



REQUEST FOR PROPOSAL

Improvement for the Main Road in the Experimental Forest Site at AFoCO Regional Education and Training Center (RETC), Hmawbi Township, Yangon Region, Myanmar

Asian Forest Cooperation Organization Secretariat

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Section 1. Letter of Invitation

The Asian Forest Cooperation Organization (AFoCO), headquartered in Seoul, Republic of Korea, is an inter-governmental organization currently embracing thirteen (14) Parties and two (2) observer countries in Asia. AFoCO is committed to advancing global initiatives and commitments to sustainable development under the climate crisis through enhanced regional cooperation in the forestry sector of the Asian region.

In this context, the AFoCO Secretariat (hereinafter referred to as the “**Employer**”), in cooperation with AFoCO Regional Education and Training Center, hereby invites a qualified service provider to submit a Proposal to this Request for Proposal (RFP) for the Project “**Improvement for the Main Road in the Experimental Forest Site at AFoCO Regional Education and Training Center (RETC), Hmawbi Township, Yangon Region, Myanmar**”.

This RFP includes the following documents:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders (ITB)
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Information of the Project Site
- Section 6: Checklist
- Section 7: Bidding Forms

Interested companies are requested to prepare their Proposal in accordance with the requirements and procedures as set out in this RFP and submit it by the deadline for proposal submission set out in BDS. Should you require further clarifications on this RFP, kindly communicate with us through the contact information identified in the BDS.

Thank you in advance for your interest in this prestigious Project. We look forward to receiving your proposal and the opportunity to collaborate on the realization of the AFoCO RETC Experimental Forest in Myanmar.

Sincerely,

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS

1. Introduction

- 1-1 In connection with the invitation specified in the Section 1, the Asian Forest Cooperation Organization (hereinafter referred to as the “**Employer**”) issues this Request for Proposal (RFP) for the procurement of Works as specified in **Section 5**.
- 1-2 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by the Employer. Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by the Employer. The Employer is under no obligation to award a contract to any Bidder as a result of this RFP.
- 1-3 The Employer may, at its discretion, cancel the requirement of this RFP in part or in whole. It also reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals at any time prior to selection, without thereby incurring any liability to the Bidders.
- 1-4 Bidders may withdraw their proposal after submission provided that written notice of withdrawal is received by the Employer prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.

2. Eligibility of the Bidder

- 2-1 Only proposals of Bidders who meet the minimum Eligibility and Qualification criteria specified in Section 4 will be considered for further evaluation.
- 2-2 It is the Bidder’s responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the Employer.

3. Undertaking of Non-Bribery and Integrity

- 3-1 The Employer strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of a vendor and requires all bidders observe the highest standard of ethics during the procurement process and contract implementation.
- 3-2 In pursuance of this policy, the Employer shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question, and shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a contract with the Employer.
- 3-3 Bidders shall also not offer gifts or hospitality of any kind to the Employer’s staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.

4. Conflict of Interests

- 4-1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.
- 4-2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to the Employer, and seek Employer's confirmation on whether or not such a conflict exists.

5. Request for Clarification of RFP Documents

- 5-1 Bidders who require any clarification of the RFP documents may notify the Employer by the date and time specified in the Bidding Data Sheet (BDS). Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to an Employer's staff member, the Employer shall have no obligation to respond or confirm that the query was officially received.
- 5-2 The Employer will provide the responses to clarifications through the method specified in the BDS. The Employer shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of the Employer to extend the submission date of the Proposals, unless the Employer deems that such an extension is justified and necessary.
- 5-3 Written copies of the Employer's response which contain information that may be of common interest to all bidders including an explanation of the query but without identifying the source of inquiry will be forwarded to all Bidders.
- 5-4 Should the clarification result in changes to the essential elements of the RFP Documents, the Employer shall amend the RFP following the procedure under Clause 6 below.

6. Amendment to RFP Documents

- 6-1 At any time prior to the deadline of Proposal submission, the Employer may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the RFP documents. The amendments will be made available to all prospective Bidders via email.
- 6-2 In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their proposals, the Employer may, at its sole discretion, extend the deadline for the submission of proposal.

B. PREPARATION AND SUBMISSION OF PROPOSALS

7. General Considerations

- 7-1 The Bidder is expected to examine all instructions, forms, terms, drawings and specifications in this RFP and to furnish with its Proposals all information and documentation as is required by this RFP. Failure to furnish all information and documentation required by this RFP may result in the rejection of the Proposal.
- 7-2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the Employer.

8. Cost of Bidding

- 8-1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal including the Proposal presentation, regardless of whether its Proposal was selected or not. The Employer shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

9. Language of Proposals

- 9-1 The proposals prepared by the Bidder and all correspondence and documents relating to the proposal exchanged by the Bidder and the Employer, shall be written in English.
- 9-2 Supporting documents and printed literature furnished by the Bidder may be in another language provided that they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall be the responsibility of the Bidder.

10. Proposal Validity Period

- 10-1 Proposals shall remain valid for a period of 90 calendar days, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected and rendered non-responsive.
- 10-2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.

11. Extension of Proposal Validity Period

- 11-1 In exceptional circumstances, prior to the expiration of the proposal validity period, the Employer may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.
- 11-2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal. The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.

12. Bid Currencies

- 12-1 All prices shall be quoted in US Dollars.

13. Documents Comprising the Proposal

- 13-1 The Proposal shall comprise of the following documents:
- a) Documents establishing the Eligibility and Qualifications of the Bidder*
 - b) Technical Proposal (attached with the Detailed Drawings)*
 - c) Financial Proposal (attached with the B.O.Q)*
 - d) Written confirmation authorizing the signatory of the Bid to commit the Bidder (Power of Attorney)*
 - e) Bid Security (optional)*
 - f) Any attachments and/or appendices to the proposal*

14. Documents Establishing the Eligibility and Qualifications of the Bidder

14-1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under **Section 7** and providing documents required in those forms.

15. Technical Proposal

15-1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in **Section 7** of this RFP.

15-2 The Technical Proposal shall include the **detailed drawings, schedule and detailed mobilization plan, based on the provided schematic design**. Detailed drawings shall be submitted as a separate document, using the Bidder's own template in **A3** format. The Design Proposal shall contain drawings and technical specifications that sufficiently support the Bill of Quantities (BOQ) provided by the Bidder in the Financial Proposal and demonstrate the adequacy of the Bidder's design proposal to meet the design requirements specified in **Section 5**.

15-3 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.

16. Financial Proposal

16-1 The Financial Proposal shall be prepared using the Standard Form provided in **Section 7** of this RFP. The Bidder shall provide a separate Bill of Quantities (BOQ), using their own format. The BOQ shall list all major cost components associated with the services, and the detailed breakdown of such costs.

16-2 Financial Proposal shall not be allowed to exceed the estimated budget as specified in the BDS. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the final total Bid Price.

16-3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.

17. Bid Security

17-1 The Bidder shall furnish as part of its Bid a Bid Security in the amount of not less than 2.5% of the total Bid Price, and shall be in one of the following forms: bond issued by International Credit Insurance & Surety Association (ICISA) members, bank guarantee (see **Section 7** for template), any bank-issued cheque, or Certified cheque. The Bid Security shall be valid up to thirty (30) calendar days after the final date of validity of the Proposal.

17-2 The Bid Security shall be included along with the Technical Proposal. If Bid Security is not found along with the Technical Proposal, the Proposal shall be rejected.

17-3 If the Bid Security amount or its validity period is found to be less than what is required by this RFP, the Employer shall reject the Proposal.

17-4 The Bid Security may be forfeited by the Employer and the Proposal rejected, in the event of any one or combination, of the following conditions:

a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;

b) In the event that the successful Bidder fails to sign the Contract after the Employer has issued

an award

- 17-5 Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible and not later than thirty (30) calendar days after the expiration of the period of Proposal Validity.
- 17-6 The Successful Bidder's Bid Security will be discharged or returned upon the Bidder signing the Contract and furnishing the Performance Security, pursuant to clause 30 of this RFP.
- 17-7 In the event that the bidder, failing to furnish the requisite bid security, is adjudicated as the successful bidder, the disbursement of the advanced payment shall be withheld, thereby stipulating that remuneration shall exclusively transpire through a monthly progression of payments, contingent on verified task progression.

18. Joint Venture, Consortium or Association

- 18-1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture, Consortium or Association at the time of the submission of the Proposal, they shall confirm in their Proposal that:
 - a) *they have designated one party to act as a Lead Entity, duly vested with authority to legally bind the members of the Joint Venture, 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;*
 - b) *if they are awarded the contract, the contract shall be entered into, by and between the Employer and the designated Lead Entity, who shall be acting for and on behalf of all the member entities comprising the Joint Venture, Consortium or Association*
- 18-2 After the Proposal has been submitted to the Employer, the Lead Entity identified to represent the Joint Venture, Consortium or Association shall not be altered without the prior written consent of the Employer. Furthermore, neither the Lead Entity nor the member entities (Partners) of the Joint Venture, Consortium or Association can submit another proposal either in its own capacity nor as a lead entity or a member entity for another joint venture submitting another Proposal.
- 18-3 The description of the Joint Venture, Consortium or Association must clearly define the expected role of each of the entity in the Joint Venture, Consortium or Association in delivering the requirements of this RFP, both in the Proposal and the Agreement among the legal entities. All entities that comprise the Joint Venture, Consortium or Association shall be subject to the Eligibility and Qualification assessment by the Employer as specified in Section 4.
- 18-4 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the individual member entities of the Joint Venture, Consortium or Association cannot be claimed as the experience of the of the Joint Venture, Consortium or Association or those of its member entities, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- 18-5 If proposals of the Joint Venture, Consortium or Association are determined by the Employer as the most responsive Proposals, the Employer shall award the contract to the Joint Venture, Consortium or Association, in the name of its designated Lead Entity. The Lead Entity shall sign the contract for and on behalf of all other member Partners.

19. Pre-Bid Conference and Site Orientation

- 19-1 No pre-bid conference or site orientation will be conducted as part of this bidding process.
- 19-2 At the discretion of interested parties, and in collaboration with the AFoCO RETC staff assigned by the AFoCO Secretariat, prospective bidders have the option to conduct site visits for the purpose of validation.

20. Submission of proposals

- 20-1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in this RFP. The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
- 20-2 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the Employer's General Contract Terms and Conditions.
- 20-3 Proposals shall be submitted by hand delivery (Hard Copy Submission) to the address and no later than the date and time (deadline of submission) specified in the BDS.
- 20-4 The Bidder shall also submit the Technical Proposal via email (Email Submission) in the manner and no later than the date and time specified in the BDS.
- 20-5 **Hard copy submission** by hand delivery shall be governed as follows:
- a) *The Bidder shall enclose the Financial Proposal and Technical Proposal in separate sealed envelopes, clearly marked on the outside as either **TECHNICAL PROPOSAL** or **FINANCIAL PROPOSAL**, as appropriate. These envelopes containing the Financial Proposal and Technical Proposal shall then be enclosed in an outer single envelope.*
 - b) *The Basic Design Proposal may be submitted separately without an envelope, in which case, the Bidder may enclose the Basic Design Proposal in a sealed box, along with a separate sealed envelope for both the Technical Proposal and Financial Proposal.*
 - c) *The outer envelope or box shall bear:*
 - i *the name and address of the bidder;*
 - ii *Bid No. and Title as specified in the BDS*
 - iii *A warning that states "Not to be opened before the time and date for proposal opening" as specified in the BDS.*
 - d) *The Bidder shall submit one original set of the Proposal and clearly mark it "**Original**". In addition, the Bidder shall submit the copies of the Proposal, in the number specified in the BDS and clearly mark them "**Copy**". All copies shall be made from the signed original only. In the event of any discrepancy between the original and the copies, the original shall prevail.*
- 20-6 **Email submission** of the Technical Proposal shall be governed as follows:
- a) *A scanned copy in PDF format for the Technical Proposal including any attachments and/or appendices to the proposal should be attached to the email.*
 - b) *The Final Design Proposal shall be attached in a separate file in PDF format.*
 - c) *The electronic file of the Technical Proposal shall be named as described in the BDS, and shall not include any financial information as this may result in disqualification.*

20-7 The Employer may, at its discretion, extend the deadline for the submission of the Proposal by amending the RFP in accordance with Clause 6, in which case all rights and obligations of the Employer and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

21. Late Proposals

21-1 The Employer shall not consider any proposal that arrives after the deadline for submission of the Proposal. Any Proposal received by the Employer after the deadline for submission of the Proposal shall be declared late, rejected, and returned unopened to the Bidder.

22. Withdrawal, Substitution, and Modification of Proposals

22-1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission by sending a written notice to the Employer, duly signed by an authorized representative.

22-2 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the Proposal is withdrawn after the Proposal has been opened.

22-3 The corresponding substitution or modification of the Proposal, if any, shall be submitted in the same manner as specified for submission of the Proposal, by clearly marking them as “**SUBSTITUTION**,” or “**MODIFICATION**”.

C. OPENING AND EVALUATION OF PROPOSALS

23. Opening of Proposals

23-1 There is no public bid opening for this RFPs. The Employer shall open the Proposals on the date specified in the BDS in the presence of an ad-hoc Evaluation Committee formed by the Employer consisting of at least three (3) members.

24. Evaluation of Proposals

24-1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. The Employer will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

24-2 The proposals will be evaluated in a three-stage procedure as follows:

- a) **Preliminary Examination** (1st Stage) will be conducted to determine whether the proposals include all necessary required documents, whether the documents have been properly signed by the authorized representative, and whether the Bidder satisfies the minimum Eligibility & Qualification requirements as specified in Section 4.
- b) **Technical Evaluation** (2nd Stage) shall be undertaken on the Technical Proposal that have passed the Preliminary Examination and will be completed prior to any Financial Proposal being opened and evaluated. The technical proposal is evaluated individually by the Evaluation Committee on the basis of its responsiveness to the technical requirements and will be assessed and scored according to the evaluation criteria specified in the Section 4.
- c) **Financial Evaluation** (3rd Stage) shall be undertaken subsequently on the Financial Proposal

of all Bidders that have attained the minimum score in the Technical Evaluation as specified in the BDS.

25. Proposal Presentation

25-1 The Bidders that have passed the Preliminary Examination are requested to do a proposal presentation on the date specified in the BDS. The conditions for the presentation including venue and time will be individually notified to the eligible Bidders via email after the Preliminary Examination.

26. Clarification of Proposals

26-1 To assist in the examination, evaluation and comparison of Proposals, the Employer may, at its discretion, ask any Bidder for a clarification of its Proposal.

26-2 The Employer's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by the Employer in the evaluation of the Proposals, in accordance with this RFP.

26-3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by the Employer, shall not be considered during the review and evaluation of the Proposals.

27. Responsiveness of Proposal

27-1 The Employer's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

27-2 If a Proposal is not substantially responsive, it shall be rejected by the employer and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

28. Notification of Successful Bidder

28-1 The Bidder whose Proposal (i) meets the award criteria indicated in the BDS and (ii) achieves the highest combined score of the Technical Evaluation and Financial Evaluation shall be selected as the Preferred Bidder.

28-2 Prior to the expiration of the Proposal Validity, the Preferred Bidder shall be notified in writing (Letter of Acceptance), that its Proposal has been accepted by the Employer, and will be invited for contract negotiations.

29. Confidentiality

29-1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.

29-2 Any effort by a Bidder or anyone on behalf of the Bidder to influence the Employer in the

examination, evaluation and comparison of the Proposals or contract award decisions may, at the Employer's decision, result in the rejection of its Proposal and may be subject to the application of prevailing the Employer's vendor sanctions procedures.

D. AWARD OF CONTRACT

30. Right to Accept, Reject, Any or All Proposals

30-1 The Employer reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to the award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for Employer's action.

31. Contract Award

31-1 Prior to expiration of the Proposal Validity, the Employer shall award the Contract to the Preferred Bidder, following the negotiation of an acceptable contract.

31-2 The Employer reserves the right to conduct negotiations with the Preferred Bidder regarding the contents of their offer. The award will be in effect only after acceptance by the Bidder of the terms and conditions and the technical requirements for the Contract.

32. Contract Signature

32-1 The Preferred Bidder shall sign and date the Contract and return it to the Employer within ten (10) business days from the date of receipt of the Contract. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, the Employer may award the Contract to the Second Ranked Bidder or call for new Proposals.

33. Performance and Warranty Bond

33-1 The Contractor shall obtain and provide a Performance and Warranty Bond in the amount of up to Thirteen (13) percent of the contract price to be issued by an acceptable bank or other financial institutions.

33-2 The Contractor shall deliver the Performance and Warranty Bond to the Employer within 28 business days after the date of Contract.

33-3 The performance security shall be irrevocable and unconditional upon the first demand for payment by the Employer and remain valid for the entire duration, inclusive of any extensions granted, of the Contract.

33-4 In the absence of specific instructions to the contrary, a failure to provide such a Performance and Warranty Bond shall result in the utilization of 13% of the down payment made. This amount will be earmarked for the purpose of addressing any defects identified during AFoCO's inspection within one year from the conclusion of the contract.

33-5 In the event of defect identification, as determined by AFoCO's inspection, the allocated 13% of the down payment will be utilized for the necessary repair activities. Following successful rectification of the identified defects, the Contractor will be requested to settle the remaining

outstanding balance.

34. Guarantee for Advanced Payment

34-1 The Contractor shall submit an acceptable bond or bank guarantee in the full amount of the advance payment following signing of the Contract.

35. Liquidated Damages

The Employer shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as specified in the BDS.

Section 3. Bid Data Sheet (BDS)

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

BDS No.	Ref. to Section 2	Data	Specific Instructions / Requirements
1		Reference No. of the Bid	AFoCO IBN23-02
2		Bid Title	Improvement for the Main Road in the Experimental Forest Site at AFoCO Regional Education and Training Center (RETC), Hmawbi Township, Yangon Region, Myanmar
3	16	Estimated Budget	To be provided to entities submitting Letter of Intent
4	2	Eligible Bidder	Bidders who would like to submit their Proposals shall meet the minimum Eligibility and Qualification criteria specified in Section 4 of the RFP
5	9	Language of the Bid	English
6		Submitting Bids for parts or subparts of the schedule of requirements (partial bids)	Not allowed
7		Alternative Bids	Shall not be considered
8	10	Bid Validity Period	90 days
9	19	Submission of the Letter of Intent	Bidders are requested to submit a valid Letter of Intent via email at procure@afocosec.org by 03 November 2023. The subject line of the email for the submission of the Letter of Intent shall be: AFoCO IBN23-02_Letter of Intent_Bidder's Name
10	19	Pre-Bid conference & Site orientation	Will not be conducted
11	17	Bid Security (Bid Bond)	Required <ul style="list-style-type: none"> ▪ Amount of Bid Security shall be not less than 2.5% of estimated cost Acceptable Forms of Bid Security <ul style="list-style-type: none"> ▪ Bond issued by ICISA members or Bank Guarantee (See Section 7 for template) Any Bank-issued Check / Cashier's Check / Certified Check
12	12	Currency of Bid	US dollars
13		Deadline for submitting requests for clarifications/questions	18:00 on 08 November 2023 (Seoul Standard Time, GMT+09)

14	5	Contact Details for submitting clarifications/questions	Any request for clarification of the RFP documents shall be sent in writing to the email address: procure@afocosec.org The subject line of the email for clarifications shall be: AFoCO IBN23-02_Clarifications_Bidder's Name
15	5	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Bidders by email
16		Deadline for Submission	18:00 on 15 November 2023 (Seoul Standard Time, GMT+09)
17		Allowable Manner of Submitting Bids	Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via post or hand delivered as per the instructions in BDS. No amendments or changes to the technical proposals are permitted. Hard Copy Submission: By Hand Delivery in number of one (1) original set, as well as two (2) sets of Copies made from the original E-mail Submission: <ul style="list-style-type: none"> ▪ The Technical Proposal shall be also submitted via E-mail at procure@afocosec.org and any financial information regarding the Bid Price shall not be included in the email submission of the Technical Proposal. ▪ The Technical Proposal and any attachments required thereto except for the Detailed Drawings, shall be included in one single electronic file in PDF format. The Detailed Drawings shall be attached as a separate PDF file in A3 format. ▪ The subject line of the email and the name of electronic files to be attached shall be: <ol style="list-style-type: none"> 1) AFoCO IBN23-02_RETC MAINROAD IMPROVEMENT_Bidder's Name for the email subject line 2) AFoCO IBN23-02_TECHNICAL PROPOSAL_Bidder's Name for the Technical Proposal file 3) AFoCO IBN23-02_DETAILED DRAWINGS_Bidder's Name for the Final Design Proposal file
18		Bid Submission Address	AFoCO Secretariat <ul style="list-style-type: none"> ▪ E-mail address: procure@afocosec.org ▪ 12F, SIMPAC Bldg. 52 Gukjegeumyung-ro, Yeongdeungpo-gu, Seoul, Republic of Korea

19	25	Proposal Presentation	The Bidders that have passed the Preliminary Examination are requested to do a proposal presentation on 17 November 2023. Venue and time will be individually notified to the eligible Bidders via email after the Preliminary Examination.														
20	24 28	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 80% - 20% distribution for technical and financial proposals respectively. The minimum score in the Technical Evaluation required to pass is 80%.														
21	33	Performance Security	Required in the amount of 10% of contract price														
22	34	Advanced Payment upon signing of contract	Allowed up to a maximum of 20 % of contract value														
23	35	Liquidated Damages	Will be imposed as follows: <ul style="list-style-type: none"> ▪ Percentage of contract price per day of delay: 0.1 ▪ Max. number of days of delay 30, after which Employer may terminate the contract. 														
24		Itinerary of Bidding	<table border="1"> <tr> <td>• Deadline for submitting the Letter of Intent</td> <td>03 Nov. 2023</td> </tr> <tr> <td>• Deadline for submitting requests for clarifications/ questions</td> <td>08 Nov. 2023</td> </tr> <tr> <td>• Deadline for submitting Proposal</td> <td>15 Nov. 2023</td> </tr> <tr> <td>• Opening of Technical Proposal for Preliminary Examination</td> <td>16 Nov. 2023</td> </tr> <tr> <td>• Proposal Presentation by the Eligible Bidders and Proposal Evaluation</td> <td>17 Nov. 2023</td> </tr> <tr> <td>• Selection of Preferred Bidder & Notification</td> <td>20 Nov. 2023</td> </tr> <tr> <td>• Award of Contract through Negotiation</td> <td>By 30 Nov. 2023</td> </tr> </table> <p><i>The bidding schedule may be subject to change. In case of any changes in the bidding schedule, the Bidders will be informed beforehand by email.</i></p>	• Deadline for submitting the Letter of Intent	03 Nov. 2023	• Deadline for submitting requests for clarifications/ questions	08 Nov. 2023	• Deadline for submitting Proposal	15 Nov. 2023	• Opening of Technical Proposal for Preliminary Examination	16 Nov. 2023	• Proposal Presentation by the Eligible Bidders and Proposal Evaluation	17 Nov. 2023	• Selection of Preferred Bidder & Notification	20 Nov. 2023	• Award of Contract through Negotiation	By 30 Nov. 2023
• Deadline for submitting the Letter of Intent	03 Nov. 2023																
• Deadline for submitting requests for clarifications/ questions	08 Nov. 2023																
• Deadline for submitting Proposal	15 Nov. 2023																
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• Proposal Presentation by the Eligible Bidders and Proposal Evaluation	17 Nov. 2023																
• Selection of Preferred Bidder & Notification	20 Nov. 2023																
• Award of Contract through Negotiation	By 30 Nov. 2023																
25		Date, time and venue for the opening of bid	<ul style="list-style-type: none"> ▪ Date and Time: 16 November 2023, 09:00 (Seoul Standard Time, GMT+09) ▪ Venue: AFoCO Secretariat, Seoul, Republic of Korea ▪ AFoCO will open the Bid in the presence of an ad-hoc committee formed by AFoCO of at least two (2) members. ▪ The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as AFoCO may consider appropriate, will be announced at the opening. 														

26		Evaluation Method for the Award of Contract	<p>Two-Envelope Bidding Procedure.</p> <ul style="list-style-type: none"> ▪ Bidders submit two sealed envelopes simultaneously, one containing the technical proposal and the other the price proposal, enclosed together in an outer single envelope. The price and the technical proposals MUST BE COMPLETELY SEPARATED and submitted in separate sealed envelopes, clearly marked on the outside as either TECHNICAL PROPOSAL or PRICE PROPOSAL, as appropriate. ▪ Initially, the technical proposals are evaluated by the evaluation committee. Bids of bidders who do not conform to the specified requirements may be rejected as deficient bids, with AFoCO's approval. Proposers obtaining a minimum of 80% of the obtainable points of 100 in the technical evaluation would be considered for the financial evaluation (Section 4). ▪ Following AFoCO approval of the technical evaluation, and the price proposals are evaluated following the Evaluation Criteria (Section 4).
27		Expected date for commencement of Contract	<i>November 30, 2023</i>
28		Duration of contract	7 months from the signing of the contract
29		AFoCO will award the contract to:	<p>One or more bidders</p> <ul style="list-style-type: none"> ▪ AFoCO reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for AFoCO's action. AFoCO shall not be obliged to award the contract to the lowest-priced offer.
30		Type of Contract	<ul style="list-style-type: none"> ▪ A standard form of Contract and Terms of References will be provided from AFoCO. ▪ Within ten (10) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to AFoCO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, AFoCO may award the Contract to the Second highest rated or call for new Bids.

Section 4. Evaluation Criteria

A. Preliminary Examination Criteria

- 1 Bids will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:
- 2 Scope of requested entities, described in BDS:
 - Entities who have experience in planning, designing, and/or constructing a road, arboretum and/or experimental forest.
 - Entities who have professional manpower in the field of construction of a road, arboretum and/or experimental forest.
 - Local entities in Myanmar are preferred.
 - Entities who have experienced in Myanmar are preferred.
- 3 Prior to the detailed evaluation on the Proposals, the Employer will determine the substantial responsiveness of each Bid to this RFP. A Bid determined as not substantially responsive will be rejected by the Employer and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 4 A substantially responsive Bid is one which conforms to all the terms and conditions of this RFP without material deviations and submitted from the Bidder that satisfies the Minimum Eligibility and Qualification Criteria specified below.

Subject	Criteria	Document Submission Requirement
Eligibility		
Legal Status	Shall be legally registered entity. <i>(For JV/Consortium/Association, all Parties should meet requirement.)</i>	Form B: Bidder Information Form
Eligibility	Not suspended, nor debarred, nor otherwise identified as ineligible by any Government or International Organization. <i>(For JV/Consortium/Association, all Parties should meet requirement.)</i>	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with the clause 4 of Section 2. <i>(For JV/Consortium/Association, all Parties should meet requirement.)</i>	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the Bidder that could impair its operations in the foreseeable future. <i>(For JV/Consortium/Association, all Parties should meet requirement.)</i>	Form A: Technical Proposal Submission Form
Qualification		
History of Non-	Non-performance of a contract did not occur as a result of contractor default for the last 5 years from the Bid submission deadline. <i>(For JV/Consortium/Association, all Parties should meet requirement.)</i>	Form D: Qualification Form

Performing Contracts¹		
Litigation History	<p>No consistent history of court/arbitral award decisions against the Bidder for the last 5 years from the Bid submission deadline.</p> <p>All pending litigation shall in total not represent more than 70% of the Bidder's net worth and shall be treated as resolved against the Bidder.</p> <p><i>(For JV/Consortium/Association, all Parties should meet requirement.)</i></p>	Form D: Qualification Form
Previous Experience	<p>Experience to complete similar projects worth for a single project within the last 5 years from the Bid submission deadline.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement.)</i></p>	Form D: Qualification Form
	<p>Minimum 5 years of relevant experience prior to the Bid submission deadline including experience working with International Organizations, Governmental Sector, or Official Development Assistance (ODA) projects.</p> <p><i>(For JV/Consortium/Association, a lead entity should meet requirement.)</i></p>	Form D: Qualification Form
Financial Standing	<p>Minimum 5 years of average annual improvement turnover in USD, calculated as total certified payments received for contracts in progress or completed.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement. Each member should also meet not less than 25% of the requirement and at least one member should meet not less than 40% of the requirement.)</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>As the minimum requirement, Bidder's net worth calculated as the difference between total assets and total liabilities should be positive.</p> <p><i>(For JV/Consortium/Association, all Parties should meet requirement.)</i></p>	Form D: Qualification Form

B. Technical Evaluation Criteria

5 Technical Proposals that score at least 80% of the Maximum Obtainable Score for Technical Evaluation will be considered as qualified for the review of corresponding Financial Proposal. Any proposal less than that will be disqualified from proceeding to the next step and its financial proposal shall be returned unopened.

¹ Non-performance, as decided by the Employer, shall include all contracts

- (a) where non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and
- (b) that were so challenged but fully settled against the contractor.

Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Evaluation Criteria		Obtainable Score
Quantitative Evaluation (25)	1) Financial Standing <ul style="list-style-type: none"> • Annual Turnover for the latest 5 years • Dept Ratio (the ratio of total liabilities to total assets) 	10 5 5
	2) Previous Experience <ul style="list-style-type: none"> - <i>Relevant experience in improvement/civil engineering work completed in the latest 5 years</i> 	15
Qualitative Evaluation (75)	3) Understanding of the Project and its Requirements under Section 5 <p><i>The evaluation will include but not limited to the followings:</i></p> <ul style="list-style-type: none"> - <i>Assessment on adequate understanding of the Design Master Plan and relevant requirements provided in Section 5</i> - <i>Adequacy of design proposal with the Terms of Reference</i> 	20
	4) Management Structure and Qualification of Key Personnel <p><i>The evaluation will include but not limited to the followings:</i></p> <ul style="list-style-type: none"> - <i>Assessment on whether the proposed management and the team of key personnel are suitable for the provision of the necessary services in terms of their expertise and experiences</i> 	20
	5) Methodology, Approach and Implementation Plan <p><i>The evaluation will include but not limited to the followings:</i></p> <ul style="list-style-type: none"> - <i>Assessment on the proposer's approach and methodology for meeting or exceeding the requirements of the Project</i> - <i>Assessment on whether the important aspects of the task have been addressed in sufficient detail</i> - <i>Assessment on how the different service elements shall be organized, controlled and delivered</i> - <i>Assessment on the implementation plan/schedule proposed including whether the activities are properly sequenced and if these are logical and realistic</i> 	15
	6) Quality Assurance/Control Procedures and Risk Mitigation Measures <p><i>The evaluation will include but not limited to the followings:</i></p> <ul style="list-style-type: none"> - <i>Assessment on the effectiveness of the process, plans and metrics that shall apply throughout the Project in order to monitor and evaluate the performance, to identify and eliminate potential risks, and to ensure the successful execution of the project</i> 	10
	7) Improvement Safety and Health Management Plan <p><i>The evaluation will include but not limited to the followings:</i></p> <ul style="list-style-type: none"> - <i>Assessment on the ability to plan, integrate and effectively implement safety and sustainability measures in the execution of the improvement/civil engineering contract</i> 	10
Maximum Obtainable Score for Technical Evaluation		100

C. Financial Evaluation Formula

6 The Financial Proposal of all Bidders which have attained the minimum score in the Technical Evaluation, as specified in the BDS, will be evaluated subsequently. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score of 100. The formula for determining the financial scores of all other Financial Proposals is calculated as following:

$S_f = 100 \times F_m / F$, in which “ S_f ” is the financial score, “ F_m ” is the lowest price, and “ F ” is the price of the Financial Proposal under consideration.

D. Consolidated Evaluation

7 The weights given to the Technical Evaluation (T) and Financial Evaluation (P) are:

T = 0.80, and P = 0.20

8 Proposals will be ranked according to their combined scores of the Technical Evaluation (S_t) and Financial Evaluation (S_f) using the weights (T = the weight given to the Technical Evaluation; P = the weight given to the Financial Evaluation; T + P = 1) as following:

S = $S_t \times T\% + S_f \times P\%$

Section 5. Information of the Project Site

A. Project Title

Improvement for the Main Road in the Experimental Forest Site at AFoCO Regional Education and Training Center (RETC), Hmawbi Township, Yangon Region, Myanmar

B. Rationale for Work

To improve the main road (2.39 km) and the access road (100 m) in the experimental forest of AFoCO RETC

C. Location

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

D. Length of the Main Road

The total length of the main road is 2.39 km in **Figure 1**. It is spread across the 119 ha of the total 275-ha Hmawbi reserved forest (**Figure 2**).

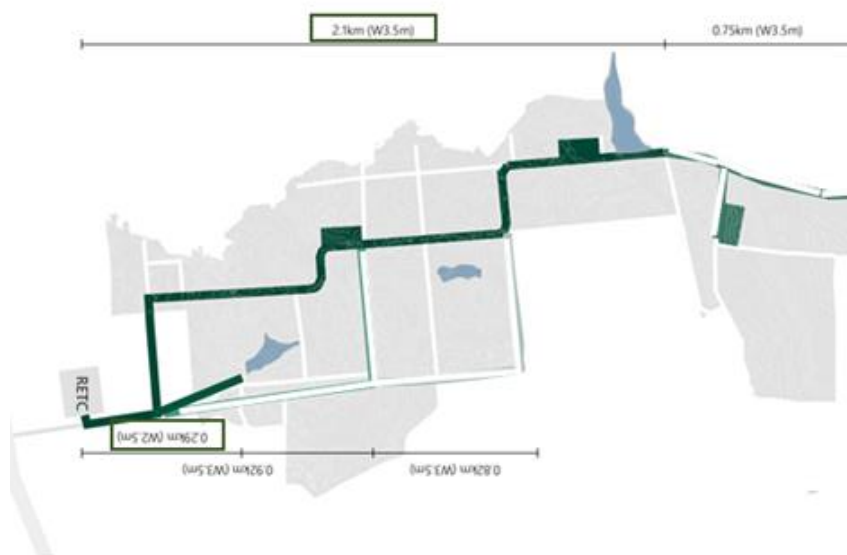


Figure 1. The length (2.39 km) of the targeted main road (green color)



Figure-2. The total area (119 ha) of the experimental forest

E. Description of Project and Budget

AFoCO wishes to expand the scope of capacity building activities through utilization of existing forest land, so that encourage the member countries and other research agencies to come and join the research work.

F. Required Outcome:

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

- Final detailed drawings and design, and improvement specifications on the targeted improvement areas.

G. Works and Services Required

1. Improvement of the Main Road (2.39 km) and its access road (100 m) *(by June 2024)*
2. Ad-hoc Meetings with Stakeholders and the Secretariat *(during the Contract period)*

H. List of References to be Provided Upon Request

1. Master Plan for AFoCO RETC Experimental Forest
2. Schematic design for the project site
3. Computer-aided design (CAD) map of the project site
4. Ground control, topographic, leveling survey report
5. Tree inventory and vegetation survey data
6. Access road survey data

Section 6. Checklist

Please complete the attached Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, the Bidders may use the following checklist to ensure compliance with the Proposal Submission instructions specified in this RFP.

1. Technical Proposal Envelope:

Have you duly completed all the Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B-1: Bidder Information Form	<input type="checkbox"/>
▪ Form B-2: Bidder's Partner Information Form (if applicable)	
▪ Form C: Joint Venture/Consortium/ Association Information Form (if applicable)	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form F: Curriculum Vitae (CV) for key personnel	<input type="checkbox"/>
▪ Form H: Bid Security Form (Bank guarantee, if applicable)	<input type="checkbox"/>
▪ Power of Attorney (No specific form provided)	<input type="checkbox"/>
▪ Basic Design Proposal (in A3 format) ²	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

2. Financial Proposal Envelope:

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form G: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Bill of Quantities (BOQ) in the Bidder's own format	<input type="checkbox"/>

² The Schematic Design Proposal shall be attached in a separate document, using the Bidder's own template in A3 format. The Schematic Design Proposal may be submitted separately without an envelope, in which case, the Bidder shall enclose the Schematic Design Proposal in a sealed outer envelope or box, along with a separate sealed envelope for both the Technical Proposal and Financial Proposal.

Section 7. Bidding Forms

Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	
RFP reference:	AFoCO IBN23-02		

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

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

- a) is not under procurement prohibition by any other international Organization, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- e) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the AFoCO or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the AFoCO and we adhere to the principles of the AFoCO Code of Conduct.

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

We offer to provide services in conformity with the Bidding documents, including the Employer's General Conditions of Contract and in accordance with the Terms of Reference.

Our Bid shall be valid and remain binding upon us subject to the modifications resulting from Contract negotiations, for the period of time specified in the Bid Data Sheet.

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B-1: Bidder Information Form

In case the Bidder is a Joint Venture/Consortium/Association, complete Form B-2 shall be additionally submitted for each Partner of the Bidder.

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Contact person that AFoCO may contact for requests for clarifications during Bid evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Certificate of Incorporation/Business Registration in Cambodia ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Power of Attorney as the written confirmation authorizing the signatory of the Bid to commit the Bidder ▪ If your firm have a written statement of its environmental policy, provide a Copy ▪ Printed brochures or catalogues relevant to the goods/services being procured, if available

Form B-2: Bidder's Partner Information Form

The following form is additional to Form B-1, and shall be completed to provide information relating to each Partner of the Bidder, in case the Bidder is a Joint Venture/Consortium/Association.

Legal Name of Bidder's Partner	[Complete]
Legal Address of Bidder's Partner	[Complete]
Year of Registration of the Bidder's Partner	[Complete]
Authorized Representative Information of the Bidder's Partner	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Bidder's Partner Countries of Operation	[Complete]
No. of Full-time Employees	[Complete]
Contact Person for Requests for Clarification during the Proposal Evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please Attach the Following Documents:	<ul style="list-style-type: none"> ▪ Certificate of Incorporation/Business Registration in Cambodia ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Power of Attorney as the written confirmation authorizing the signatory of the Bid to commit the Bidder ▪ If your firm have a written statement of its environmental policy, provide a Copy ▪ Printed brochures or catalogues relevant to the goods/services being procured, if available

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	
RFP reference:	AFoCO IBN23-02		

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

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

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

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

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

Name of partner:

Signature:

Date:

Name of partner:

Signature:

Date:

Name of partner:

Signature:

Date:

Name of partner:

Signature:

Date:

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	
RFP reference:	AFoCO IBN23-02		

To be completed by each Partner including the Lead Entity as the Bidder if the Proposal is submitted as a Joint Venture (JV), Consortium, or Association.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 5 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and USD equivalent)
		<ul style="list-style-type: none"> • Contract Name/Number: • Name of Client: • Address of Client: • Main Reason(s) for non-performance: 	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 5 years			
<input type="checkbox"/> Litigation history as indicated below			
Year of Dispute	Amount in Dispute (in USD equivalent)	Contract Identification	Total Contract Amount (current value, currency, exchange rate and USD equivalent)
		<ul style="list-style-type: none"> • Contract Name/Number: • Name of Client: • Address of Client: • Matter in dispute: • Party who initiated the dispute: • Status of dispute: Party awarded if resolved: 	

Continued

Previous Relevant Experience

Please list only previous similar assignments successfully completed or on-going in the last 5 years **prior to the Bid submission deadline including experience working with International Organizations or Official Development Assistance (ODA) projects.**

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was a partner of Joint Venture/Consortium/Association in chronological order according to their commencement (starting) dates.

Project name & Country of Assignment	Client & Reference Contact Details	Duration of Contract	Total Contract Value	Actual Value Performed by Applicant	Types of Activities Undertaken (Role of Applicant)

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

Continued

Financial Standing

Please indicate the exchange rate used to determine the equivalent value in USD, if applicable.

Annual Turnover for the last 5 years			
Year	Amount and Currency	Exchange Rate	USD Equivalent
2020			
2021			
2022			
Average Annual Turnover for the last 5 years			
Latest Credit Rating (if any), indicate the source			

Financial information (in USD equivalent)	Historic Information for the Last 5 years				
	Year 2018	Year 2019	Year 2020	Year 2021	Year 2022
	<i>Information from Balance Sheet</i>				
Total Assets (TA)					
Total Liabilities (TL)					
Current Assets (CA)					
Current Liabilities (CL)					
	<i>Information from Income Statement</i>				
Total / Gross Revenue (TR)					
Profits Before Taxes (PBT)					
Net Profit (NP)					
Current Ratio (NP/TR)					

- Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:
- a) Must reflect the financial situation of the Bidder or party to a Joint Venture/Consortium/Association, and not sister or parent companies;
 - b) Historic financial statements must be audited by a certified public accountant;
 - c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Technical Bid Format

Name of Bidder:	[Insert Name of Bidder]	Date:	
RFP reference:	AFoCO IBN23-02		

The Bidder’s Technical Proposal should be organized into the following five (5) Sections. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Company Profile

This Section should provide a brief description of the background and organization of the Bidder and, if applicable, each Partner of a Joint Venture/Consortium/Association.

- Brief description of the organization, including the year and country of incorporation, and types of activities undertaken demonstrating the relevance of specialized knowledge and experience of the Bidder.
- General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls.

SECTION 2: Management Structure and Key Personnel

- Description of the overall management approach toward planning and implementing the Project. An organization chart for the management of the Project describing the relationship of key positions and designations should be included. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- CVs for key personnel that will be provided to support the implementation of this Project should be provided by using the format below (Form F). CVs should demonstrate qualifications in areas relevant to the Scope of Services.

SECTION 3: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder’s understanding and responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- Description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- Explanation on whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- A detailed description of the Implementation Plan indicating all main activities of the assignment, their content and duration, phasing and interrelations including delivery of reports (e.g.: inception, interim, and final reports), and other milestones/benchmarks such as Client approvals.
- The Implementation Plan should include a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

- A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

SECTION 4: Quality Assurance/Control Procedures and Risk Mitigation Measures

- Description of the process, plans and metrics that shall apply throughout the Project in order to monitor and evaluate the performance, to identify and eliminate potential risks, and to ensure the successful execution of the project
- Description of the procedures for identifying, documenting, and addressing non-conformities or deviations from quality standards, including the process for corrective actions, and preventive measures.

SECTION 5: Improvement Safety and Health Management Plan

- Outline of the safety policy and objectives that will guide the project for maintaining a safe and healthy work environment.
- An overview of the Improvement Safety and Health Management Plan, its purpose, and its importance in ensuring a safe and sustainable working environment including the identification of any specific considerations or challenges of the Project.
- Description of a comprehensive set of safe work practices and procedures that should be followed during the Project, the emergency response plan, and the schedule and methodology for conducting regular safety inspections.
- Description of the specific safety-related duties and accountabilities of the relevant Project team members.

Attachment: Detailed drawings, schedule, and detailed mobilization plan

Form F: Curriculum Vitae (CV) for key personnel

Name of Bidder:		Date:	
-----------------	--	-------	--

Proposed Position					
Main Tasks assigned					
Name of the Staff			Name of Company		
Date of Birth			Nationality		
Education <i>college/university and other specialized education of personnel member</i>	Name of School	Attended		Major/Main Course of Study	Degrees/Qualifications obtained
		From	To		
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services with the name of issuing institution/authority and date</i>				
Language Proficiency	<i>For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing</i>				
Employment Record <i>Starting with present position, list in reverse order every employment held by staff member since graduation</i>	From	To	Employer	Positions held	
	<i>year</i>	<i>year</i>			

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and other relevant information about myself. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date	<i>(dd/mm/yyyy)</i>	Signature of Personnel	
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Form G: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	
RFP reference:	AFoCO IBN23-02		

We, the undersigned, offer to provide the services for “Improvement for the Main Road in the Experimental Forest Site at AFoCO Regional Education and Training Center (RETC), Hmawbi Township, Yangon Region, Myanmar (Bid No.: **AFoCO IBN23-02**)” and our Proposal. We are hereby submitting our Proposal, which includes this Financial Proposal and our Technical Proposal sealed under a separate envelope.

Our proposed bid amount is the sum of [*insert amount in words and figures*] which includes all applicable taxes for the contract in accordance with the relevant laws and regulations.

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

We understand you are not bound to accept any Proposal you receive.

Attachment: Proposed Bill of Quantities (*The Bidder shall provide a separate Bill of Quantities (BOQ) with a breakdown of the proposed Bid Amount, using their own format.*)

*I, the undersigned, certify that I am duly authorized by [*insert Name of Bidder*] to sign this Proposal and bind it should the Employer accept this Proposal.*

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form H: Form of Bid Security (Bank Guarantee)

***Bid Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.***

Beneficiary: The Secretariat for Asian Forest Cooperation Organization
Address: 12F, SIMPAC Bldg. 52 Gukjegeumyung-ro, Yeongdeungpo-gu, Seoul,
Republic of Korea

Bid No.: AFoCO IBN23-02

Date: *[insert date of issue]*

BID GUARANTEE No.: *[insert guarantee reference number]*

Guarantor: *[insert name and address of place of issue]*

We have been informed that *[insert name of the Bidder]* (hereinafter called “the Applicant”) has submitted or will submit to the Beneficiary its Bid (hereinafter called “the Bid”) to execute services for the Improvement for the Main Road in the Experimental Forest Site at AFoCO Regional Education and Training Center (RETC), Hmawbi Township, Yangon Region, Myanmar .

Furthermore, we understand that, according to the Beneficiary’s conditions, Bids must be supported by a Bid Security.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary, without cavil or argument, any sum or sums not exceeding in total an amount of *[insert amount in words and figures]* upon receipt by us of the Beneficiary’s first written demand, supported by the Beneficiary’s statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) has withdrawn its Bid during the period of Proposal validity set forth in the Applicant’s Proposal Submission Forms (hereinafter called “the Proposal Validity Period”), or any extension thereto; or
- (b) having been notified of the acceptance of its Bid by the Beneficiary during the Bid Validity Period or any extension thereto, (i) fails to execute the Contract Agreement; or (ii) fails to furnish the Performance Security in accordance with the Instructions to Bidders of the Beneficiary’s Bidding Documents.

This guarantee will expire and shall be returned to the Applicant:

- (a) if the Applicant is the successful Bidder, upon our receipt of copies of the Contract Agreement signed by the Applicant and the Performance Security issued to the Beneficiary in relation to such Contract Agreement; or
- (b) if the Applicant is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary’s notification to the Applicant of the results of the bidding process.

This guarantee shall be valid up to 30 calendar days after the end of the Proposal Validity Period.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

[Note: All italicized text is for use in preparing this form and shall be deleted from the final product.]

Form I: Form of Letter of Intent

***This Letter of Intent must be issued using the official letterhead of the Bidder
Except for indicated fields, no changes may be made on this template.***

I, the undersigned, submit this Letter of Intent to notify the Asian Forest Cooperation Organization of [*Insert Legal Name of Bidder*]'s intent to submit a Proposal in response to the Request for Proposal (**Ref. No.: AFoCO IBN23-02**) for the Improvement for the Main Road in the Experimental Forest Site at AFoCO Regional Education and Training Center (RETC), Hmawbi Township, Yangon Region, Myanmar .

In addition, [*Insert Legal Name of Bidder*] acknowledges acceptance of the evaluation criteria, process and all instructions of the Request for Proposal.

[*Insert Name*] will be our main point of contact for the purposes of the application process and can be reached at:

- Mailing Address
- Phone Number
- Email Address

*I, the undersigned, certify that I am duly authorized by [*Insert Legal Name of Bidder*] to sign this Letter of Intent.*

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]