



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Interested Suppliers	DATE: 8 May 2007
	REFERENCE: RFQ/UNDP-ERTR/WM/022/2007 Title : Provision of Geotechnical Services at Gampong Jawa Landfill Site.

Dear Sir / Madam:

You are kindly requested to submit your quotation for “**Provision of Geotechnical Services at Gampong Jawa Landfill Site**” before close of business on **Thursday, 31 May 2007 at 16.00 hours Banda Aceh Local Time**

Item	Generic Description	Quantity
1	To perform geotechnical investigation required to obtained geotechnical subsurface information and soil characteristic for proposed workshop and landfill construction at Gampong Jawa Landfill site in Banda Aceh.	1 lot

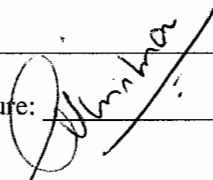
CONDITIONS	
Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DDU
Quotation Submission	<p>1. Quotation (2 hard copies) should be submitted to : UNDP ERTR BANDA ACEH Jl. Bakti No. 1 Geuceu Komplek Banda Aceh Unit: Procurement Unit RFQ No. RFQ/UNDP-ERTR/WM/022/2007 Subject: “Provision of Geotechnical Services at Gampong Jawa Landfill Site”</p> <p style="text-align: center;">Closing Date: 31 May 2007</p> <p>2. Quotation (soft copy) should submit in PDF Format to bandaaceh-procurement.bid@undp.org, duly stamp and signed.</p>
Delivery Place	Banda Aceh
Delivery Time	Maximum 5 (five) weeks after issuance of contract
Payment Term	UNDP shall on fulfillment of Delivery Term & Time, unless otherwise provided in the contract, make payment within 30 days of receipt of the Supplier’s approved final report and invoice for the services. Note: any bank charges and bank commissions shall be borne by the vendor

Validity of Quotation	<input type="checkbox"/> 30 DAYS <input checked="" type="checkbox"/> 60 DAYS
Preliminary Examination - Completeness of quotation.	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted
Completeness of the Quotation	<p>The evaluation committee will examine the quotation based on: to determine whether they are complete, whether the document have properly signed, and whether the offer complies with the Terms of Reference – TOR</p> <p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its quotation will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Any offers which do not meet the requirements will be rejected.</p> <p>The contract will be awarded to the bidder that offers the lowest priced technically qualified quotation.</p>
Term Of Reference	Copy enclosed (see Annex I)
General Terms and Conditions	Copy enclosed (see Annex II)
Acknowledgement Form	Copy enclosed (see Attachment I)
Technical Proposal	Copy enclosed (see Attachment II)
Price Schedule	Copy enclosed (see Attachment III)
Vendor's Registration Form	Copy enclosed (see Attachment IV)

REQUIREMENTS

Language: All documentation, including installation and operating manuals shall be in:

English French Spanish Others

NAME, FUNCTIONAL TITLE: Ramakrishnan C. Iyer , Operations Manager, Signature: 

DATE: 8 May 2007

CONTACT ADDRESS: United Nations Development Programme – UNDP Address : Jl. Bakti No. 1 Geuceu Komplek Banda Aceh, FAX NO: +0651 651 - 41596

E-MAIL ADDRESS: ram.iyer@undp.org

APPENDIX I: TERMS OF REFERENCE (TOR)

Geotechnical Site Investigation - Gampong Jawa Landfill Banda Aceh

RFQ/UNDP-ERTR/WM/022/2007

1. Background:

This Geotechnical Site Investigation is required as part of the preparation for the rehabilitation and extension of the Gampung Jawa interim landfill under the UNDP Tsunami Recovery Waste Management Project (TRWMP), field investigations on geotechnical engineering and soil condition are needed to show a full picture of site condition for preparing a proper foundation of construction of the extension of the landfill area by three cells and construction of a new workshop for waste department (DKP) vehicle servicing.

2. Project Objectives/Scope:

The objective of the work is to perform geotechnical investigation required to obtain geotechnical subsurface information and soil characteristic for proposed workshop and landfill construction at Gampong Jawa Landfill site in Banda Aceh.

The recommended works shall consist of the following scope :

- a. Mobilization of necessary equipment and personnel to and from project site.
- b. Full time field supervision by a geologist during the entire course of the fieldwork.
- c. Drilling, sampling and in situ testing of 4 boreholes to be carried out at the corners of a 25m x 25m square area, centered at the proposed workshop. Boreholes shall terminate in the underlying hard stratum where Standard Penetration Test (SPT) blow counts for the last 6m exceed 100 blows per 30cm.
- d. Retrieval of undisturbed soil samples for soft to stiff cohesive soil and split-spoon samples for sand/sandy silt and very stiff to hard clay or residual soil at every 1.5m depth intervals. Where rock is encountered, coring is required for a penetration depth of 3m into competent bedrock.
- e. Conducting laboratory testing for selected soil samples to evaluate the pertinent physical and engineering characteristics of the soil underlying the project site. These shall be namely:
 - I. Specific Gravity Determination
 - II. Unit Weight Determination
 - III. Liquid Limit and Plastic Limit Determination
 - IV. Grain Size Distribution
 - V. Direct Shear Test
 - VI. Consolidation Test
 - VII. Tri-axial Test
- f. Establishment of idealized soil profiles for foundation design for landfill extension and workshop foundation.
- g. Determination of geotechnical design parameters for landfill extension and workshop foundation.
- h. Reviewing and analyzing the field and laboratory data to assess subsurface soil and groundwater conditions and to develop geotechnical engineering recommendations to guide the design and construction of piled foundations for the proposed Workshop building.
- i. Prepare an engineering report summarizing the findings and engineering recommendations for the above.

All tests shall be performed in accordance with applicable American Society for Testing & Materials (ASTM) standard methods or with GoI and UNDP accepted geotechnical engineering laboratory practices, where ASTM standard methods do not exist.

The above work scopes are the minimum requirements with regards to ASTM standards. Taking into account local best practice and recommendations from geotechnical contractor carrying out investigations, scope may be updated where deemed necessary with permission from UNDP.

Optional Service 1 (Please quote separately- Shall be required if requested by UNDP)

Obtain samples and conduct laboratory testing, according to the parameters stated above plus permeability test. The number of samples shall be sufficient in order to provide a representative sample of the source (see below - borrow pit) materials available. The number of sample shall be a minimum of four (4) and a maximum ten (10) soil samples.

The location source of the soil samples shall be the proposed site for borrow materials (clay) for the landfill site extension backfill, defined by the UNDP. The site will be within the greater Banda Aceh Regency

Optional Service 2 (Please quote separately- Shall be required if requested by UNDP)

Obtain samples and conduct laboratory testing, according to the parameters stated above plus permeability test. The number of samples shall be sufficient in order to provide a representative sample of the source (see below - borrow pit) materials available. The number of sample shall be a minimum of four (4) and a maximum ten (10) soil samples.

The location source of the soil samples shall be the proposed site for borrow materials (clay) for the clay liner to the landfill extension cells, defined by the UNDP. The site will be within the greater Banda Aceh Regency

3. Period of Performance:

The Works shall be completed within 5 weeks from the date of signed contract awarded.

4. Project Deliverables:

Field soil investigation and laboratory test are documented in report format
Report of general description of the subsurface soil condition
Report of soil profiles through boring
Report of summary findings and recommendations of the site survey.

5. Key Personnel:

Full time field supervision by a geologist will be required during the field work. All other staff as foreseen by the contractor to be specified in the Technical Bid

6. Payment:

The quotation shall be given as a lump sum price in local currency, including all cost for performing the works described above. UNDP shall, on fulfillment of delivery terms, unless otherwise provided in the Purchase Order, make payment within 30 days of receipt of the invoice from the Contractor.
There shall be only one payment in this contract which shall be on completion of all deliverables described above.

7. Reporting:

The report should be given after a project presentation conducted by the contractor with revised comments and input from UNDP and Dinas Kebersihan (DKP) compiled in 6 hardcopies and 1 digital version, filed in separate data sets for appropriate Email transfer, compatible for data processing in AutoCAD.

ANNEX II
RFQ/UNDP-ERTR/WM/022/2007
GENERAL CONDITIONS FOR PROFESSIONAL SERVICES

1. **LEGAL STATUS:** The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.
2. **SOURCE OF INSTRUCTIONS:** The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action, which may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.
3. **CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:** The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.
4. **ASSIGNMENT:** The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.
5. **SUB-CONTRACTING:** In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.
6. **OFFICIALS NOT TO BENEFIT:** The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.
7. **INDEMNIFICATION:** The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.
8. **INSURANCE AND LIABILITIES TO THIRD PARTIES**
 - 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
 - 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
 - 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
 - 8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - (i) Name UNDP as additional insured;
 - (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;
 - (iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
 - 8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.
9. **ENCUMBRANCES/LIENS:** The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.
10. **TITLE TO EQUIPMENT:** Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear

and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS: UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS: The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.

13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.

14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

16 SETTLEMENT OF DISPUTES

16.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2. Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17 PRIVILEGES AND IMMUNITIES: Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20 MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21 OBSERVANCE OF THE LAW: The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22 AUTHORITY TO MODIFY: No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

**ATTACHMENT I
ACKNOWLEDGEMENT FORM
RFQ/UNDP-ERTR/WM/022/2007**

UNITED NATIONS DEVELOPMENT PROGRAM - UNDP

Address : JL. Bakti No. 1 Geucu Komplek Banda Aceh

Phone : (0651) 745227

Fax: (0651) 41696

Attn: Ramakrishnan C. Iyer

Ref.: RFQ/UNDP-ERTR/WM/022/2007

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Services for **Provision of Geotechnical Services at Gampong Jawa Landfill Site** in conformity with the said RFQ documents for the sum of USD (*total bid amount in words and figure*) as may be ascertained in accordance with the Price Schedule attached herewith and made part of this quotation.

We undertake, if our quotation is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this quotation for a period of 60 (sixty) days from the date fixed for opening of quotations in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any quotations you may receive.

Duly authorized to sign the Offer for and on behalf of _____ (entity name)

Signature/Stamp of entity/Date

Name of

Representative : _____

Address: _____

Telephone/Fax: _____

ATTACHMENT II
TECHNICAL PROPOSAL
RFQ/UNDP-ERTR/WM/022/2007

(The notes given below are for guidance only and should be removed from the bidder's submission. All sections must be filled)

Name of Organization / Firm:	
Country of Registration:	
Name of Contact Person for this quotation:	
Address:	
Phone / Fax:	
Email:	

Section 1: Proposed Approach and Work Plan

<p>1.1. Approach: <i>(This section should demonstrate the Offeror's responsiveness to the Terms of reference by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the specifications)</i></p> <p>1.1.1. Approach to the Assignment: Please provide a brief description of the methodology for how the organization / firm will achieve the Terms of Reference of the project. Particular emphasis will be required on how the Offeror intends to obtain the geotechnical and other site information and what discussions are to be held with the UNDP and, through it, with other relevant Indonesian agencies. Emphasis shall also be placed on the proposed design methods for the anticipated earthquake conditions.</p> <p>1.1.2. Technical Quality Review Mechanisms: The methodology shall also include details of the Offeror's internal technical and quality review mechanisms.</p> <p>1.1.3. Reporting: Please provide a brief description of the mechanisms proposed for this project for reporting to UNDP, including a reporting schedule.</p> <p>1.1.4. Other: Any other comments or information regarding the project approach.</p>
<p>1.2. Work Plan</p> <p><i>A bar chart listing all the activities to be undertaken, their inter-relationships and their timing. Identify the critical path</i></p>

Activity	Month					
	1	2	3	4	5	6
1						
2						
3						
etc						

Section 2: Experience of Organization / Firm

<p>2.1. Organizational Capability: <i>This section should fully explain the Offeror's resources in terms of personnel and facilities necessary for the</i></p>
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performance of this requirement.

2.1.1. Brief Description of Firm: Provide a brief description of the organization / firm submitting the quotation, including the year and country of incorporation, types of activities undertaken, and approximate annual budget. Include a description of your present and ongoing contracts that have a direct relationship to this requirement. Include relevant collaborative efforts your organization may have participated in.

2.1.2. Litigation and Arbitration History: Include reference to any history of litigation and arbitration in which the organization / firm has been involved.

2.2. Experience of Organization / Firm:

The Offeror shall provide details of recent corporate experience with the design and supervision of port works similar to those required for the present project. The information shall include a description of the exact role of the Offeror in those projects and the names of the senior people responsible for the projects. The name and contact details of the client for those projects shall also be provided. This information shall also include information on any ongoing or past disputes with a client and a brief description

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Reference Contact Details (Name, Phone, Email)
Etc.					
Etc.					

Section 3: Personnel

Please include CVs for key personnel (managerial and technical staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Résumés of the staff to be involved shall be provided. In addition a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced. No increase in costs will be considered as a result of any substitution.

The quality of key personnel proposed will be an evaluation factor. The offeror must include as part of its quotation a statement signed by each person proposed as key personnel confirming their present intention to serve in the stated position and their present availability to serve for the term of the proposed contract.

Please use the format below, with each CV no more than one page in length.

Name:		
Position for this Assignment:		
Nationality:		
Contact information:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: Highlight experience in the region and on similar projects.		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ funding organisation:	Job Title and Activities undertaken:
References: <i>(Name/Title/Organization/Contact Information – Phone; Email)</i>		

Declaration:

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract.

Signature

ATTACHMENT III
PRICE SCHEDULE
RFQ/UNDP-ERTR/WM/022/2007

1. The Price Schedule must provide a detailed cost breakdown for each item. The components comprising the total price must provide sufficient detail to allow UNDP to determine compliance of Offer with requirements as per Term Of Reference of this RFQ.
2. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UNDP General Conditions for Contract.
3. All price/rates quoted must be fixed No. additional expenses will be invoiced at cost.
4. The format provided shall be used as a model in preparing the Price schedule. The format includes specific expenditures, which may or not be required or applicable but are indicated to serve as examples.
5. In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Offeror does not accept the correction of errors, its quotation will be rejected.
6. Price Schedules not submitted in this format may be rejected.

Item	Quantity	Unit	Rate/Unit	Total Price (USD)
Investigations & Data Processing				
salary/wages and allowance of Project Personnel (itemize personnel below)		Day		
- Geologist		Day		
- Field Staff (list)		Day		
- Lab Staff (list)		Day		
- Travel/Transportation (total for all personnel)		Rtn. Trip		
- Equipment (Specify)		State		
- Misc. (Communications, Stationary, etc)		State		
- Others (Specify)		State		
Sub Total				
Preparation of Reports Including Draft & Final		Sum		
Sub Total				
Optional Service 1. Additional Sampling & Testing		Sum		
Optional Service 2. Additional Sampling & Testing		Sum		
Sub Total				
Other Cost Not Included Above (List)				
Sub Total				
TOTAL				

The Price Quotation should be authorized and signed as follows:
"Duly authorized to sign the Quotation for and on behalf of:



(Name of Organization)

Signature/Stamp of Entity/Date

Name of representatives:
Address:
Telephone/Fax:

ATTACHMENT IV

VENDOR PROFILE

 	<h2 style="margin: 0;">Vendor/Person Profile Update</h2>	
Business Unit: <input type="checkbox"/> UNDP1 <input checked="" type="checkbox"/> IDN10 <input type="checkbox"/> UNOPS <input type="checkbox"/> UNV10 <input type="checkbox"/> OTHERS (please specified)	Updated on Atlas by: Date:	
Requesting Person : First Name/Last Name/Extension	Date : Effective Date of Contract :	Vendor Status: <input checked="" type="checkbox"/> New Vendor Vendor No: (Fill in by Buyer) <input type="checkbox"/> Update existing vendor Vendor No: (Fill in by requestor)
UN CONTRACT INFORMATION		
Person Category: <input type="checkbox"/> 100/200 <input type="checkbox"/> A/D <input type="checkbox"/> SSA <input type="checkbox"/> Service Contract <input type="checkbox"/> Meeting Participant <input type="checkbox"/> Fellow <input type="checkbox"/> UNV		
Vendor Category: <input type="checkbox"/> Supplier Univ/Int'l Research Inst <input type="checkbox"/> Supplier - Govt Ent/Pub Sector <input type="checkbox"/> Supplier - NGO <input type="checkbox"/> Supplier - Inter-govt Org. <input checked="" type="checkbox"/> Supplier Private Sector		
PERSON INFORMATION		
Last Name	UN Index No (if the vendor is Staff)	First Name Middle Name
Birth date (DD-MM-YYYY)	Birth place (City, Country)	Nationality Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Address		
City	State/Province/Country	Country Postal Code (Zip)
E-mail Address		Telephone Number : Fax Number :
VENDOR INFORMATION (Complete this section for Vendor/Supplier Information)		
Company Name	Parent Company name (if applicable)	Web Site URL (if applicable)
Main Street Address	SECOND Street Address (Please provide purpose of second address)	
City State/Province/Country Postal Code	City State/Province/Country Postal Code	
Country	Country	
Contact Person (MAIN ADDRESS):	Phone	Fax E-mail Address
Name :		
Title :		
Contact Person (SECOND ADDRESS):	Phone	Fax E-mail Address
Name :		
Title :		
BANKING INFORMATION		
Name of Banking Institute	Beneficiary's Name	Branch Name
Street Address		
City	State/Province/Country	Country Postal Code
Payment into a Local Bank (Bank Account located in Indonesia)		
PLEASE COMPLETE THE BANK TRANSWIRE CODE INFORMATION		
SWIFT ADDRESS:	Bank Account Currency	<input checked="" type="checkbox"/> IDR <input type="checkbox"/> Other : (PLEASE INDICATE)
Bank Account Number:	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Payment into an International Bank		
PLEASE COMPLETE THE BANK TRANSWIRE CODE INFORMATION		
Bank ID Qualifier:	Bank Account Currency	<input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE)
Bank ID/Fed Wire/ABA No.:	Bank Account Number:	
Local Clearing Code:	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
SWIFT Address (if Available):		
BAN (if Available):		
ACH Number (American Clearing House)		
<small>For samples of "Bank ID Qualifier" and "Local Clearing Code" please see attached instructions on the next page</small>		
INCOMPLETE OR ERRONEOUS INFORMATION WILL PREVENT FINAL CREDIT OF PAYMENTS TO YOUR ACCOUNT		