



Date: 07 Feb 2021

REQUEST FOR PROPOSAL (RFP)

Reference: UNDP/AFG/RFP/2021/0000008489

Services

United Nations Development Programme (UNDP)	DATE: February 7, 2021
	Subject: <i>Provision of Laboratory Analysis of Persistent Organic Pollutants for UNEP Afghanistan</i> Reference: UNDP/AFG/RFP/2021/0000008489

Dear Sir / Madam:

The United Nations Development Programme (UNDP) Afghanistan Country Office hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Letter of Invitation
- Annex 1 - Description of Requirements
- Annex 2 - Terms of Reference
- Annex 3 - Forms for Submitting Service Provider's Proposal
- Annex 4 - Proposal Submission Form
- Annex 5 - General Terms and Conditions
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

Your offer, comprising of documents stated in this RFP, should be submitted to UNDP Afghanistan in accordance with the Annex 1 (Description of Requirements) through the **"UNDP ATLAS E-tendering system"** (<https://etendering.partneragencies.org>).

The step by step instructions for registration of bidders and proposal submission through the UNDP ATLAS E-tendering system is available in the **"Instructions Manual for the Bidders"**, attached with this RFP. Should you require any training on the UNDP ATLAS E-tendering system or face with any difficulties when registering your company or submitting your proposal, please send an email to the E-tendering helpdesk at procurement.af@undp.org during office hours to request for help.

The proposers are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

No hard copy or email submissions will be accepted by UNDP.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Shadi Hussein
Head of SCMO
February 7, 2021

Annex 1: Description of Requirements

Context of the Requirement	<i>Laboratory Analysis of Selected Persistent Organic Pollutants for UNEP Afghanistan</i>
Implementing Partner of UNDP	<i>Please refer to Terms of Reference at the end of Annex-2</i>
Brief Description of the Required Services ¹	<i>Provision of Laboratory Analysis of Persistent Organic Pollutants for UNEP Afghanistan</i> <i>Please refer to Terms of Reference at the end of Annex-2</i>
List and Description of Expected Outputs to be Delivered	<i>Please refer to Terms of Reference at the end of Annex-2</i>
Person to Supervise the Work/Performance of the Service Provider	<i>Please refer to Terms of Reference at the end of Annex-2</i>
Frequency of Reporting	<i>Please refer to Terms of Reference at the end of Annex-2</i>
Progress Reporting Requirements	<i>Please refer to Terms of Reference at the end of Annex-2</i>
Location of work	<i>Please refer to Terms of Reference at the end of Annex-2</i>
Expected duration of work	10 Weeks.
Target start date	21 March 2021
Latest completion date	Within 10 Weeks (subject to change, decision shall be taken during contract execution)
Travels Expected	<i>Please refer to Terms of Reference at the end of Annex-2</i>
Special Security Requirements	The contractor will be responsible for security of its staff.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<i>Please refer to Terms of Reference at the end of Annex-2</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (US\$) <i>(for companies registered outside Afghanistan)</i> <input checked="" type="checkbox"/> Local Currency (AFN) <i>(for companies registered under Afghanistan Government Authority)</i> For evaluation purposes, the bids submitted in other currencies will be converted to US\$ using the UN Operational Exchange Rate. <i>Reference date for determining UN Operational Exchange: August 2020</i>
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	Please refer to Terms of Reference at the end of Annex-2
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNEP Please refer to Terms of Reference at the end of Annex-2
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. <input checked="" type="checkbox"/> Minimum passing score for Technical Proposal – 70% (70 out of 100 points)

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Criteria for the Assessment of Proposal	<p><input checked="" type="checkbox"/> Combined Scoring Method, using the 70% and 30% distribution for technical and financial proposals respectively, where the minimum passing score of technical proposal is 70% out of 100 points</p> <p>Technical Proposal (100%) -</p> <p><input checked="" type="checkbox"/> Expertise of the Firm – 30%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan – 40%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel – 30%</p> <ul style="list-style-type: none"> • <i>1 x Laboratory Team Leader (20 Points)</i> • <i>1 x Laboratory Expert (10 Points)</i> <p>Financial Evaluation (30%): The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, where p = points for the financial proposal being evaluated y = maximum number of points for the financial proposal μ = price of the lowest priced proposal z = price of the proposal being evaluated</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)	<p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages,</p> <p><input checked="" type="checkbox"/> Quality Policy Statement</p> <p><input checked="" type="checkbox"/> Environmental Policy</p> <p><input checked="" type="checkbox"/> Health and Safety Policy</p> <p><input checked="" type="checkbox"/> Copy of accreditation schedule</p> <p><input checked="" type="checkbox"/> ISO 17025 accreditation certificate</p> <p><input checked="" type="checkbox"/> ISO 14001 accreditation certificate</p> <p><input checked="" type="checkbox"/> Certificate of Employers’ Liability Insurance</p> <p><input checked="" type="checkbox"/> Third party liability insurance</p> <p><input checked="" type="checkbox"/> At-least 2 similar contracts for the past 10 years, including their value and duration</p> <p><input checked="" type="checkbox"/> Up to date Certificate of Registration of the business from relevant authority.</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 03 (three) Clients for media related service in the last 10 years.</p> <p><input checked="" type="checkbox"/> Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;</p> <p><input checked="" type="checkbox"/> Structure of the team, including the names, position in the team and CVs of Key personnel:</p> <ul style="list-style-type: none"> • <i>1 x Laboratory Team Leader</i> • <i>1 x Laboratory Expert</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services

Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Forms for Submitting Service Provider's Proposal (Annex 3) <input checked="" type="checkbox"/> Price Schedule and BoQ
Contact Person for Inquiries (Written inquiries only) ⁶	Procurement.af@undp.org Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received. Note: The Subject Line of email should be: Provision of Laboratory Analysis of Persistent Organic Pollutants for UNEP Afghanistan, Reference: UNDP/AFG/RFP/2021/0000008489. The clarifications should be asked at least 5 days earlier to the below email address. Email: procurement.af@undp.org

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Conditions and Procedures for electronic submission and opening, if allowed</p>	<p>Online Bidding E-tendering Module.</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: [https://etendering.partneragencies.org]</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF, Excel, Word</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: Symantec/Norton/ESET NOD 32/ AVG/ Avira/ Bitdefender/ Kaspersky/ F-secure/ G Data/ Bull Guard/Avast</p> <p><input checked="" type="checkbox"/> The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</p> <p><input checked="" type="checkbox"/> Financial Proposal Password: Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected.</p> <p>The bids submitted by email/post mail/hand shall not be accepted. While entering financial proposal in the e-tendering system, always mention your price as USD 1. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission form (form F and G). The proposal of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p>
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Joint Venture, Consortium or Association	<ul style="list-style-type: none"> a. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. b. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP. c. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal. d. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP. e. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. f. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials. g. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.
Pre-Proposal meeting	Not Applicable

Annex 2: Terms of Reference

FOR LABORATORY ANALYSIS OF SELECTED PERSISTENT ORGANIC POLLUTANTS

1. Background

The objective of the Project is to support country-driven institutional strengthening at the national level, in the context of an integrated approach to address the financing of the sound management of chemicals and wastes, taking into account the national development strategies, plans and priorities of each country, to increase sustainable public institutional capacity for the sound management of chemicals and wastes throughout their life cycle. Institutional strengthening under the Special Programme will facilitate and enable the implementation of the Basel, Rotterdam and Stockholm conventions, the Minamata Convention and the Strategic Approach to International Chemicals Management (SAICM).

This project aims to address Afghanistan's capacity in fulfilling its obligations with respect to the management of hazardous chemicals and waste under the Basel, Rotterdam, Stockholm and Minamata Conventions, to which it is a Party. A major obstacle to achieving this lies in Afghanistan's inability to treat and dispose of municipal solid waste and sewage, both of which are generally contaminated with industrial wastes and effluents. Under the Environment Law of 2007 and the Constitution of Afghanistan, the National Environmental Protection Agency has overarching authority over all Government agencies in matters relating to environmental protection. Implementation of environmental policy and legislation may, however, lie with other ministries and agencies. The technical and institutional capacity of these agencies to develop and enforce legislation is insufficient. The Waste Management Policy is the only piece of legislation related to chemical management in Afghanistan, which is currently insufficient for addressing all the country's chemicals and waste management needs. For example, the Waste Management Policy focusses on i) setting sound waste management controls for clinical, hazardous and municipal waste; ii) encouraging the reduction of waste in the environment through the development of controls on waste; and iii) encouraging citizens to reduce, reuse and recycle waste. However, no other legislation exists relating to the production, management, and import of chemicals and waste. This clearly demonstrates the need for strengthened technical capacity to draft and implement appropriate chemicals and waste related regulations in the country.

To address the aforementioned challenges, the project will aim to achieve the following our distinct, yet interlinked, measures that will collectively aim to improve the sound management of chemicals in Afghanistan and help the country implement the policy strategies of SAICM:

1. Develop secondary legislation and regulations to be implemented by NEPA, its partner

agencies and ministries in Government under the Environment Law (2007) for the sound management of chemicals and waste.

2. Strengthen the capacity of staff in NEPA and its partner agencies to enforce the Environment Law in relation to hazardous chemicals.

3. Establish a research programme on emissions from waste by an analytical laboratory.

4. Improve practice in handling waste with toxic chemicals by private sector.

This particular ToR is expected to support the research programme on emissions and residues from waste.

2. Aim

The aim of the project is to Improve Chemicals and Waste Management in Afghanistan through establishing a detailed research programme on chemicals management that will provide a foundation for determining future actions in this area.

3. Scope of the Work

The lack of scientifically robust environmental data is a major gap in terms of understanding and addressing the country's most pressing and priority needs. Thus, in order to fill this gap in the area of chemical management, a research will be conducted, which will provide the foundation for determining future actions in this area. Detailed protocols will need be developed for the collection of samples from air, soil and water. Sampling will also be coordinated and managed by the chemical unit, which will be submitted to a competent laboratory to determine the levels of Polychlorinated Biphenyls (PCBs), Polychlorinated Dibenzodioxins and Dibenzofurans (PCDD/PCDFs) and Polybrominated fire retardants (Polybrominated Diphenyl Ethers including Decabromodiphenyl ether (decaBDE) and Polybrominated Biphenyls) (PBDEs and PBBs) and Hexabromocyclododecane (HBCDD) present. The results of the analysis will be presented as technical reports, which will help fill existing gaps in knowledge about chemical management in Afghanistan, as well as provide recommendations for policy actions to address the chemical pollutants identified, in particular to ensure that they are managed as safely as possible to reduce adverse impacts on health and environment. Moreover, this activity will help build the capacity for the National Environmental Protection Agency (NEPA) chemical unit to collect similar samples in the future and build a more robust body of knowledge on chemicals that are relevant under the Basel, Rotterdam, Stockholm and Minamata Conventions.

PCBs include 209 congeners, PCDDs include 75 congeners and PCDFs include 135 congeners. The approach taken here is to not identify every single congener or structural isomer. It is not necessary or even possible to analyse all individual congeners of mixtures, therefore the key

substances recommended for analysis are listed in Table 1. The number of samples is provided in Table 2.

Table 1 Analytes and Matrices

POP	Soil	Water
PCBs	ΣPCB 6 (6 congeners) 28,52, 101,138,153 and 180; PCB with TEFs (12 congeners) 77, 81, 105, 114, 118, 123, 126, 156, 157, 167, 169 and 189	ΣPCB 6 (6 congeners) 28, 52, 101,138,153 and 180; PCB with TEFs (12 congeners) 77, 81, 105, 114, 118, 123, 126, 156, 157, 167, 169 and 189
PCDD/PCDFs	2,3,7,8-substituted PCDD/PCDFs (17 congeners)	2,3,7,8-substituted PCDD/PCDFs (17 congeners)
Hexabromobiphenyl	PBB 153	PBB 153
HBCDD	α-HBCDD, β-HBCDD, γ-HBCDD	α-HBCDD, β-HBCDD, γ-HBCDD
c-penta BDE c-octa BDE	BDE 47, 99, 153, 154, 175/183 (co-eluting)	BDE 47, 99, 153, 154, 175/183 (co-eluting)
Deca-BDE	BDE 209	BDE 209

There will be a total of 20 samples – the split of samples provided below is indicative.

Table 2 Sample Quantities

Matrices	Number of samples
Soil	10
Water	10
Total (Soil & Water)	20

The total number of samples given above is indicative and is subject to change.

4. Expected Deliverables.

The prospective laboratory is expected to provide **the following** key deliverables:

Deliverable 1: Provision of equipment as outlined in Section 6 of this document.

Deliverable 2: Analysis of samples and provision of analytical report

- a. Analyse samples in laboratory and produce a report document outlining the presence of the quantitative levels of Polychlorinated Biphenyls (PCBs), Polychlorinated Dibenzodioxins and Dibenzofurans (PCDD/PCDFs) and Polybrominated fire retardants (Polybrominated Diphenyl Ethers and Polybrominated Biphenyls) (PBDEs and PBBs) and Hexabromocyclododecane (HBCDD) and Decabromodiphenyl ether (decaBDE) present in the samples (as indicated in section 3 of this document) delivered from Afghanistan.
- b. The analysis report should fulfil the following reporting requirements:
 - I. A PDF of the analytical results is required along with data in excel format. The information should contain individual analytes as shown in Table 1 and the sum parameters for groups or mixtures of POPs. For PCBs, it is recommended to analyse and report the seven congeners individually to allow calculation of the sums of six/seven PCBs.

- II. For the PBDEs, three individual listings have been provided. The respective congeners in each of the listings – c-penta, c-octa, deca – shall be analysed and summed together with the sum of these congeners.
- III. For the reporting of the toxic equivalent (TEQ) (for PCDDs, PCDFs, and DL-PCBs) there is a requirement to report the concentrations of all 29 congeners and separately show the TEQ derived from PCDDs, PCDFs and DL-PCBs as well as the total TEQ. According to the text of the Stockholm Convention (Annex C), the toxicity equivalency factors (TEF) as established by a WHO Expert Group and published in 1998 (WHO₁₉₉₈-TEFs) should be used. However, state-of-the-art presentation of results uses the WHO₂₀₀₅-TEFs (Van den Berg et al. 2006) and therefore, it is recommended to report these as well in order to allow comparison with data from the literature and other reports. Additional requirements are stated in the GMP guidance on POPs.
- IV. Analysis should be carried out in accordance with https://www.pops-gmp.org/res/file/UNEP-POPS-COP_9-INF-36_English.pdf

5. Institutional Arrangements

The laboratory will liaise with the Project Coordinator, while drafts and final deliverables will be reviewed by Chief Technical Advisor, International Chemical Expert and Project Coordinator.

The samples will be transported directly to the appointed laboratory by the project team from Afghanistan. There will be no requirement to provide provision of security, accommodation or other travel arrangements for staff.

6. Laboratory Specifications

The national project team will lead the sample delivery process to the laboratory. The selected laboratory will be responsible to provide all the relevant tools necessary to collect samples for all media, i.e., water and soil. Below is the list of equipment that the laboratory is expected to deliver to the project team to Kabul, Afghanistan:

List of required equipment to be provided by the laboratory:

- I. Cool boxes (as per scope of the sampling)
- II. Ice packs (as per scope of the sampling)
- III. Sample containers (for water and soil samples)
- IV. 5 x litres of de-ionised water known to be free of the contaminants of concern listed above.
- V. Telescopic sampling equipment - stainless steel sampling rods - 150 cm to 450 cm (3 parts)
- VI. Telescopic sampling equipment - stainless steel sampling holder - (capacity = 1 liter)
- VII. Digital salinity testing meter with calibration solution that allows measurement and reporting in PSU (practical salinity units).

The above listed materials will be inspected for quantity and quality by the project team in Kabul, Afghanistan upon receipt. All costs that will be provided by the companies in Schedule-1

– Bill of Quantity, which should include cost of shipment, delivery and commissioning of the above listed equipment to **DAP UNEP Office, Kabul, Afghanistan** [Incoterm 2010].

7. Tasks and Expected Timeframe (10 Weeks)

No	Tasks	Expected Timeframe
1	The selected laboratory delivers all the sample collection equipment/materials as indicated in section 6 of this document to the project team in Kabul, Afghanistan.	One week after contract/MoU signature.
2	After collecting samples of water and soil, the project team delivers collected samples to the laboratory	2 weeks after the appointed laboratory delivers sample collection equipment to project team in Kabul, Afghanistan.
3	Laboratory practically analyses the received samples	Within one month of receiving the samples from the project team.
4	Considering the reporting requirement as indicated in section 4 of this document, the Laboratory prepares a draft report of the sample analysis and forward it to Project team for review.	Within one week after completion of sample analysis.
5	Laboratory finalizes report based on comments by the project team.	Within one week after laboratory receive comments from the project team.

8. Schedule of Payments.

Task	Deliverables	Expected Timeframe	Percentage of Payment
The selected laboratory delivers all the sample collection equipment/materials as indicated in section 6 of this document to the project team to Kabul, Afghanistan	Sampling equipment received and verified by the project team in Kabul, Afghanistan.	4 weeks after contract/MoU signature.	30%
After project team delivers samples, the selected laboratory analyses samples in laboratory.	Samples analysed by the selected laboratory and analysis report produced.	After final laboratory report is confirmed by the Chief Technical Advisor, International Chemical Expert and Project Coordinator.	70%

9. Qualification of the Successful Contractor and Key Personnel

The bidder must provide following information as part of their qualification for this tender:

1. Previous experience working with United Nations Environment Programme other UN entities, World Health Organization, World Bank or other similar international organization. Please provide details below (list two or more previous projects):

Organization	Project reference	From	To	Details of work carried out

Details of the work should include what analysis was carried out, number of samples submitted, and the estimated value of the services provided.

Q2. Shipment of Samples

Please provide details of the importation arrangements in place to ship samples back to the laboratory these should include import advice forms, customs letters and licences as well as international returns labels (attach copies of all the above).

3. Management Requirements

Bidders shall provide CVs of their key personnel who meet the minimum qualification and experience requirements:

Position	General qualifications and experience
Key Professional Staff	
Laboratory Team Leader (1 CV required)	<p><u>Academic Qualifications</u></p> <ul style="list-style-type: none"> Bachelor of Science degree in related field (chemistry, environment science, geology or geochemistry) <p><u>Experience</u></p> <ul style="list-style-type: none"> Minimum 5 years of relevant experience Experience in project and contract management related to laboratory analysis including the larger and complex projects Excellent communication and analytical skills <p><u>Language</u></p> <ul style="list-style-type: none"> Excellent written and oral English skills a necessary requirement
Laboratory Expert (1 CV required)	<p><u>Academic Qualifications</u></p> <ul style="list-style-type: none"> Bachelor of Science degree in related field (as above) <p><u>Experience</u></p> <ul style="list-style-type: none"> Minimum 5 years' relevant experience including: detailed understanding of testing methods laboratory operations and handling technical queries Excellent communication and client support skills Comprehensive understanding of analytical requirements and processes <p><u>Language</u></p> <ul style="list-style-type: none"> Excellent written and oral English skills a necessary requirement

4. Chain of Custody, Scheduling, Reporting and Reviewing Data

The tender is requested to provide information relating to the chain of custody process and scheduling of samples including what technology has been adopted or in development. Please include what the technology is (app or web portal) and what it provides such as status checking and reporting of data (as PDF and xls.)

Annex 3: FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Quality Policy Statement*
- c) *Environmental Policy*
- d) *Health and Safety Policy*
- e) *Copy of accreditation schedule*
- f) *ISO 17025 accreditation certificate*
- g) *ISO 14001 accreditation certificate*
- h) *Certificate of Employers' Liability Insurance*
- i) *Third party liability insurance*
- j) *At-least 2 similar contracts for the past 10 years, including their value and duration*
- k) *Up to date Certificate of Registration of the business from relevant authority.*
- l) *Statement of Satisfactory Performance from the Top 03 (three) Clients for media related service.*
- m) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- n) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) *Names and qualifications of the following key personnel*
 - 1. *Laboratory Team Leader*
 - 2. *Laboratory Expert*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Sampling equipment received and verified by the project team in Kabul, Afghanistan	30%	
2	Samples analysed by the selected laboratory and analysis report produced.	70%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Laboratory Team Leader				
2. Laboratory Expert				
II. Out of Pocket Expenses				
1. Cost of Equipment including shipping, delivery and commissioning				
I. Cool boxes				
II. Ice packs				
III. Sample containers (for water and soil samples)				
IV. 5 x litres of de-ionised water known to be free of the contaminants of concern listed above.				
V. Telescopic sampling equipment – stainless steel sampling rods 150 cm to 450 cm (3 parts)				
VI. Telescopic sampling equipment – stainless steel sampling holder (capacity = 1 litre)				
VII. Digital salinity testing meter with calibration solution that allows measurement and reporting in PSU (practical salinity units)				

2. Bill of Quantity - The laboratory is expected to provide cost details for the chemicals analysis as per "Schedule 1 – Bill of Quantity" below				
III. Other Related Costs				

Price Schedule 1 – Bill of Quantities
Provision of Laboratory Analysis of Persistent Organic Pollutants for UNEP Afghanistan,
Reference: UNDP/AFG/RFP/2021/0000008489.

Bill of Quantities - Soils

Item	POP	Units of Reporting	Limits of detection	Accreditation (state whether ISO 17025)	Individual suite costs (rate only in USD)	Quantity	Total (USD)
1	PCDDs					10	
	2,3,7,8-TCDD						
	1,2,3,7,8-PeCDD						
	1,2,3,4,7,8-HxCDD						
	1,2,3,6,7,8-HxCDD						
	1,2,3,7,8,9-HxCDD						
	1,2,3,4,6,7,8-HpCDD						
	OCDD						
2	PCDFs					10	
	2,3,7,8-TCDF						
	1,2,3,7,8-PeCDF						
	2,3,4,7,8-PeCDF						
	1,2,3,4,7,8-HxCDF						
	1,2,3,7,8,9-HxCDF						
	1,2,3,6,7,8-HxCDF						
	2,3,4,6,7,8-HxCDF						
	1,2,3,4,6,7,8-HpCDF						
	1,2,3,4,7,8,9-HpCDF						
	OCDF						
3	DL-PCBs					10	
	PCB-77						
	PCB-81						
	PCB-126						
	PCB-169						
	PCB-105						
	PCB-114						
	PCB-118						
	PCB-123						
	PCB-156						
	PCB-157						
	PCB-167						
	PCB-189						
4	PCB 7					10	
	PCB-28						
	PCB-52						

	PCB-101						
	PCB-118						
	PCB-138						
	PCB-153						
	PCB-180						
5	Hexabromobiphenyl					10	
	PBB-153						
6	HBCDD					10	
	α -HBCDD						
	β -HBCDD						
	γ -HBCDD						
7	PBDEs					10	
	BDE 47						
	BDE 99						
	BDE 153						
	BDE 154						
	BDE 175/183						
8	DecaBDE					10	
	BDE 209						

Notes

1. The lowest achievable detection limits should be stated above
2. The total number of samples given is indicative and is subject to change
3. All costs should include shipment of cool boxes and containers to Kabul, Afghanistan

Bill of Quantities - Waters

Item	POP	Units of Reporting	Limits of detection	Accreditation (state whether ISO 17025)	Individual suite costs (USD)	Quantity	Total (USD)
9	PCDDs					10	
	2,3,7,8-TCDD						
	1,2,3,7,8-PeCDD						
	1,2,3,4,7,8-HxCDD						
	1,2,3,6,7,8-HxCDD						
	1,2,3,7,8,9-HxCDD						
	1,2,3,4,6,7,8-HpCDD						
	OCDD						
10	PCDFs						
	2,3,7,8-TCDF					10	
	1,2,3,7,8-PeCDF						

	2,3,4,7,8-PeCDF						
	1,2,3,4,7,8-HxCDF						
	1,2,3,7,8,9-HxCDF						
	1,2,3,6,7,8-HxCDF						
	2,3,4,6,7,8-HxCDF						
	1,2,3,4,6,7,8-HpCDF						
	1,2,3,4,7,8,9-HpCDF						
	OCDF						
11	DL-PCBs					10	
	PCB-77						
	PCB-81						
	PCB-126						
	PCB-169						
	PCB-105						
	PCB-114						
	PCB-118						
	PCB-123						
	PCB-156						
	PCB-157						
	PCB-167						
	PCB-189						
12	PCB 7					10	
	PCB-28						
	PCB-52						
	PCB-101						
	PCB-118						
	PCB-138						
	PCB-153						
	PCB-180						
13	Hexabromobiphenyl					10	
	PBB-153						
14	HBCDD					10	
	α -HBCDD						
	β -HBCDD						
	γ -HBCDD						
15	PBDEs					10	
	BDE 47						
	BDE 99						
	BDE 153						

	BDE 154						
	BDE 175/183						
16	DecaBDE					10	
	BDE 209						

Notes

1. The lowest achievable detection limits should be stated above
2. The total number of samples given is indicative and is subject to change
3. All costs should include shipment of cool boxes and containers to Kabul, Afghanistan

Bill of Quantities - Total Costs

Item Numbers	Descriptions	Matrices	Cost (USD)
Item 1	PCDDs	Soil	
Item 2	PCDFs	Soil	
Item 3	DL-PCBs	Soil	
Item 4	PCBs 7	Soil	
Item 5	Hexabromobiphenyl	Soil	
Item 6	HBCDD	Soil	
Item 7	PBDEs	Soil	
Item 8	DecaBDE	Soil	
Item 9	PCDDs	Water	
Item 10	PCDFs	Water	
Item 11	DL-PCBs	Water	
Item 12	PCBs 7	Water	
Item 13	Hexabromobiphenyl	Water	
Item 14	HBCDD	Water	
Item 15	PBDEs	Water	
Item 16	DecaBDE	Water	
Grand Total			0

Notes

1. All costs should include shipment of cool boxes, containers and associated materials to Kabul, Afghanistan
2. Costs are assumed to include all reporting requirements

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]