

Pre-Bid Meeting

RFP for the Establishment of Long Term
Agreement for Engineering Consultancy
Services in Europe and Central Asia

Request for Proposals: RFP/2023/49108

14 November 2023



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1. About UNOPS

- The United Nations Office for Project Services (UNOPS) is the United Nations operational body that supports different partners in implementing projects for peace, humanitarian aid and development. UNOPS helps transform policies into actions.
- UNOPS role is to expand the implementation capacity of its partners through expertise in sustainable, resilient and inclusive infrastructure, public procurement and supply chains, and project and programme implementation through sustainable approaches.
- UNOPS helps partners design, construct, rehabilitate, operate and maintain infrastructures – such as schools, hospitals, courthouses and police stations – in some of the world's most challenging environments.

2. Scope of the services of this RFP:

UNOPS is seeking to establish Long Term Agreements (LTAs) with multi-disciplinary infrastructure consultancy firms for the provision of technical and strategic infrastructure support services to cover a range of countries in Europe and Central Asia (ECA).

UNOPS will use the results of this solicitation process to establish non-exclusive Long Term Agreements with a number of Consultant Firms (maximum 15 companies) for a period of three years with a possible extension of a further two years. UNOPS reserves the right to award more than 15 LTAs in case this will result in wider geographical coverage.

3. Tender Particulars and Overview

- **Deadline for submissions:** November 28, 2023 at 21:00 [UTC](#)
- **Request for clarification deadline:** November 17, 2023 at 11:00 [UTC](#)
- **Coordinated Universal Time (UTC) could be different to the local time. Please take this into account when submitting the offer.**
- **Offeror eligibility:** No nationalities are excluded
- **Language of bids:** English
- **Bid validity:** 90 Days
- **Evaluation method:** Cumulative analysis: 70% (Technical) : 30% (Financial)
- **Type of contract to be awarded:** Long Term Agreement Contract

4. Components of the Solicitation Documents

Section I: Instructions to Offerors - The Instructions to bidders section includes information that explain the provisions under which the solicitation process is undertaken.

Section II: Section II Evaluation Method and Criteria

Section III and IV: Conditions of Contract and Details. This section further clarifies which conditions the Offerors are expected to accept when signing a contract with UNOPS.

Section V: Requirements - This section includes the terms of reference of the services

Section VI: Returnable Bidding Forms - A set of documents designed for the specific services instructing bidders on what information they must submit with their bid. The information contained in these schedules will become part of the signed contract.

5. Submission Contents

The submission should include the following documents:

Technical Proposal: All documents in Section “Checklist” on eSourcing

Your submission for UNOPS Tender [RFP/2023/49108](#)

RFP for the Establishment of Long Term Agreement for Engineering Consultancy Services in Europe and Central Asia

14 days	08 hours	13 minutes	50 seconds
SUBMISSION DEADLINE			
2 days	22 hours	13 minutes	50 seconds
CLARIFICATION DEADLINE			

Draft

Your submission is still in Draft status and you may continue to add or edit information. You can only submit a vendor submission if before the deadline.

🏠 | TENDER INFORMATION | VENDOR CONFIRMATION | **VENDOR SUBMISSION** | EVALUATION CLARIFICATIONS

QUESTIONNAIRES 0/0 | SUPPLIER FORMS 0/64 | **DOCUMENT CHECKLIST 0/20** | FINANCIAL OFFER DETAILS 0/1 | SUBMIT ⚠️

Document checklist

Document name : Company Certificate of Incorporation
Document category : Company profile
Document is : mandatory

Click below to upload a file or

Select previously uploaded document(s)

Select a file to upload: Maximum file size - 20MB

Financial Proposal:

06 Financial Proposal

Evaluation Method: Cumulative analysis

- Stage 1: Preliminary screening of proposals, including an assessment of whether proposals comply with the formal and eligibility criteria.
-
- Stage 2: Qualification criteria, determining which proposals are substantially compliant to the qualification criteria.
-
- Stage 3: Technical evaluation (technical criteria), determining the technical points achieved by each proposal, as per maximum points assigned per criterion included in the solicitation document. Only proposals that meet the minimum technical threshold indicated in the solicitation document (70%) shall be deemed substantially compliant.
- *(continue in next slide)*

Evaluation Method: Cumulative analysis (cont.)

- Stage 4: Financial evaluation. Financial proposals will only be opened for the offerors that achieve the minimum technical threshold.
 - Proposals scoring above threshold shall be checked for any arithmetic errors;
 - The maximum number of points for the Financial Proposals is **30 points**
 - This maximum number of points will be allocated to the lowest price financial proposal.
 - Financial proposals from other offerors will receive points in reverse proportion according to the following formula:

$$\frac{[Maximum\ number\ of\ points\ for\ the\ Financial\ Proposal=30] \times [Lowest\ price]}{[Price\ of\ proposal\ being\ evaluated]}$$

Evaluation Method: Cumulative analysis (cont.)

Example:

- Maximum number of Financial Proposal points is 30 points.
- Offeror A's price is the lowest at Euro10,00.
Offeror A receives 30 points.
- Offeror B's price is Euro 20,00.
Offeror B receives $(\text{Euro } 10,00 / \text{Euro } 20,00) \times 30 = 15$ points.

→ Stage 5: Combined analysis. The proposal(s) obtaining the overall highest score after adding the score of the technical and the financial proposals is the one that offers best value for money and is to be recommended for award.

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Schedule of Requirements overview

Section VI Schedule of Requirements RFP/2023/49108

"Engineering Consultancy Services in Europe and Central Asia"

[Schedule of Requirements in link here](#)

Schedule of Requirements overview

Types of Services	1.Strategic Infrastructure Planning 2. Feasibility Studies and Assessments (Condition & Functionality) 3. Design Services 4. Design Review Services	5. Construction Supervision 6. Technical Advisory Services (Asset Management, Climate Change, Energy Efficiency, Sustainability, Resilience, Gender, SDGs) 7. Capacity enhancement and training on technical topics related to infrastructure
Infrastructure Sectors	1. Buildings 2. Transport Infrastructure 3. Utilities Infrastructure 4. Specialist Areas 5. Strategic Areas	
Geographic Coverage - Europe & Central Asia	Albania, Armenia, Austria, Azerbaijan, Bosnia and Herzegovina, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, North Macedonia, Moldova, Montenegro, Poland, Serbia, Switzerland, Tajikistan, Turkey, Turkmenistan, Ukraine, Uzbekistan.	
Core Disciplines	1. Structural Engineer 2. Mechanical Engineer 3. Electrical Engineer 4. Civil Engineer 5. Quantity Surveyor 6. Surveyor 7. Architect 8. Geotechnical Engineer 9. Water Engineer	10. Hydrology/Hydrological Engineer 11. Hydraulic Engineer 12. Environmental Engineer/or specialist 13. Renewable Energy Engineer (solar, wind, biomass, biogas and geothermal) 14. Urban Planning Specialist 15. Health & Safety Specialist 16. Social & Sustainability Specialist 17. Financial Specialist / Economist
Rapid Deployment – Optional Service	Emergency Response Deployment within 48 to 72 hrs of a request for deployment and should indicate the availability of the professionals for this type of assignment	

Final Points

- Submit your bid on time and before the deadline.
- Do not include the financial proposal in the the technical bid **!!**
- All returnable forms shall be signed by an authorized firm representative and they are uploaded duly to UNOPS eSourcing system.
- Please read the schedule of requirements carefully to prepare your bid.
- All request for clarification shall be submitted through UNOPS eSourcing.
- The supplier is not allowed to change their offer/ prices after the bid submission and during the evaluation including the clarification process during the evaluation.
- Any issues while using UNOPS eSourcing shall be reported to:
esourcing@unops.org

Q & A

Any Questions?



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