit samples of already completed work products that effectively demonstrate the quality of their work applicability to proposed scope of services</i>	
Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan:	
Methodology/Approach <ul style="list-style-type: none"> ● Demonstrate adequate understanding of the specified requirements, particularly in conducting site survey and detailed designing work relevant to the country contexts and global mega-trends in forest research ● Expertise in developing effective monitoring too to address unexpected issues by COVID-19 ● Good understanding of local environmental, economic, and social conditions of the Project Site ● Expertise in developing effective monitoring and evaluation framework 	40
Management Structure and Qualification of Key Personnel:	
Relevant Work Experience <ul style="list-style-type: none"> ● Relevant team composition ● Experience in drafting high quality reports and facilitating development planning consultative processes ● Presentation & packaging: good writing, communication and presentation skills in English language 	20
Total evaluation points	100

▪ **Financial/Price Evaluation (2nd Envelope)**

Proposers obtaining a minimum of 80% of the obtainable points of 100 in the technical evaluation would be considered for the financial evaluation. Cost Evaluation shall be conducted by reviewing financial proposals to arithmetic errors.

Financial weight shall be 20% where the bid with the lowest reasonable cost shall be awarded a score of 20 and score for the other bids shall be obtained/calculated using the formula below:

$$P0/P1 \times Wf$$

Where,

P0 is the lowest financial offer

P1 is the financial offer under consideration

Wf is the financial weight.

Section 5. Checklist

This form serves as a checklist for the preparation of your Bid. Please complete the Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions.

Technical Bid:

Have you duly completed all the Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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Section 6. Bidding Forms

Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	
RFP reference:	<i>OFFICIALS ONLY</i>		

We, the undersigned, offer to supply the goods and related services required for Design Work for Establishment of Experimental Forest at AFoCO Regional Education and Training Center, Hmawbi Township, Yangon, Myanmar in accordance with your Invitation to Bid and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by any other international Organization, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any other international Organization;
- c) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- d) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the AFoCO or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the AFoCO and we adhere to the principles of the AFoCO Code of Conduct.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the AFoCO.

We offer to supply the goods and related services in conformity with the Bidding documents, including the Contract and the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should AFoCO accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Contact person that AFoCO may contact for requests for clarifications during Bid evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Valid Business Operation License ▪ Last three years Audited Financial Statement including Auditor's Report ▪ Form A: Bid Submission Form ▪ Form B: Bidder Information Form ▪ Form C: Joint Venture/Consortium/ Association Information Form ▪ Form D: Qualification Form ▪ Form E: Format of Technical Bid (including Implementation plan and Technical compliance sheet) ▪ Form F: Price Schedule Form

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	
RFP reference:	<i>OFFICIALS ONLY</i>		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to AFoCO for the fulfillment of the provisions of the Contract.

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	
RFP reference:	<i>OFFICIALS ONLY</i>		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value in USD)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation history as indicated below			
Year	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in USD)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs.

The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by AFoCO.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Financial Standing

Annual Turnover for the last 3 years	Year	USD	
	Year	USD	
	Year	USD	
Latest Credit Rating (if any), indicate the source			
Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Technical Bid Format

Name of Bidder:	[Insert Name of Bidder]	Date:	
RFP reference:	<i>OFFICIALS ONLY</i>		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

1.1 Top (three or more) Projects implemented during the last 3 years:					
Project Description	Client Name	Amount in US\$	Year of Completion	% Completed	Performance Evaluation

1.2 Current on-going commitments (if any with AFoCO & Other Clients);				
Project Description	Client Name	Amount in US\$	% Completed	Anticipated date of Completion

1.3 Quality assurance procedures and risk mitigation measures.
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SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

Bidders may submit the necessary supplementary documents following indications 2.1 ~ 2.5 below. Please indicate the file name starting from 'Form E' (e.g., Form E_Supplementary-1_Design Strategy):

2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.

- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

Form F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	
RFP reference:	<i>OFFICIALS ONLY</i>		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

Currency of the Bid: USD

Price Schedule

Item #	Description	UOM	Quantity	Unit Price	Total Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
Total					
Transportation/Delivery Cost					
Insurance Cost					
Other (if required)					
GRAND TOTAL					

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Company name _____