

# **REQUEST FOR PROPOSALS**

**Selection of Consultants**

**For**

**Formulation of the National Biodiversity Policy  
(NBP)**

**Name of Procurement Entity:**

**Ministry of Environment**

**October 2022**

## Section 1:

### Letter of Invitation.

RFP No. ENV/ BD/03/05/NBP

Date: 28/10/2022

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#### **Consultancy for the formulation of the National Biodiversity Policy (NBP)**

Consultants Procurement Committee (CPC) of the Ministry of Environment on behalf of the Biodiversity Division invites proposal to provide the above consultancy service. The scope of the consultancy is provided in the attached Terms of Reference (TOR) in Section 5.

A Consultancy Organization will be selected in accordance with the policies described in the latest version of the following guidelines;

- a) Selection and Employment of Consultants, published by National Procurement Agency, August 2007; and
- b) Consultancy Services Manual – November 2007

The RFP includes the following documents.

Section 1. Letter of Invitation

Section 2. Instructions to Consultants

Section 3. Technical Proposals-Standard forms

Section 4. Financial Proposals-Standard forms

Section 5. Terms of Reference

Please send your Expression of Interest addressed to the Secretary, Ministry of Environment and sent it by the registered post or hand deliver to the Director (Biodiversity), Biodiversity Secretariat, Ministry of Environment, 'Sobadam Piyasa', 416/1/C, Robert Gunawardana Mawatha, Battaramulla on or before 16<sup>th</sup> November 2022.

Thanking You,

R.H.M.P Abeykoon  
Director (Biodiversity)  
For Secretary

## Section 2:

### Instruction to Consultants

#### DATA SHEET

Paragraph Reference	
1.1	Name of the Client: <b>Secretary, Ministry of Environment</b>  Method of Selection: Quality and Cost Based Selection (QCBS)
1.2	The assignment is formulation of the National Biodiversity Policy for Sri Lanka
1.3	A pre-proposal conference will be held: If necessary  The Client's representative is: Director, Biodiversity Division Address: Ministry of Environment, "Sobadam Piyasa", No.416/C/1, Robert Gunawardana Mawatha, Battaramulla.  Telephone No. 0112034202      Fax No: 0112879972 Email: biodiversitysl@gmail.com
1.4	The client will provide the following inputs and facilities:  a) Biodiversity related policies produced by Biodiversity Division and related documents such as National Environment Action Plan (NEAP), NBSAP  b) Facilitate to coordinate with relevant stakeholders (signing letters, official communication to introduce stakeholders, establishment of steering committee, etc.)  c) Ministry of Environment <u>will not provide</u> any human resources, office space, office furniture, computer equipment, the internet and other telecommunication facilities, vehicles or transport services and any other equipment or service which would be required to provide this consultancy service.
1.8	Proposals must remain valid until : 180 days from starting date of assignment
2.1	Clarifications may be requested not later than 7 days before the submission date. The address for requesting clarifications is: Director Biodiversity Division, Ministry of Environment, "Sobadampiyasa" No.416/C/1, Robert Gunawardana Mawatha, Battaramulla. Tel. No : 0112034202 Facsimile : 0112879972 Email: <a href="mailto:biodiversitysl@gmail.com">biodiversitysl@gmail.com</a>
3.3(b)	The budget is available Yes/ No: Yes

3.6	Breakdown cost of activities required Yes/ No: Yes																				
4.3	Consultant must submit the original and 02 (Two) copies of the Technical Proposal, and the Original of the Financial Proposal in separate sealed envelope and put into the main sealed envelope.																				
4.5	<p>The proposal submission address: Secretary, Ministry of Environment, “Sobadam piyasa” No.416/C/1, Robert Gunawardana Mawatha, Battaramulla. Tel. No: 0112034202</p> <p>Proposals must be submitted to Biodiversity Division, 6<sup>th</sup> Floor, Sobadam Piyasa, no later than the following date and time; (By Courier or Hand delivery only) <b>2.00pm on 16<sup>th</sup> November 2022</b></p>																				
5.2	<p><b>The criteria, sub -criteria , and point system for the evaluation of Technical proposals are:</b> (Documentary evidence required) <b><u>Points</u></b></p> <table> <tr> <td><b>Specific Experience of the consultant relevant to the assignment</b></td><td><b>10</b></td></tr> <tr> <td><b>Competence</b></td><td><b>40</b></td></tr> <tr> <td>    A). Educational Qualifications (15)</td><td></td></tr> <tr> <td>    B). Professional experience (20)</td><td></td></tr> <tr> <td>    C). Language skills (05)</td><td></td></tr> <tr> <td><b>Methodology and work plan</b></td><td><b>50</b></td></tr> <tr> <td>    A). Technical approach and methodology (30)</td><td></td></tr> <tr> <td>    B). Time schedule (10)</td><td></td></tr> <tr> <td>    C). Organization and staffing (10)</td><td></td></tr> <tr> <td><b>Total</b></td><td><b><u>100</u></b></td></tr> </table> <p><b>The minimum technical score required to pass is 70 points</b></p>	<b>Specific Experience of the consultant relevant to the assignment</b>	<b>10</b>	<b>Competence</b>	<b>40</b>	A). Educational Qualifications (15)		B). Professional experience (20)		C). Language skills (05)		<b>Methodology and work plan</b>	<b>50</b>	A). Technical approach and methodology (30)		B). Time schedule (10)		C). Organization and staffing (10)		<b>Total</b>	<b><u>100</u></b>
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<b>Total</b>	<b><u>100</u></b>																				
5.7	<p>The weights given to the Technical and Financial proposals are :</p> <p>T =75%</p> <p>F = 25%.</p> <p>Financial evaluation will be done base on excluding VAT</p>																				
6.1	<p>Expected date and address for contract negotiations: 22<sup>nd</sup> November 2022</p> <p>Director (Biodiversity), Biodiversity Division, Ministry of Environment, 6<sup>th</sup> Floor, “Sobadam Piyasa”, No.416/C/1, Robert Gunawardhana Mawatha, Battaramulla</p>																				
7.3	Expected date for commencement of consulting services: 30 <sup>th</sup> November 2022																				

### Point distribution of Evaluation Criteria for Technical Proposals

<b>Evaluation Criteria</b>	<b>Points(Weights)</b>
<b>Experience</b> Specific Experience of the consultants relevant to the assignment	<b>10</b>
<b>Competence</b> A). Educational Qualifications (15) B). Professional experience (20) C). Language skills (05)	<b>40</b>
<b>Methodology and work plan</b> A). Technical approach and methodology (30) B). Time schedule (10) C). Organization and staffing (10)	<b>50</b>
<b>Total</b>	<b>100</b>

### III. Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract				
1.6	The addresses are: Client: Secretary, Ministry of Environment, “Sobadampiyasa” No.416/C/1, Robert Gunawardana Mawatha, Battaramulla. Tel. No: 0112034202				
1.9	The Authorized Representatives are: <b>For the Client:</b> Director, Biodiversity Division, Ministry of Environment, 6 <sup>th</sup> Floor, “Sobadampiyasa” No.416/C/Robert Gunawardana Mawatha, Battaramulla. Tel. No: 0112034208				
2.1	The Effectiveness conditions are applied just after received the Contract award and signed the Contract Agreement				
2.2	The date for the commencement of Services is the date of the signing of the contract				
2.3	The time period shall be: within 180 days/ 6 Months				
3.7 (b)	The Consultant shall not use these documents and software (1.4(b)) for purposes unrelated to this Contract without the prior written approval of the Client.				
6.5	Payments shall be made on installments, based on the deliverables according to the following schedule;				
	S No	Deliverables [list them as referred to in the TOR]	Delivery time (After signing the agreement)	Payment (LKR)	(%) Percentage of Total Price (Weight for payment)
	1	Submit the inception report detailing the methodology, work plan, the biodiversity-related policy review, and stakeholders to be consulted.	Within 2 weeks of the signing of the contract		20%
	2	Submit 1 <sup>st</sup> draft of NBP with reviewed data on existing National Plans, Regulations, Targets, and Roles and Responsibilities of main Stakeholders/Consumers, and Beneficiaries on conservation and sustainable utilization of biodiversity.	Within 12 weeks of the signing of the contract		20%

		(After the consultation of members of Expert Committees (attached as annexure I) in this sector and other stakeholders)				
	3	Submit 2 <sup>nd</sup> draft of the NBP after conducting the Stakeholder Consultation workshop and obtained views and suggestions for the 1 <sup>st</sup> draft of the NBP	Within 16 weeks of the signing of the contract		20%	
	4	Submit final draft NBP after translating to Sinhala and Tamil languages	Within 24 weeks of the signing of the contract		20%	
	5	Submit the finalized policy in printable version by incorporating public comments	within 4 weeks after handing over the public comments by the client		<b>20%</b>	
8.2	<p>Disputes shall be settled by arbitration in accordance with the following provisions.</p> <ol style="list-style-type: none"> <li>1. Selection of Arbitrators.: Each dispute submitted by a party to arbitration shall be heard by a sole arbitrator: (a) The parties may agree to appoint a sole arbitrator or if failing agreement on the identity of a such sole arbitrator within 30 days after receipt by the other party of the proposal of a name for such an appointment by the party who initiated the proceeding, either party may apply to High court of Sri Lanka to nominate the arbitrator for the matter in dispute.</li> <li>2. Substitute Arbitrators. If for any reason an arbitrator is unable to perform his function, a substitute shall be appointed in the same manner as the original arbitrator.</li> <li>3. The decision of the sole arbitrator shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the parties hereby waive any objections to or claims of immunity in respect of such enforcement</li> </ol>					
	<p><b>Selected consultant shall submit a Performance security accordingly</b></p> <ul style="list-style-type: none"> <li>• Performance security shall be issued within 5 days from the date of awarding the contract or date of contract signing or whichever date comes first.</li> <li>• Performance security shall issue for 5% from the contract value.</li> <li>• Performance security shall address to Secretary, Ministry of Environment.</li> <li>• Performance security shall issue from a licensed commercial bank approved by CBSL</li> <li>• Performance security shall valid for 1 year from the date of signing of the contract</li> <li>• Contract Agreement should be signed by the selected consultant immediate after the negotiation. (Acceptable format for Contract agreement is attached)</li> <li>• Copy of Business Registration and Copy of VAT Certificate should be attached with the proposal</li> </ul>					

### **Section 3:**

#### **Technical Proposal (Documentary evidence required for TECH 2 to TECH 4)**

**TECH -1 Technical Proposal Submission Form**

**TECH -2 Specific Experience of the consultants relevant to the assignment** (10 Marks)

**TECH -3 Competence** (40 Marks)

- A). Educational Qualifications (15)
- B). Professional experience (20)
- C). Language skills (05)

**TECH -4 Methodology and work plan** (50 Marks)

- A). Technical approach and methodology (30)
- B). Time schedule (10)
- C). Organization and staffing (10)

**TECH -5 suggestions on the terms of reference and on counterpart staff and facilities to be provided by the client**

- A). On the Terms of Reference
- B). On the counterpart staff and facilities



### Form TECH -2 Specific Experience of the consultants relevant to the assignment

**TECH -3 Competence -40 marks**

### A). Educational Qualifications (15)

### B). Professional experience (20)

C). Language skills (05)

### A). Educational Qualifications (15)

[illegible]

B). Professional experience (20)

[illegible]

C). Language skills

A). Excellent writing and analytical skills in English

B). Ability to converse in Sinhala or Tamil

Name of Team leader and Staff	Language skills	Position Assigned	Task Assigned

**TECH -4 Methodology and work plan (50 Marks)**

A). Technical approach and methodology (30)

B). Time schedule (10)

C). Organization and staffing (10)

**A). Technical approach and methodology (30)**

**B). Time schedule (10)**

**C). Organization and staffing (10)**

**TECH -5 suggestion on the terms of reference and on counterpart staff and facilities to be provided by the client**

A). On the Terms of Reference

B). On the counterpart staff and facilities

**A).On the Terms of Reference**

**B).On the counterpart staff and facilities**

**TECH -6 Curriculum Vitae (CVs) for Proposed Professional Staff**

**TECH- 7 Work Schedule**

## **Section 4:**

### **Financial Proposal - Standard Forms**

[Comments in brackets [ ] provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

[The Appendix “Financial Negotiations - Breakdown of Remuneration Rates” is to be only used for financial negotiations when Quality-Based Selection, is adopted.]

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FIN-4 Reimbursable expenses

FIN-5 Breakdown of Costs by Activity (if requested under Clause 3.6 of Data Sheet)

Appendix: Financial Negotiations - Breakdown of Remuneration Rates

(for Quality Based Selection only)

**FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date] To: [Name and address of Client] We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>48</sup>] . . Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.8 of the Data Sheet. We understand you are not bound to accept any Proposal you receive.

Authorized Signature [In full and initials]: -----

Name and Title of Signatory: -----

Name of Firm: -----

Address: -----

## FORM FIN -2 SUMMARY OF COSTS

	Local cost
	Sri Lankan Rupees (Rs.)
Remuneration (from FIN 3)	
Other Expenses (From Fin 4)	
Total Costs of Financial Proposal carried to Financial Proposal Submission Form	

## FORM FIN-4 BREAKDOWN OF OTHER EXPENSES

N°	Description	Unit	Quantity	Unit Cost
				Sri Lankan Rupees (Rs.)
	Per diem allowances			
	Communication costs between [Insert place] and [Insert place]			
	Drafting, reproduction of reports			
	Equipment, instruments, materials, supplies, etc.			
	Use of computers, software			
	Laboratory tests.			
	Subcontracts			
	Local transportation costs			
	Office rent, clerical assistance			
	<b>Total Costs</b>			