



REQUEST FOR PROPOSALS

Revamp, Reorganize and Annual Web Maintenance of Bhutan for Life Project

Bhutan For Life Fund Secretariat (BFLFS)
Thimphu: Bhutan

LETTER OF INVITATION

The Bhutan for Life Fund Secretariat invites proposals to provide the consulting services to *Revamp, Reorganize and Annual Web Maintenance*.

More details on the services required are provided in the Terms of Reference.

A Consultant will be selected under **Least Cost Selection Method** and procedures described in this RFP, in accordance with the Operating Manual of BFLFS.

The procedural requirements for responding to this invitation are provided in the complete RFP document.

Address for responses:

*Executive Director,
Bhutan for Life Fund Secretariat
RTA Complex: Suite 106
Telephone: +975-2-330978*



Yours sincerely,

(Dr. Pema Wangda)
Executive Director

SECTION 2: INSTRUCTIONS TO CONSULTANTS

1. Introduction

- 1.1 The BFLFS will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.
- 1.2 The BFLFS will provide in timely fashion and at no cost to the Consultant the inputs and facilities specified in the Data Sheet, assist the Consultant in obtaining licenses and permits needed to carry out the Services, and make available relevant project data and reports.
- 1.3 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The BFLFS is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

2. Conflict of Interest

- 2.1 The BFLFS requires that Consultants provide professional, objective and impartial advice, and at all times hold the BFLFS's interest's paramount, strictly avoid conflicts with other assignments or their own corporate interests, and act without any consideration for future work. Without limitation on the generality of the foregoing Consultants, and any of their affiliates, shall be considered to have a conflict of interest, and shall not be recruited, under any of the circumstances set forth below.
- 2.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interests of the BFLFS, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

3. Unfair Advantage

If a Consultant could derive a competitive advantage from having provided Consulting Services related to the assignment in question, the BFLFS shall make available to all Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

4. Fraud and Corruption

It is BFLFS policy to require that Consultants, their Sub-Consultants and the Personnel of them both observe the highest standards of ethics during the procurement and execution of contracts in pursuance of this policy, the BFLFS

5. Only one Proposal per Consultant

A Consultant may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, in more than one proposal.

6. Taxes

The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract as required by Income Tax Act of Bhutan.

7. Sealing & Submission of Proposals

7.1 The proposal (Technical Proposal and, Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultant

7.2 The Technical Proposal shall be placed *in a sealed envelope clearly marked "Technical proposal"* Similarly, the original Financial shall be placed in a sealed *envelope clearly marked "Financial proposal" followed* by the reference number and name of the assignment, and with a warning the envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the assignment, and be clearly marked The BFLFS shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

7.3 All inner and outer envelopes shall be sealed with adhesive or other sealant, which will prevent re-opening.

7.4 The Proposals shall be delivered by hand or by registered post in sealed envelopes to the address/addresses indicated received by the BFLFS no later than the time and the date indicated in the RFP.

8. Opening of Technical Proposals

The BFLFS shall open all Technical Proposals. The Financial Proposals shall remain sealed and securely stored.

9. Evaluation to be Confidential

9.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant shall not contact the BFLFS on any matter related to its Technical and/or Financial Proposal. Any effort by any Consultant to influence the BFLFS in the examination, evaluation, ranking of Proposals, and recommendation for Award of Contract may result in the rejection of the Consultant's Proposal.

9.2 After the opening of Proposals, information concerning the Proposal documents or any part of the contents thereof shall not be released to any person or party that is not a member of the Proposal Evaluation Committee.

9.3 The evaluation proceedings shall be kept confidential at all times until the award of Contract is announced.

9.4 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

10. Evaluation of Technical Proposals

10.1 The Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria and points system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, particularly the Terms of Reference, or if it fails to achieve the minimum technical score indicated in the instruction to consultant.

11. Public Opening of Financial Proposals

11.1 After the technical evaluation is completed, the BFLFS shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark, or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The BFLFS shall simultaneously notify in writing those Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date shall allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.

11.2 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The names of the Consultants and their technical scores shall be read aloud. The Financial Proposals of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened.

12. Negotiations

Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure to satisfy this requirement may result in the BFLFS proceeding to negotiate with the next- ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

12.1 Technical Negotiations

Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, any suggestions made by the Consultant to improve the Terms of Reference, The BFLFS and the Consultant will finalize the Terms of Reference, staffing schedule, work schedule, logistics and reporting. These documents will then be incorporated into the Contract as "Description of Services". Special attention will be paid to defining clearly the inputs and facilities required from the BFLFS in order to ensure satisfactory implementation of the assignment. The BFLFS shall prepare minutes of the negotiations, which shall be signed by the BFLFS and the Consultant. The negotiations shall not substantially alter the original Terms of Reference or the terms of the Contract.

12.2 Financial Negotiations

If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the

Consultant under the Contract. The financial negotiations will include a clarification (if any) of the Consultant's tax liability in Bhutan, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services.

13. Procuring Agency's Right to Accept Any Proposal and to Reject Any or All Proposals

The BFLFS reserves the right to accept or reject any Proposal, and to annul the Request for Proposals process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to Consultants.

INSTRUCTIONS TO CONSULTANTS

Paragraph	Detail
1	Name of procuring agency: Bhutan for Life Fund Secretariat Method of selection: Least Cost Selection
2	Financial Proposal to be submitted together with Technical Proposal: Yes <i>(In a separate sealed Envelope)</i> The name of the assignment is: <i>to Revamp, Reorganize and Annual Web Maintenance.</i> The scope of the assignment and expected time of its completion are: 14 days (Refer ToR)
3	The BFLFS 's representative is: Miss. Sonam Tshomo, Communications Officer Address: RTA Complex, Suite 106, Chubachu, Thimphu, Bhutan Telephone: +975-2-330978 PO:1140 E-mail: sonamt@bfl.org.bt
4	The BFLFS will provide the following inputs and facilities: Refer TOR
5	The BFLFS envisages the need for continuity for downstream work: No
6	Proposals must remain valid 60 days after the submission date
7	Clarifications may be requested not later than: 5 days before the submission date, Contact: Miss. Sonam Tshomo, Communications Officer
8	A pre-proposal meeting will not be conducted.
9	The language to be used for all correspondence is <i>English</i>
10	Proposals shall be submitted in the following language: <i>English</i>
11	The Consultant must submit one sealed technical proposal and one sealed original Financial Proposal.
12	The Proposal submission address is: Executive Director, Bhutan for Life Fund Secretariat, RTA Complex, Suite 106, Chubachu, Thimphu: Bhutan Proposals must be submitted no later than the following date and time:
13	Criteria and the points system for the evaluation of Technical Proposals are: refer ToR
14	The minimum average technical score required to qualify for financial bid opening: [75%]
15	Expected date for commencement and completion of consulting services: 21 November to 21 December 2020

Financial Proposal Submission Form

To

Executive Director
Bhutan for Life Fund Secretariat,
RTA Complex, Suite 106

Dear Sir:

We, the undersigned, offer to provide the consulting services for Revamp, Reorganize and Annual Web Maintenance in accordance

Our Financial Proposal is for the sum of ***[Insert amount(s) in words and figures]*** which is all-inclusive (including all taxes)

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

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

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____