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| **Cambodia Water Portfolio** | |
| **Phnom Penh** | **Cambodia** |
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| **Contract No. PRO-0056-KHM-WWS-0001** | |
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| **Non Revenue Water & Drinking Water Quality Assessment of Water Treatment Network in Cambodia** | |
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| **Request for Proposal** | |
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| **InfraCo Cambodia Water Pte Ltd (“ICWP”)** | |
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|  | |
| **19 June 2023** | |
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| **Disclaimer:**  This Request for Proposal (RfP) is not an agreement and is neither an offer nor invitation by InfraCo Cambodia Water Pte Ltd (“ICWP”) to the prospective Consultant or any other person. The purpose of this RfP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RfP.  The issue of this RfP does not imply that InfraCo Cambodia Water Pte Ltd (“ICWP”) is bound to select a Consultant. InfraCo Cambodia Water Pte Ltd (“ICWP”) reserves the right to reject all or any of the proposals without assigning any reasons whatsoever. The prospective Consultant shall bear all its costs associated with or relating to the preparation and submission of its proposal, including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by InfraCo Cambodia Water Pte Ltd (“ICWP”) and any other costs incurred in connection with or relating to its proposal. | |

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# Introduction

## Request for Proposal (RfP) Structure

This Request for Proposal (RfP) is comprised of the following documents:

1. Request for Proposal, containing:
2. **Request for Proposal** (*containing the proposal preparation and submission requirements*); and
3. **Proposal submission letter proforma** (refer to Attachment 1).
4. Draft Contract Volume 1 (refer to Attachment 2), containing:

* **Form of Agreement and Contract Conditions**

(*setting out the required form of contract agreement and conditions, including provision for insertion of contract specific information in the Agreement and Particular Conditions at the time of finalization of the contract, based on the information contained within the successful proposal and any subsequent clarifying information agreed with the Client*)

1. Draft Contract Volume 2 (refer to Attachment 3), containing:

* **Appendix 1 (Scope of Services)**

(*describing the required scope of work and deliverables for the Services*)

1. Draft Contract Volume 3 (refer to Attachment 4), containing Contract Appendices 2 to 5:

* **Appendix 2 (Price and Payment)**

(*form of price, payment and bank account information, with final contract details to be based on the information contained within the successful proposal and any subsequent clarifying information agreed with the Client*)

* **Appendix 3 (****Time Schedule, Deliverables and Key Personnel)**

(*form of time schedule, deliverables and Key Personnel requirements and information, with final contract details to be based on the information contained within the successful proposal and any subsequent clarifying information agreed with the Client*)

* **Appendix 4 (Personnel, Equipment, Facilities and Services of Others Provided by the Client)**

(*information on any personnel, equipment, facilities and services of others that will be provided by the Client in relation to the Services, amended as necessary based on the information contained within the successful proposal and any subsequent clarifying information agreed with the Client*)

* **Appendix 5 (****Standards of Conduct, Anti-bribery and Fraud)**

(*mandatory standards of conduct, anti-bribery and fraud prevention requirements applicable to the Contract, the Services and the Consultant*)

## Project Background and Scope of the Services

Project background information and the scope of work requirements for the Services are described in Contract Appendix 1 [*Scope of Services*] contained within Draft Contract Volume 2, which forms part of this RfP.

## General Provisions for Proposal Preparation

1. NOT USED
2. Consultants shall note that they will be assessed for eligibility and suitability with respect to the provisions of draft Contract Appendix 5 [*Standards of Conduct, Anti-bribery and Fraud*]. Proposals from consultants under sanction from other organisations such as the World Bank, Asian Development Bank, etc., may be rejected.
3. Consultants shall examine in detail all the documents constituting this RfP. Material deficiencies in providing the information requested may result in rejection of a proposal.
4. Consultants shall familiarise themselves with the local conditions relevant to the Services and take such conditions into account in preparing their proposals. All foreseen and foreseeable conditions shall be deemed to have been accounted for and included within the submitted proposal price and time schedule for the Services.
5. Each consultant shall bear all costs associated with the preparation and submission of its proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
6. The Client shall not be bound to accept any proposal and reserves the right to annul the proposal receipt and selection process at any time prior to contract award, without thereby incurring any liability to any other party.
7. The Client reserves the right to amend any terms in, or to issue supplementary terms to the RfP at any time prior to the Submission Date.
8. Consultants shall notify the Client in writing of any ambiguity, discrepancy, conflict, inconsistency or omission in or between any of the documents in this RfP and seek clarification about the same from the Client at least seven (7) working days before the Submission Date.
9. No oral representation will be accepted or construed as modifying or varying any of the provisions, terms or conditions in this RfP or be binding on the Client Proposal Requirements

# General

1. The proposal, as well as all correspondence and documents relating to the proposal exchanged with the Client shall be written in English and shall be provided in electronic form.
2. All proposal documents and documents relating to the proposal shall be submitted to the Client in PDF format. In addition, the Client may request some documents to be also provided in original software format to simplify the Client’s proposal evaluation and contract document finalization processes.
3. The proposal shall remain valid and open for the Client’s consideration for **ninety (90) days** from the Submission Date, as nominated in Section 3.2 [*Submission Date*] below.
4. The Client will make its best effort to select the Consultant within this period. In exceptional circumstances, at least fourteen (14) days prior to the expiry of the specified proposal validity period, the Client may request extension of the period of validity of the proposal.
5. The proposal shall be submitted with the following separate documents:
6. Proposal letter.
7. Technical proposal.
8. Financial proposal (to be submitted as a separate file, i.e. **not** as part of the technical proposal).
9. Pre-Qualification Questionnaire (Attachment 5)

## Technical Proposal

The technical proposal shall include the following information and details with respect to the proposed methods, timing and coordination of the delivery of the Services:

1. Name, address and relevant contact details of the consulting firm submitting the proposal.
2. Details of any proposed sub-consultant or joint venture arrangements (including a pre-tender joint venture agreement) with other consulting firms, including names, addresses and contact details.
3. Brief description of the relevant corporate and technical capability and experience of the consulting firm, with particular reference and relevance to the nature and scale of the Services and the related Project.
4. Description of the consulting firm’s capability and relevant experience over the past 10 years in the Country and in directly relevant projects in particular.
5. Project data sheets for current and/or previously completed directly relevant projects within the past 10 years for which the consulting firm has providing consulting services, including details of the services specifically provided by the consulting firm.
6. Brief description of the consulting firm’s resources and capabilities in the Country, and a brief outline of the firm’s likely strategy for coordination and management of the Services, including an indication of which of the firm’s offices is proposed to have the primary role in the provision of the Services.
7. Comments or suggestions regarding the scope of work for the Services.
8. Work plan and methodology proposed to undertake the Services.
9. Detailed programme (timeline) for the Services, including the proposed duration of each key activity and key milestones (for activities and deliverables), taking account of the key milestones and deliverables described in draft Contract Appendix 3 [*Time Schedule, Deliverables and Key Personnel*].
10. Organisation chart and clear description of how the Services are proposed to be managed and coordinated.
11. Proposed personnel and their respective task assignments. The proposed personnel should be graded according to experience (e.g. <5 years, 5-10 years, 10-15 years, 15+ years, etc.) or similar relevant criteria. Schedule of Key Personnel (based on the format given in draft Contract Appendix 3 [*Time Schedule, Deliverables and Key Personnel*]) to be completed.
12. CVs (limited to **2** pages per CV) for all Key Personnel proposed to undertake the Services.
13. Details of the proposed insurance cover to be provided for the Services, including the level of cover for each of the following:
14. Public liability insurance;
15. Professional indemnity insurance;
16. Employer’s liability and worker’s compensation insurance; and
17. Third party motor vehicle insurance.

1. If applicable, (1) an outline of the scope and number of any proposed site visits with respect to provision of the Services and the personnel to be involved in such site visits, and (2) proposed deployment schedule for any sustained on-site activities with respect to the Services (if applicable).

## Financial Proposal

1. The financial proposal shall take account of the criteria and guidance provided in draft Contract Appendix 2 [*Price and Payment*] and shall include the following information:
2. Total lump sum fee and the related fee basis for the Services.
3. Fixed daily fee rates for approved additional work. Such fee rates shall be provided for all proposed categories and grades of personnel.
4. Proposed schedule of payments, which shall be linked with the proposed schedule of key milestones (for activities and deliverables).
5. Travel, Accommodation and other miscellaneous costs (e.g. for travel, transportation, personnel allowances, meals, accommodation, consumables and other miscellaneous expenses for necessary services and facilities not provided by the Client) that are to be incurred by the Consultant in direct relation to the Services are agreed to be included in the Contract Price.
6. The daily fixed fee rates shall be deemed to be fully inclusive of all related costs, including the following:
7. Salary and related costs (including overtime);
8. Holiday/vacation pay;
9. Overhead costs, including insurance; and
10. Fee.
11. Any proposed fee escalation formulae and/or criteria shall be clearly described and substantiated. There shall be no escalation for any of the Services provided within the first 12 months after the Commencement Date for the Services.
12. The financial proposal currencies shall be limited to the following:

**United States Dollars (USD)**

# Proposal Submission

## Procurement Timetable

Subject to any changes notified to potential suppliers by the Client in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Anticipated Date** | **Note** |
| RFQ Publish Date | **19 June 2023** |  |
| Tender Clarification Questions Deadline | **28 June 2023** | Clarification Questions Period closes **18:00 SGT** (GMT+8) |
| Clarification Questions Response from Client | **3 July 2023** |  |
| Candidate Proposals Due | **21 July 2023** | Candidate responses due by **18:00 SGT** (GMT+8) |
| Contract Award and Start of Contract Negotiation Date | **4 August 2023** |  |

## Submission Address/Client Contact Person

The proposal should be submitted by e-mail and related file transfer (as necessary) to the following addresses:

|  |  |
| --- | --- |
| [procurement@infracoasia.com](mailto:procurement@infracoasia.com) | [luke.ho@infracoasia.com](mailto:luke.ho@infracoasia.com)  Luke Ho Zhi Qiang  Analyst, Technical & Implementation  InfraCo Asia |

Printed copies of the proposal are not required.

## Clarifications about the Procurement Process

Should any interested person require any clarification, please contact the Client Contact Person. Requests for clarification must be in writing and will be accepted up to 18.00 SGT (GMT +8) on 28 June 2023. Requests for clarifications and their respective responses will be distributed to all persons who have requested a copy of the RFP, without information about the source of the request by 18.00 SGT (GMT +8) on 3 July 2023. If there is any doubt as to whether a request concerns confidential information, then the Client Contact Person will advise the person concerned who may either give written permission for distribution of the response (which shall be in advance of the preparation of the response) or withdraw the request.

## Submission Date

The proposal is required to be submitted to the address nominated in Sub-section 3.2 [*Submission Address*] above by 18:00 SGT (GMT+8) on **21 July 2023**, Singapore time (the **Submission Date**).

# Proposal Evaluation Criteria

1. Quality and cost-based selection criteria will be applied for evaluation of proposals and selection of the Consultant for the Services. This will be based on the respective corporate and personnel capability and experience, the quality of the technical proposals and the corresponding cost of the Services to be provided.
2. The proposals for the Services will be ranked using a combined technical/financial score, as indicated below.

## Technical Ranking

The technical evaluation will be carried out based on the following evaluation criteria, and weighted with the total score of 100 points (ST):

1. Corporate capability and experience specifically related to the Services (**10**).
2. Personnel capabilities and experience specifically related to the Services (**30**).
3. Proposed methodology, including adequacy of the proposed work plan, organization and methodology in responding to the requirements (**40**).
4. Proposed work schedule and programme (**20**).

## Financial Ranking

1. Financial evaluation will be undertaken following confirmation that the financial proposals are complete and without computational errors. The lowest financial proposal (Fmin) will be given a financial score (SF) of 100 points. The financial scores of the remaining proposals will be computed as follows:

**SF = 100 x (Fmin/Fn) %**

(Fn = amount of the financial proposal under consideration)

1. In addition to the proposed total price for the Normal Services, the Client’s financial evaluation will also include sensitivity analyses of the proposed daily remuneration rates for **Additional Services** to assess how such daily rates could ultimately impact the potential total price for the Services. Disproportionately high daily remuneration rates for Additional Services may result in a lower adjusted financial ranking.

## Combined Ranking

1. Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores using the weight given to the technical proposal (T), the weight given to financial proposal (F); and T + F = 1) as follows:

**S = (ST x T%) + (SF x F%)**

1. The weights given to technical and financial proposals are as follows:

* Technical T: **70 %**
* Financial F: **30 %**

# Clarifications, Negotiations and Contract Award

1. After evaluation and ranking, the firm with the top-ranking proposal will be invited to assign authorized representatives for discussions with the Client concerning any necessary clarifications and provision of additional information, and, if such clarifications and additional information are acceptable to the Client, negotiation and finalization of the contract for the Services.
2. If clarifications and negotiations with the top-ranked firm are not able to be successfully concluded, the Client will inform the top-ranked firm of its reasons for terminating negotiations, and the second ranked firm will be invited to assign authorized representatives for discussions with the Client concerning any necessary clarifications and provision of additional information, and, if such clarifications and additional information are acceptable to the Client, negotiation and finalization of the contract for the Services.
3. The Client reserves the right not to award the contract to any firm in the event that contract negotiations with the top-ranked firms cannot be satisfactorily resolved to the Client’s satisfaction.
4. Form of Proposal Letter

[insert *letterhead of the consulting firm*]

Luke Ho Zhi Qiang

Analyst, Technical & Implementation

InfraCo Asia

Manulife Tower, #23-04/05, 8 Cross Street, Singapore 048424

Dear Sir,

|  |  |
| --- | --- |
| **Subject:** | **Cambodia Water Portfolio** |
| **Proposal for:** | **Non Revenue Water & Drinking Water Quality Assessment of Water Treatment Network in Cambodia** |

Having examined the Request for Proposal (RfP) received for the provision of the Services for the above named Project, we, the undersigned, offer to perform and complete the whole of the Services in conformity with the said RfP and with all due diligence, efficiency and economy, in accordance with generally accepted techniques and practices commonly recognized by international professional bodies, and will observe sound management, technical and engineering practices and employ appropriate technologies and methodologies, for the total amount of:

|  |  |  |
| --- | --- | --- |
| United States Dollars (USD) | [Amount in numbers] | [Amount in words] |

We agree to abide by this proposal for the period of 90 calendar days from the submission date (or otherwise as extended pursuant to sub-section 2.1(d) of the RfP) and it shall remain valid, open for acceptance and binding upon us and may be accepted at any time before the expiration of that period.

Unless and until the formal Agreement is prepared and executed, this proposal, together with your written acceptance thereof, shall constitute a binding Contract between us.

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|  |  |  |
| Name of Consultant |  |  |
|  |  |  |
|  |  |  |
| Signature of Consultant’s Representative |  | [Company Stamp] |
|  |  |  |
|  |  |  |
| Name of Signatory |  |  |
|  |  |  |
|  |  |  |
| Position/Title of Signatory |  |  |
|  |  |  |
|  |  |  |
| Date |  |  |

1. Draft Contract Volume 1 - Form of Agreement and Contract
2. Draft Contract Volume 2 - Appendix 1 [*Scope of Services*]
3. Draft Contract Volume 3 - Appendices 2 to 5

Appendix 2 [*Price and Payment*];

* Appendix 3 [*Time Schedule, Deliverables and Key Personnel*];
* Appendix 4 [*Personnel, Equipment, Facilities and Services of Others Provided by the Client*]; and
* Appendix 5 [*Standards of Conduct, Anti-bribery and Fraud*].

1. Vendor pre-qualification questionnaire