

Dear Sir/Madam,

**Subject: Request for Proposals for Survey & Design for Tawila Dam, North Darfur, Sudan**

**Project Ref. 80050 – Survey & Design for Tawila Dam, North Darfur**  
**Case No. SDPC/80050/SERVICES/RFP-026**

1. The United Nations Office for Project Services (UNOPS) is seeking qualified offers for the above-mentioned **“Request for Proposals for Survey & Design for Tawila Dam, North Darfur, Sudan”** services. Your company is kindly invited to submit your best technical and financial offer for the requested services. Your proposal may form the basis for a contract between your firm/institution and the United Nations Office for Project Services (UNOPS).
2. To enable you to submit a proposal, please find enclosed:
  - a) Annex I: Terms of Reference (TOR), containing a description of UNOPS requirements for which these services are being sought;
  - b) Annex II: Proposal Submission Form, to be completed and returned with your proposal;
  - c) Annex III: Financial Offer Form; and
  - d) Annex IV: A draft of the form of contract under which the services would be performed, including a link to the "General Conditions for UNOPS Contracts for Professional Services".

This letter is not to be construed in any way as an offer to contract with your firm/institution.

**Manner of Submission**

3. Your proposal shall be prepared in the English language.
4. Your proposal shall comprise the following documents:
  - a) Proposal Submission Form;
  - b) Technical Component; and
  - c) Price Component.
5. Your proposal shall be prepared in duplicate with one marked **"Original"** and the other marked **"Copy"**. In the event of any discrepancy between them, the original shall govern. The proposal shall be sealed in one outer and two inner envelopes, as detailed below:

The outer envelope shall be addressed as follows:

**Proposal for Survey & Design for Tawila Dam,  
North Darfur, Sudan**

**Case No. SDPC/80050/SERVICES/RFP-026**

**Attention:**

Mr. Samual Hassan  
Senior Procurement Assistant  
United Nations Office for Project Services (UNOPS)  
8<sup>th</sup> Floor – Industrial Development Bank Building  
Amarat Street No 21, Khartoum, SUDAN

Both inside envelopes shall indicate your firm's name and address.

The **first** inner envelope shall be marked "**Technical Proposal**" and must contain the **Proposal Submission Form AND the Technical Component** of your proposal.

The **second** inner envelope shall be marked "**Price Proposal**" and must contain the **Financial Cover Letter** (paragraph 16, below) and **Price Component**.

**Alternatively, submissions may be sent by e-mail to secure bid e-mail address as follows:**  
[SDPCbidsFinancial@unops.org](mailto:SDPCbidsFinancial@unops.org) by the Closing Date and shall not exceed 8 Megabytes.

The "**Technical Proposal**" and the "**Price Proposal**" shall be submitted through **separate emails**.

The subject line of each email shall clearly indicate:

"**Case No. SDPC/80050/SERVICES/RFP-026 Technical Proposal**" or  
"**Case No. SDPC/80050/SERVICES/RFP-026 Price Proposal**" as appropriate.

6. Proposals must be received by UNOPS at the above address on or before **9th October 2012 at 14:00hours, Sudan time**. Any proposal received after this date may be rejected. UNOPS may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective proposers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNOPS at its own initiative or in response to a clarification requested by a prospective proposer.
7. You are requested to hold your proposal valid for 90 days from the deadline for submission. UNOPS will make its best effort to select a firm/institution within this period.
8. Assuming that a contract can be satisfactorily concluded by October 2012, the assignment is expected to commence in early November 2012.

9. If you consider that your firm/institution does not have all the expertise for the assignment, there is no objection to your firm/institution associating with another firm/institution, particularly from a developing country, to enable a full range of expertise to be proposed. UNOPS strongly encourages association with a local firm/institution in the country of assignment. However, any invited firm/institution may not participate in more than one consolidated proposal. Similarly, a local firm/institution may associate with only one invited firm/institution that is making a proposal.

Any consulting, manufacturing or construction firm/institution with which you might be associated may not be eligible to participate in proposing/bidding for any services, goods or works which may result from or be associated with the project of which this assignment forms a part.

10. Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.
11. Any requests for clarification should be referred to  
Mr. Samual Hassan  
Senior Procurement Assistant  
United Nations Office for Project Services (UNOPS)

Through email: [SamualM@unops.org](mailto:SamualM@unops.org), with copy to [JustinS@unops.org](mailto:JustinS@unops.org)

Any written reply to a particular question may be copied to all other invited firms/institutions, at the discretion of UNOPS.

12. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place ([www.ungm.org](http://www.ungm.org)). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the [UNGM Interactive Guide for Suppliers](#).
13. We would appreciate you informing us by e-mail or fax as to:
- a) your receipt of this letter request for competitive proposals.
  - b) whether or not you will be submitting a proposal.
  - c) the date and mode of submission, in case you decide to submit a proposal.

## CONTENT OF PROPOSAL

### TECHNICAL COMPONENT

14. The **technical component** of your proposal should be **concisely presented and structured in the following order** to include, but not necessarily be limited to, the following information:

a) **Description of the Firm and the Firm's Qualifications**

A **brief description** of your firm/institution and an outline of **recent experience on projects of a similar nature**, including experience in the country and language concerned. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability and financial and managerial capacity to provide the services.

b) **Understanding of the Requirements for Services, including Assumptions**

Include any assumptions as well as comments on the data, support services and facilities to be provided or as you may otherwise believe to be necessary.

c) **Proposed Approach, Methodology, Timing and Outputs**

Any comments or suggestions on the TOR (Terms of Reference), as well as your **detailed description of the manner in which your firm/institution would respond to the TOR**. You should include the number of person-days in each specialization that you consider necessary to carry out all work required plus a **Gantt diagram** to illustrate the proposed schedule of work.

d) **Proposed Team Structure**

The composition of the team which you would propose to provide **in the country of assignment**. A brief list of specialist support personnel at the head office may also be provided. Indicate the work tasks (including supervisory) which would be assigned to each person. An organogram illustrating the reporting lines, together with a description of such organization of the team structure, should support your proposal.

e) **Proposed Project Team Members**

The CV (curriculum vitae) of the four (4) key senior professional members of the team who *will be directly and constantly involved throughout the consultancy service and who will make significant a contribution to the service by working at the project site at Tawila.*

**NOTE: CV's MUST BE NO MORE THAN THREE (3) PAGES A4 total.**

### PRICE COMPONENT

15. Your separate price component must contain an overall quotation in a single currency, which may be either in US Dollars or in any convertible currency, If you opt for the latter, and for evaluation purposes only, your proposal will be converted into US dollars using the United Nations rate of exchange in effect on the date submissions are due.

16. The price component shall have a **Cover Letter** wherein your firm/institution's authorized representative affirms the following:

- a) a summary of the price; and

- b) the period of its validity.

In preparing your proposal, please note carefully from Annex IV the various contract provisions regarding UNOPS policies on limitations on advance payments, retention, performance bonds, etc.

17. In addition, the price component must cover all the services to be provided and must itemize the following:

- a) An all-inclusive rate per person-day (including honorarium and living expenses) for each team member to be assigned to the mission in the field and a rate for his/her work at the home office, if any.
- b) An all-inclusive amount for international travel and related expenses (indicating number of round trips per team member).
- c) An all-inclusive amount for local travel.
- d) Other costs, if any (indicating nature and breakdown).
- e) Summary of total cost for the services proposed. [N.B.: The remuneration received by your firm/institution and persons performing services for your firm/institution (other than nationals of the host country) normally will not be subject to tax liability in the host country].
- f) A proposed schedule of payments, all of which must be expressed and will be effected in the currency of the proposal.

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

### **Payment Provisions**

19. UNOPS' general policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract. Please refer to section 3.5 of the Model Contract for Services that is enclosed as Annex IV.

### **Evaluation of Proposals**

20. A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared. The Price Component will be opened only for those firms/institutions whose Technical Component meets the requirements for the assignment. The total number of points which a firm/institution may obtain for both components is 100.
21. The **technical component**, which has a total possible value of **80 points**, will be evaluated using the following criteria:
- a) the firm/institution's general reliability as well as experience and capacity in the specific field of the assignment (**25 points**);

- b) the approach in responding to the TOR and the detailed work plan (**15 points**); and
- c) the qualifications and competence of the personnel proposed for the assignment for a total of (**40 points**). The personnel will be rated in accordance with:
  - i. their general qualifications (**15 points**);
  - ii. suitability for the assignment (**10 points**); and
  - iii. their language qualifications and experience in the region (**15 points**). Experience in the country of assignment would be particularly advantageous.

22.

- a) The Price Component of any proposal will only be evaluated if the Technical Component of that proposal achieves a minimum of 40 points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.
- b) The maximum number of points for the Price Component is **20 points**. This maximum number of points will be allocated to the lowest price proposal. All other price proposals will receive points in inverse proportion according to the following formula:

Points for the Price Component of a proposal being evaluated =

$$\frac{[\text{Maximum number of points for the Price Component}] \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}$$

23. Please note that the UNOPS is not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract will be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to UNOPS's general principles, including economy and efficiency, UNOPS does not bind itself in any way to select the firm/institution offering the lowest price.

**24. Negotiations:**

UNOPS may enter into contract negotiations with the Offeror obtaining the highest overall score after adding the score of the technical proposal and the financial proposal. Such negotiations do not constitute an award of contract

**25. Supplier eligibility**

Suppliers shall not be eligible to submit an offer when at the time of bid submission:

- a) Suppliers are already suspended by UNOPS, or,
- b) Supplier's names are mentioned in the UN 1267 Terrorist list issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
- c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
- d) Suppliers have been declared ineligible by the World Bank

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations

as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

**26. Information regarding Bid Protest can be found at:**

<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

27. An invitation to submit proposals has also been sent to other firms.

Yours sincerely,

**Pre-cleared by:**

Pierfrancesco Consalvo  
Procurement Advisor, AFO

Signature:  .....

Date: 7-9-2012 .....

**Approved by:**

Jeffrey McMurdo  
Head of Office, UNOPS SDPC

Signature:  .....

Date: 07/09/2012 .....



## **ANNEX I: TERMS OF REFERENCE**

### **Background:**

The UNOPS (United Nations Office for Project Services) is engaged in the design and implementation of the infrastructure component of an IWRM (Integrated Water Resources Management) project to rehabilitate Tawila Dam in North Darfur which is wholly funded by USAID (United States Agency for International Development) under the DCERWSP (Diminishing Conflict Through Early Recovery Water Supply Program).

The Darfur conflict has resulted in a large relocation of population to safe areas. This has severely stressed the limited water resources available. A number of IDP camps are experiencing water shortages. To improve the current situation, the State Ministry of Physical Planning & Public Utilities and State Water Corporation of North Darfur have identified Tawila Dam as a priority water harvesting facility of North Darfur for rehabilitation. Tawila area has been designated as a voluntary returnee's resettlement area.

Tawila has a population of more than 50,000 people, predominantly IDPs. The dam was constructed in 1954 by the State Water Corporation and is located about 70 km West of El Fasher, near Tawila Township. A key feature of the dam is an earthen embankment (1.8km long) across the wadi, with two spillway structures (primary and supplementary). As per the State Water Corporation sources, the design capacity of the reservoir is 300,000 m<sup>3</sup>, however it has lost a significant amount of storage volume due to silt accumulation.

The lack of proper maintenance over the years has rendered the reservoir dysfunctional. The reservoir is heavily silted and a section of the embankment has been breached. As a result, the dam is no longer able to retain waddy flow during the wet season. The loss of dam water storage capacity has reduced the potential for groundwater recharge; this negatively impacted on the access to water of surrounding communities increasing the potential for water related conflicts. The surrounding communities (more than 50,000 people, mainly IDPs) are experiencing increased hardship in living conditions and reduced income generation from agricultural activities. The State Government has indicated that Tawila is one of their key focus areas for the settlement of voluntary returnees. So far, the lack of water has heavily undermined the number of voluntary returns to the area.

UNOPS' preliminary assessment of Tawila Dam found that the rehabilitation of the embankment and the de-silting of the reservoir are key requirements for the dam to continue being a crucial water resource for the community. The local community also requested to raise the embankment height. However, a detailed engineering analysis and cost/benefit considerations will be needed to determine the technical feasibility and justification of such intervention.

### **Justification of consultancy:**

Little reliable pre-existing data is available regarding catchment condition and runoff characteristics, degree of siltation, geotechnical information, topographic information, design flows, spillway capacity etc. The consultancy is required in order to provide a detailed and comprehensive engineering analysis of the prevailing situation, and to propose options for the rehabilitation of the structure.



**Objective:**

The objective of the consultancy is to undertake the activities and produce the outputs listed in the **Activities & Outputs** table below so that on conclusion of the consultancy service, UNOPS may proceed directly with the issue of an ITB (Invitation To Bid) from registered contractors.

**UNOPS input:**

UNOPS will assist the Consultants in the following services:

- Local assistance for securing Sudan visa (for overseas companies);
- Air transport between Khartoum and Tawila will be facilitated (cost reimbursement basis) and access to the site will be coordinated;
- Assist in securing accommodation at Tawila for overseas companies;
- Facilitate Government and stakeholder consultation;
- Update on security related issues for Tawila

**Consultant's Input:**

The bidder shall submit full details of the proposed consultants plan, along with brief CV of key personnel, as part of their proposal. The bid shall make necessary budget provisions to cover the human resources, operational and logistics expenses of the service execution. UNOPS will assist the bidders to establish information on locally available resources.

Key personnel required for the service

#	Key Qualification	Minimum Years of experience
1	Team Leader / Focal Point / Engineer /Expert (any relevant discipline)	10 years with BSc degree
2	Water Resources engineer	10 years with BSc degree
3	Geotechnical/Dam engineer	10 years with BSc degree
4	Surveyor	5 years with BSc degree

**Timing:**

The project shall be completed within three **(3) months** of the date of signing of the Contract.

**Activities & Outputs:**

The Survey and Design shall cover the following tasks, and will result in the associated outputs. The consultant may include a description of additional activities or tasks considered necessary in order to achieve the outputs listed below or additional outputs which are not listed.

ACTIVITIES	OUTPUTS
Literature review of pre-existing data sources and previous study reports of relevance to Tawila Dam.	Collection of all available climatic, hydrological, topographic survey, hydro-geological, geotechnical etc data relevant to the study area.
Consultation with key project stakeholders: Public Water Corporation, State Water Corporation of North Darfur, Ground Water & Wadis Directorate of North Darfur, Ministry of Irrigation, Darfur Regional Authority etc. <i>In particular, the needs and aspirations of the local community shall be reviewed through repeated consultation with local community groups, community leaders and farmers.</i>	Incorporation of stakeholder interests into the review of options and the chosen final design solution.
Review of catchment size & condition either visually and/or using remote sensing techniques.	Assessment of catchment condition: erodibility, vegetation cover, interception losses, infiltration, runoff characteristic etc.
Review of available climatic data	Determination of design discharge for appropriate return period. Hydrographic analysis. Design of spillway capacity.
Topographic survey of upstream area corresponding to spillway crest height +1m; topographic survey of area 100m downstream of dam. Topographic survey of existing dam embankment. Establish TBM's. Spot heights at test pit locations, test hole locations.	Existing ground levels; X,Y coordinates, referenced to TBM's at appropriate locations. Contour map of surveyed area. Wadi cross sections & longitudinal sections. Embankment cross sections & longitudinal sections.
Engineering survey of condition of existing structures & main & secondary spillways	Plans & sections of existing structures
Dig shallow trial pits upstream of dam in agreed locations starting nominally 100m upstream of dam at 500m x 500m grid	Determine historical degree of existing siltation in the impounded area in 16 test locations referenced to TBM positions.
Geotechnical investigation: drill test holes along dam crest using locall available auger type or other appropriate drill rig. Total eight (8) holes in agreed positions: upstream of secondary spillway, downstream of secondary spillway, at breached section adjacent to secondary spillway, five holes at agreed locations along the dam crest. Depth to extend to basement/bedrock or as agreed. Reinstate/backfill holes using approved clay material.	Stratigraphic log to show depth and composition of construction layers, alluvial horizons/layers, basement complex. Locations referenced to TBM positions.
Locate potential borrow pits for material suitable for embankment reconstruction.	Estimate quantities, haul distance geotechnical parameters to determine suitability
Materials sampling and testing of material removed from test holes	Attenberg limits: PL LL, PI Particle Size Distribution Slaking Test

	Clay Content Dispersion Linear Shrinkage Organic Matter Content Permeability Direct Shear
Photographic recording of all activities throughout the field survey & investigation.	Photographic log of all activities; techniques used, site conditions etc. Archived in a logical, informative, folder structure with dates
Review options as a Conceptual Design with cost estimates: - Rehabilitate existing structure - Rehabilitate existing structure & increase spillway capacity (preferred option) - Rehabilitate existing structure and raise crest height by 1m to increase capacity, construct spillways to suit.	<b>INTERIM DESIGN REPORT</b> describing all activities and associated outputs, background to conceptual design. General arrangement maps, drawings, plans, sections. Discussion of options, advantages, disadvantages. Cost estimates. <b>Submit to UNOPS &amp; USAID for review &amp; decision on preferred option.</b>
Final detailed design of UNOPS/USAID preferred option	<b>FINAL DESIGN REPORT</b> (based on Interim Design Report) plus: Detailed x-sections along dam axis at 25m centres, general arrangement drawings, detailed construction drawings for embankment reconstruction & spillway reconstruction in accordance with normal industry standards. Design of irrigation outlets & drawings. Bill of Quantities. Specification for the Works.



**Photo 1: Main Spillway looking South**



**Photo 2: Breach adjacent to Secondary Spillway viewed from upstream looking downstream**





**Photo 3: Breach adjacent to Secondary Spillway viewed from downstream looking upstream**



**Photo 4: View "A" eroded embankment looking North**





**Photo 5: View “B” eroded embankment looking North**

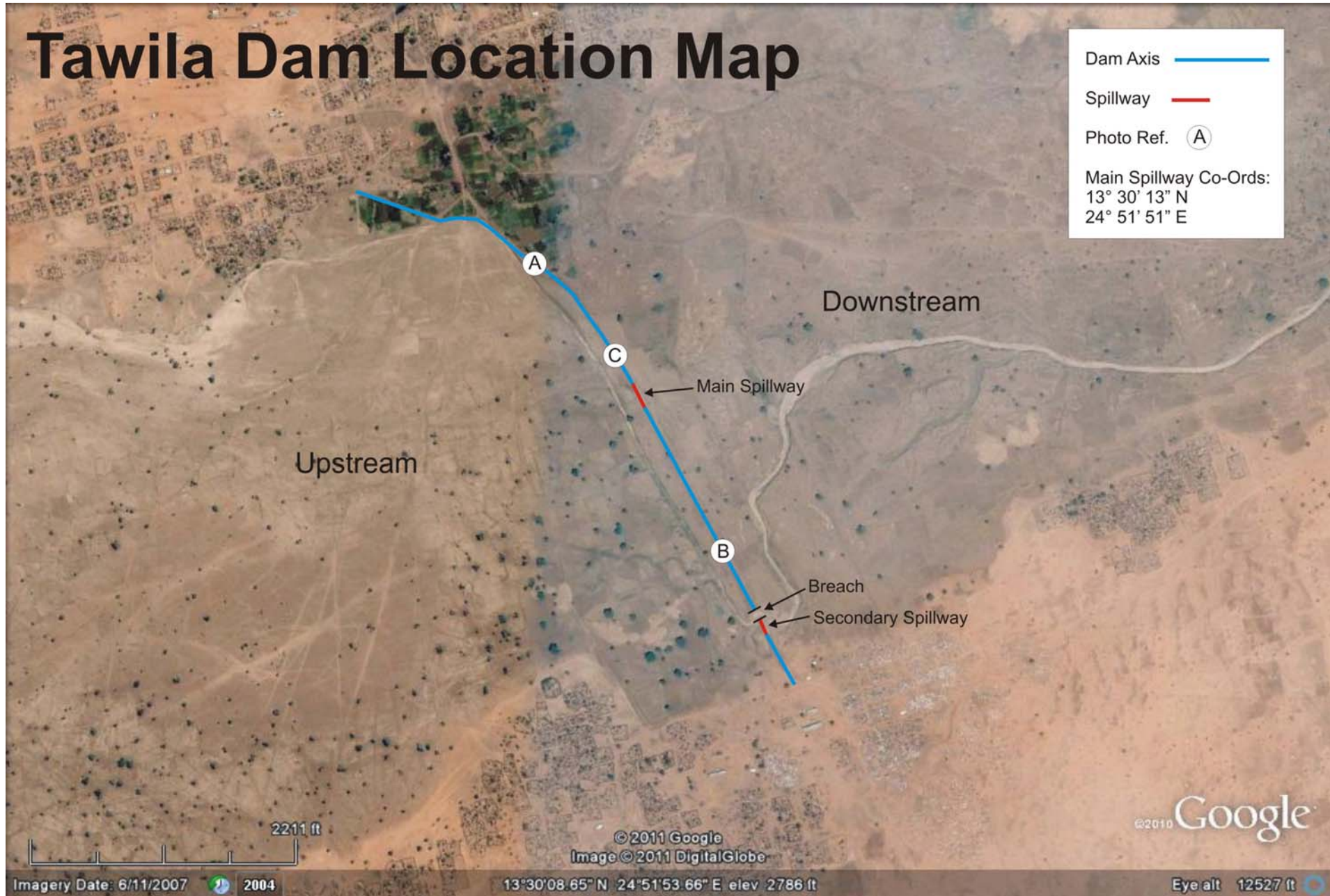


**Photo 6: View “C” eroded embankment looking North**



**Photo 7: Secondary Spillway viewed from downstream. Breach section is at RHS of photo.**





**ANNEX II: PROPOSAL SUBMISSION FORM****Request for Proposals for Survey & Design for Tawila Dam, North Darfur, Sudan****Project Ref. 80050 – Survey & Design for Tawila Dam, North Darfur****Case No. SDPC/80050/SERVICES/RFP-026**

TO: United Nations Office for Project Services  
UNOPS –SDPC  
Sudan Project Centre (SDPC),  
8th Floor, Industrial Development Bank building,  
St 23 Amarat, Khartoum, Sudan

Dear Sir/Madam:

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signature

(in the Capacity of)

Duly authorized to sign proposal for and on behalf of:

(Company Stamp)

**ANNEX III: FINANCIAL OFFER**

Name(s) of consultant(s) (a)	Number of working days (b)	Daily fee (c)	Daily subsistence allowance (d)	Total (e)=(b)x((c)+(d))
GRAND TOTAL				

International/National travels (a)	Quantity (b)	Cost (c)	Currency (d)	Total (e)=(b)x(c)
GRAND TOTAL				

Other Costs (description)	Cost
GRAND TOTAL	

**ANNEX IV: DRAFT OF CONTRACT FORM**

In the event of a contract the UNOPS General Conditions for Contracts for Professional Services will apply. They are available at:

<http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx>