

New Lot Request

Framework Agreement

Accompanying ICRC Water and Habitat Infrastructure Projects
– Project Steering, Masterplan Development, Technical
Design Support & Operation Advisory

Development, Steering and Technical Support
Capacity Building Program for NLR TITLE

RfP No. New Lot Request Nr. XX

Month 20XX.



ICRC

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CONTENTS

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| CONTENTS | I |
| INVITATION LETTER | 2 |
| SECTION I – NLR PARTICULARS | 3 |
| SECTION II Description of the services..... | 6 |
| 1.1 Tranches..... | 6 |
| 1.2 Complements on Fixed Tranche | 7 |
| 1.3 Timeline | 7 |
| SECTION III – RETURNABLE PROPOSAL SCHEDULES (RPS) | 8 |
| RPS 1 – Terms of Reference..... | 9 |
| RPS 2 – Proposal Form | 10 |
| RPS 3 – Comments on the Terms of Reference | 11 |
| RPS 4 – Outline Statement of Proposed Methods and Quality Management System Proposals | 12 |
| RPS 5 – Team Composition & CVs | 14 |
| RPS 6 – Financial proposal | 14 |

INVITATION LETTER

Dear Sir/Madam,

Subject: New Lot Request for the provision of Consultancy services for a study for a capacity building program for **NLR Title**

The International Committee of the Red Cross (ICRC) is an independent, neutral organization ensuring humanitarian protection and assistance for victims of war and other situations of violence.

Small exec summary

As your company has been entrusted with a Framework Agreement **nXXXXXX**, the ICRC is pleased to invite you to submit a proposal in accordance with the requirements and process as set out in this New Lot Request (“NLR”).

Kindly confirm the good reception of this message by return email.

The NLR consists of the following:

- This Invitation Letter;
- Description of the services (Section II)
- Returnable Proposal Schedules (Section III);

If you are interested in submitting a proposal in response to this NLR, kindly send us a confirmation before **Month XXth, 20XX**.

In this case, please prepare your proposal in accordance with the requirements and process as set out in this NLR and submit it to ICRC by the deadline for Proposal Submission set out in the NLR Particulars in Section I of the NLR.

Do not hesitate to contact us if you have any question. We look forward to receiving your proposal.

Your faithfully



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SECTION I – NLR PARTICULARS

| | |
|--|---|
| <p>Services (Article 1)¹</p> | <p>The Services include [Insert brief description of the type of Services] as required over a fixed period as a framework agreement in relation to various infrastructures projects [Insert brief description of the works, i.e. <i>in the Water Sector and Construction Projects</i>] to be implemented in [names of cities and/or states and/or towns, only if clearly identified / known in advance] in [name of country] as further described in Returnable Proposal Schedule 1 (Terms of Reference).</p> |
| <p>Contact for correspondence, notifications and requests for clarifications (Article 1)</p> | <p>All correspondence, notifications and requests for clarifications in relation to this RFP shall be sent to:</p> <p style="text-align: center;">[Insert name of procurement contact person] International Committee of the Red Cross [Insert name of department] [Insert contact information]</p> <p>ATTENTION: PROPOSALS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR PROPOSAL SUBMISSION AS SET OUT BELOW (see Art. 23).</p> |
| <p>Bidder Eligibility (Article 4)</p> | <p>[Select only one appropriate option and delete the others]</p> <p>[Option 1: No nationalities are excluded from submitting a proposal.]</p> <p>[Option 2: A bidder which is of any of the following nationalities is not eligible to submit a proposal: [insert] [Add additional local requirements as may be required.]</p> |
| <p>Clarifications (Article 8)</p> | <p>Requests for clarification from bidders will not be accepted any later than [insert time, i.e. one week] before the Deadline for proposal submission.</p> <p>[Select only one appropriate option and delete the others]</p> <p>[Option 1: Responses to requests for clarification will not be submitted online but will be communicated to bidders directly.]</p> |

¹ The articles in the left column refer to the clauses of the Instructions to Bidders (Section II below).

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| | <p>[Option 2: Responses to requests for clarification will be communicated to bidders by posting responses on ICRC website. [Insert any necessary instructions for accessing responses on the website]</p> |
| <p>Clarification Meetings (Article 9)</p> | <p>[Select only one appropriate option and delete the other]</p> <p>[Option 1] [A clarification meeting shall be held as follows: Date: [insert] Time: [insert] Location: [insert]</p> <p>Attendance to the clarification meeting is [not] mandatory [but is strongly encouraged to avoid the risk of non-compliant proposals].</p> <p>[Option 2] [A clarification meeting shall not be held.]</p> |
| <p>Site Inspection (Article 10)</p> | <p>[Internal note to be deleted: Select only one appropriate option and delete the other. Be realistic here if we don't know the specific sites, having an inspection at a sample site may be misleading – but if we know the sites, but just not the extent of the work, go ahead, but remember site inspections involve time and expense]</p> <p>[Option 1] [An inspection of the site(s) shall be held as follows: Date: [insert] Time: [insert] Location: [insert]</p> <p>Attendance to the site(s) visit is [not] mandatory [but is strongly encouraged to avoid the risk of non-compliant proposals]. [Bidders shall notify ICRC [insert number of days] days in advance as to whether or not they intend to participate in the site inspection and the details of their representatives who will attend.] [Remove paragraph if not applicable]</p> <p>[Option 2] [Bidders may carry out their own site inspection with the prior written approval of ICRC]</p> <p>[Option 3] [Not applicable]</p> |
| <p>Proposal validity period (Article 13)</p> | <p>Proposals shall remain valid for acceptance by ICRC for [Insert Number of Days –] from the Deadline for proposal submission.</p> |
| <p>Alternative proposals (Article 15)</p> | <p>[Select only one appropriate option and delete the other however the type of works to be included in this framework make it unlikely that we would utilise alterantive proposals]</p> <p>[Option 1] [Alternative proposals will NOT be evaluated.]</p> <p>[Option 2] [Alternative proposal may be evaluated.]</p> |

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| Proposal security (Article 16) | [Option 1] [No proposal security is required.] [Option 2] [A proposal security is required.] |
| Proposal Currenc(ies) (Article 17) | Prices shall be quoted in insert currency / currencies. |
| Duties and Taxes (Article 18) | All proposals shall be submitted net of any direct taxes. |
| Language of proposals (Article 20) | All proposals, information, documents and correspondence exchanged between ICRC and the bidders in relation to this bid process shall be in English. |
| Deadline for Proposal Submission (Article 21) | All proposals must be received by ICRC by [12:00 pm (noon) (City, Country)] Time on [insert date] . |
| Proposal Submission (Article 23) | <p>By e-mail to secure proposal e-mail address: [Insert secure proposal e-mail address of ICRC procuring entity], as detailed below by the Deadline for proposal submission.</p> <p>The technical and financial proposals shall be sent in an e-mail not exceeding [X] megabytes. Should the proposal be over [XX] megabytes, a link for downloading the additional heavy files can be proposed.</p> <p>The e-mail subject line shall read "Proposal RFP [N° - Description of requirement] – Name of the company".</p> <p>PLEASE DO NOT SEND THE E-MAILS WITH YOUR PROPOSAL TO ANY OTHER E-MAIL ADDRESS DIFFERENT FROM THE SECURE PROPOSAL E-MAIL ADDRESS.</p> |
| Opening of Proposals (Article 24) | [Not applicable] |

SECTION II DESCRIPTION OF THE SERVICES

1.1 Tranches

For the purposes of this NLR, Missions refers to the assignments defined Schedule / Document XX Terms of Reference) of the Framework Agreement.

The following services are included in the Fixed and Conditional Tranches.

| Code | Mission Title | Description | FT | CT | Category |
|---|--|---|----|----|--------------|
| A — Project Steering & Management | | | | | |
| M01 | Project Overview & Stakeholder Mapping | Stakeholder register; conflict-sensitivity analysis | | | Steering |
| M02 | Project Planning | Project plan; Gantt; milestones | | | Steering |
| M03 | Service Provider Procurement Support | ToR; bid evaluation; contracting | | | Steering |
| M04 | Stakeholder Engagement & Communication | Engagement plan; feedback collection | | | Steering |
| M05 | Progress Monitoring & Risk Management | Progress reports; risk register; gate reviews | | | Steering |
| M06 | Administrative, Financial & Contractual Mgmt | Contract log; cost tracker; authorisations | | | Steering |
| B — Masterplan Development & Feasibility | | | | | |
| M07 | Context Analysis & Situation Assessment | Baseline data; regulatory review; diagnostics | | | Masterplan |
| M08 | Needs Assessment & Scenarios Development | Demand projections; scenario MCA; recommendation | | | Masterplan |
| M09 | Feasibility Report | Preferred solution; cost estimate; recommendations | | | Masterplan |
| M10 | Financing Advisory & Resource Mobilisation | Donor mapping; concept note; investor presentations | | | Masterplan |
| C — Technical Design Support | | | | | |
| M11 | General Project Description | GPD: objectives; budget $\pm 20\%$; programme | | | Tech. Design |

| Code | Mission Title | Description | FT | CT | Category |
|---|---|---|----|----|--------------|
| M12 | Tender Preparation — Design & Works Supervision | ToR for engineer; tender management; award support | | | Tech. Design |
| M13 | Design Review & Follow-up | Design compliance with GPD; deviation log | | | Tech. Design |
| M14 | Construction Support & Supervision Advisory | Site reviews; progress reports; deviation alerts | | | Tech. Design |
| M15 | Commissioning & Defects Liability Support | Punch list; commissioning advisory; DLP monitoring | | | Tech. Design |
| D — Operation & Maintenance Advisory | | | | | |
| M16 | Operating Mode, SOPs & Capacity Building | Operating procedures; training modules; SOPs | | | O&M |
| M17 | O&M Programme & Performance Monitoring | O&M plan; first two years support; performance review | | | O&M |
| E — Expert Technical Advice (Punctual) | | | | | |
| M18 | Expert Technical Advice (Ad Hoc) | Specialist assessments; third-party reviews; advisory notes | | | Punctual |

1.2 Complements on Fixed Tranche

Refer to Terms of Reference.

1.3 Timeline

Starting date

The Services are expected to start in **Month 20XX**.

Duration

The study is expected to take around **enter duration** for completion.

SECTION III – RETURNABLE PROPOSAL SCHEDULES (RPS)

Note to bidders (the “Bidders”): Instructions to complete each Returnable Proposal Schedule are highlighted in blue in each schedule. Please complete the Returnable Proposal Schedules as instructed.

RPS 1 – Terms of Reference

Note to Bidders: This document is informative and should not be included in the Bidder's proposal (the "**Proposal**"). However, by submitting a Proposal, a Bidder acknowledges its understanding of the following Terms of Reference.

Insert NLR ToR.

RPS 2 – Proposal Form

International Committee of the Red Cross

[Insert address]

Dear Sir/Madam,

Subject: Proposal for a Framework Agreement for the provision of the following type of services over a fixed period.

[Insert brief description of the services] in relation to [Insert brief description of the project-s, i.e. *in the Water Sector and Construction Projects*] to be implemented in [names of country, cities and/or states and/or towns, only if clearly identified / known in advance], RFP Case No. [Insert Case No.], dated [Insert Date].

1. We, [Name of Bidder], hereby submit a proposal for the provision of the above-referenced services (the “**Services**”) in response to the above-referenced RFP.
2. We warrant that in preparing and submitting this proposal, we have complied with, and are willing to be bound by, any and all of the requirements and provisions of the above-referenced RFP, including the terms and conditions of the Contract as set out in Section V of the RFP.
3. Based on the above, our proposed framework agreement price is: [Insert proposed framework agreement price in numbers and letters with applicable currency] (the “**Framework Agreement Price**”).
4. Our proposal shall remain valid for ICRC acceptance until [Insert number of days – must be at least ninety (90) days. Make sure to insert same validity period as set out in the RFP Particulars of Section I of the RFP] days from the Deadline for proposal submission.
5. We acknowledge and agree that:
 - subject to Section III of the RFP, ICRC is not bound to accept the lowest priced proposal or any other proposal it may receive in response to the above-referenced RFP;
 - no liability of ICRC and no binding contract may exist between a Bidder and ICRC until a Contract is executed by both parties;
 - in the case of a joint venture, consortium or association, each party constituting the Bidder is bound jointly and severally by this proposal.

I, the undersigned, certify that I am duly authorized by [insert name of Bidder] to sign this proposal and bind [insert name of Bidder] should ICRC accept this proposal:

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp Proposal Form with official stamp of the Bidder]

RPS 3 – Comments on the Terms of Reference

RFP Case No.: _____

Name of Bidder: _____

Date: _____

Signature: _____

Note to Bidders:

Bidders shall insert their comments (if any) on the Terms of Reference set forth in Schedule 1.

RPS 4 – Outline Statement of Proposed Methods and Quality Management System Proposals

RFP Case No.: _____

Name of Bidder: _____

Date: _____

Signature: _____

Note to Bidders:

Bidder shall provide:

A detailed method statement setting out how the Bidder proposes to provide the services.

- *If relevant, a description of how the Bidder proposes to obtain all requisite permits and other authorizations from the relevant authorities in relation to the services.*
- *If exists, a quality management system/manual intended to be employed by the Bidder.*
- *An outline of the project quality management plan demonstrating the approach to be taken to quality matters during the provision of the services. The quality plan shall be appropriate and specific to the Services to be provided.*
- *Bidders shall submit a programme of services for the execution of the services attached to this Returnable Proposal Schedule, if not included in the following optional points.*
- *Bidders shall submit a preliminary programme for the execution of the services attached to this Returnable Proposal Schedule.*
- *Bidders are required to make their own detailed assessment of the time, mobilization, services methods and activities that shall be required for the successful and timely completion of the consultancy Services. Bidders shall submit their tender on the basis of an assurance that the provided Services can be completed by the time for completion and the milestone dates identified in the contract for works.*
- *The preliminary programme shall be prepared in sufficient detail to enable ICRC to adequately evaluate the planned execution and allocation of adequate resources for the provided Services.*
- *A narrative that describes the mechanisms and assumptions made in preparing the programme may accompany the preliminary programme.*
- *If a Bidder is selected as the preferred Bidder, it shall be required to further develop and complete this programme in accordance with the contract for works.*

RPS 5 – Team Composition & CVs

RFP Case No.: _____

Name of Bidder: _____

Date: _____

Signature: _____

RPS 6 – Financial proposal

RFP Case No.: _____

Name of Bidder: _____

Date: _____

Signature: _____