

**GEORGIA**

**WWF CAUCASUS PROGRAMME OFFICE**

**German Financial Cooperation with South Caucasus**

**TRANSBOUNDARY JOINT SECRETARIAT - PHASE III  
(TJS-III)**

**(BMZ No. 2014.68610)**

**Tender Document  
for  
Consulting Services for  
Feasibility study and detailed planning and design of the  
Treetop Trail (TTT) in the Lagodekhi Protected Areas (LPA)  
in Georgia**

**(AUGUST/2017)  
Tender Nr. 2014.68610/2017.IT-01**



**KFW**



## **Table of Contents**

1	Tender procedure.....	4
1.01	General .....	4
1.02	Project Executing Agency .....	4
1.03	Presentation of Tender .....	4
1.04	Language of the Tender .....	4
1.05	Submission of Tender .....	4
1.06	Validity Period of Tenders .....	4
1.07	Information Visit to Site and Pre-Bid Meeting .....	5
1.08	Request for Additional Information .....	5
1.09	Amendments to the Tender Dossier .....	5
1.10	Association.....	5
1.11	Pre-selected Consultants .....	5
2	Contents of the tender .....	6
2.01	Qualification Documents .....	6
2.02	Technical Proposal.....	7
2.03	Financial Proposal.....	8
3	Payment conditions .....	11
3.01	Currency .....	11
3.02	Taxes and Duties .....	11
3.03	Price Adaptation .....	11
3.04	Terms of Payment.....	11
3.05	Guarantees .....	11
4	Organisation of services .....	12
4.01	Project Duration .....	12
4.02	Services Required.....	12
4.03	Performance of Services .....	12
4.04	Contribution of PEA.....	12
5	Tender evaluation.....	13
5.01	General .....	13
5.02	Qualificaton documents.....	13
5.03	Technical Proposal.....	13
5.04	Financial Proposal.....	13
5.05	Final Evaluation.....	13
5.06	Consulting Contract.....	14
6	Other .....	15
6.01	Unsuccessful Tenderers.....	15
6.02	Cancellation of Tender .....	15
6.03	Other conditions .....	15
7	Special conditions of tender (SCT) .....	16
	Annex A - Terms of Reference (TOR).....	19
	Annex B - Presentation Format for Project Experience .....	25
	Annex C - Presentation Format for Curricula Vitae .....	26
	Annex D - Presentation of Staff Characteristics .....	28
	Annex E - Declaration of Undertaking .....	30

Annex F - Model for Financial Proposal – Cost Break-down .....	31
Annex G - Model Advance Payment Guarantee.....	33

### **List of Annexes**

Annex A - Terms of Reference (TOR) .....	19
Annex B - Presentation Format for Project Experience.....	25
Annex C - Presentation Format for Curricula Vitae .....	26
Annex D - Presentation of Staff Characteristics .....	28
Annex E - Declaration of Undertaking.....	30
Annex F - Model for Financial Proposal – Cost Break-down .....	31
Annex G - Model Advance Payment Guarantee .....	33

### **Documents available on KfW's website [www.kfw.de](http://www.kfw.de)**

Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries  
Standard Consulting Contract Model

## **CONDITIONS OF TENDER**

### **1 TENDER PROCEDURE**

#### **1.01 General**

The rules of the present Tender are in accordance with the latest version of the “KfW Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries.” These Conditions of Tender contain the General Conditions (Chapters 1 to 6) and the Special Conditions of Tender (SCT) for this particular tender (Chapter 7). The Special Conditions of Tender are referred to in the text by “⇒SCT” and summarised in Chapter 7. The tender will be a single-stage procedure with post-qualification (⇒SCT 1.00).

Bidders are advised to thoroughly study both the General and the Special Conditions to avoid downgrading or rejection.

#### **1.02 Project Executing Agency**

The Project Executing Agency subsequently called PEA is indicated in the ⇒SCT 1.01.

#### **1.03 Presentation of Tender**

The Tender should be submitted in one sealed package containing three clearly marked separate and also sealed envelopes: one with “1. Qualification Documents”, one with “2. Technical Proposal” and the third with “3. Financial Proposal”. The Technical and Financial Proposal envelopes shall be sealed. If financial information is included in the Qualification Documents or in the Technical Proposal, the Tender shall be rejected. Each envelope has to include one (1) clearly marked and signed original, two (2) copies and one (1) electronic copy.

The package shall display the following information:

- the name of the institution and the address where Tenders have to be sent to (see 1.05 below and ⇒SCT 1.03);
- the title of the call for Tenders such as indicated in the invitation letter;
- the Tenderer’s name;
- the following words clearly visible:

**„Call for Tenders – Not to be opened by the Postal Service“**

**“სატენდერო წინადადება - არ უნდა გაიხსნას”**

#### **1.04 Language of the Tender**

The technical and financial proposals as well as all communication related to the present Tender shall be prepared in English (language indicated in the ⇒SCT (1.04)).

#### **1.05 Submission of Tender**

Tenders should be sent in or be delivered in person, against confirmation of receipt, to the address indicated in the ⇒SCT (1.03). The deadline for receipt of Tenders is specified in the ⇒SCT (1.05). All Tenders received after that deadline will be rejected automatically without being evaluated.

#### **1.06 Validity Period of Tenders**

Unless otherwise stated in the ⇒SCT the period of validity of the Tenders counted from the deadline for receipt of Tenders is 180 days (⇒STC 1.06).

### **1.07 Information Visit to Site and Pre-Bid Meeting**

Tenderers are invited to carry out an information visit to the site in order to familiarise themselves with the local conditions relevant for the execution of the services to be provided. The day for a site visit day of interested bidders is specified in the ⇒SCT (1.07). Interviews may be arranged with the PEA. Tenderers shall contact the addresses indicated in the ⇒SCT (1.08) in due time before the visit to announce themselves and to allow for appropriate arrangements.

A pre-bid meeting and a common information visit for all Tenderers are scheduled at the dates and places indicated in the ⇒SCT (1.07).

It is understood that all information visits to the site are at the Tenderer's own expense and risk.

### **1.08 Request for Additional Information**

Any question, communication or requests for additional information concerning this call for Tenders are only permitted in writing (email) and up to two (2) weeks before the deadline for the submission of the proposals. Such requests are to be sent to the address indicated in the ⇒SCT (1.08). If any clarification of the call for Tenders proves necessary, the answers will be communicated simultaneously in writing to all Tenderers. Latest clarifications will be sent ten (10) days before the deadline for the submission of proposals.

### **1.09 Amendments to the Tender Dossier**

Any change made to the Tender dossier during the Tender period by the PEA will be communicated forthwith in writing to all prospective Tenderers who have been provided with the Tender documents, together with notice of any extension of the Tender period which the PEA in accordance with KfW may consider necessary to enable Tenderers to take account of such a change.

### **1.10 Association**

Consultants are free to associate themselves with other firms in a Joint Venture (JV) and/or Consortium to enhance their qualifications and to ensure that the required know-how and experience are available to them. JV means an association with or without a legal personality, distinct from that of its members, of more than one Consultant, where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Executive Agency for the performance of the Contract. The terms Joint Venture and Consortium and Association can be used interchangeably and will be understood as the same. The qualifications of all members in an association shall be considered in the qualification evaluation process. Consultants may not be members of more than one JV. If a Consultant is a member of a JV, it may not submit an Application separately from that JV. Sub-consultants (/sub-contractors) shall not be part of the association of the Applicant and references of sub-consultants will not be considered for evaluation unless they are specifically nominated sub-consultants, which cannot be exchanged retrospectively and makes the participation of the nominated sub-consultant in the technical proposal mandatory.

### **1.11 Pre-selected Consultants**

Not applicable.

## 2 CONTENTS OF THE TENDER

### 2.01 Qualification Documents

Covering Letter, comprising the firm's name, address, contact person, telephone, fax and email; if applicable, mention the association arrangements for this project.

#### a) Presentations of firm(s) and experience

- (maximum 10 pages), inclusive clear statements of type, property and key tasks of the association, if applicable.
- In case of an association – the intended contractual arrangement with international and local firms, nominating the lead consultant and including letters of intent of participating firms (in case of local partners a fax/scan copy of such letter of intent is sufficient).
- Project experiences: project references covering the last 10 years and strictly related to the envisaged services (maximum 12 references); model is Annex B; drawings/photos may be attached as annexes (maximum 12 pages); in case the tenderer includes project references of sub-contractors, the responsibility and contractual arrangement with such sub-contractors should be described in presentation of firms and the key tasks such sub-contractor will be assigned.
- Letters of acceptance / statements of clients for presented project experiences, as proof of quality of services rendered.
- List of available personnel structure with expertise relevant for the envisaged services with information about education, international and professional experience, regional experience, years with firm, specific project-related experience and experience in similar posts; indicate potential staff for the assignment and staff to monitor and support the project team and provide quality control. Personal belonging to the firm or having a long cooperation get more points.

#### b) Declarations

The Tenderer shall provide the following declarations issued after the date of obtaining the tender documents:

- Declaration of association duly signed by all partners and specifying clearly the type of association and the lead firm. Sub-contractors do not need to submit this declaration.
- Declaration of affiliations (no conflict of interest): In a duly signed declaration, the Tenderer has to reveal any links with other firms which may present a conflict of interest in providing the envisaged services. He must give a binding declaration that, should he be awarded the contract, the firms with which he is associated will not intend to take part in the project in any form. For an association, all members must provide this declaration. Sub-contractors also need to submit a declaration of affiliation.
- Declaration of undertaking: A duly signed declaration pursuant to Annex D shall be included (one separate declaration for each member in case of an association; an association is a JV or a Consortium with several liability, as described in §1.10), guaranteeing that none of the reasons for exclusion or conflicts of interest apply (§1.17, KfW guidelines for assignment of consultants). Sub-contractors do not need to submit a declaration of undertaking.

#### c) Financial status

- Certified statements of financial capacity (balance sheets and profit and loss accounts of the last three years) and a table resuming the annual turnover and income statement of the last three years of the lead consultant and all associated partners. Average annual

turnover of the bidder shall be 125,000 EUR, whereas the Lead Consultant in case of JV/Consortium shall show an average annual turnover of more than 90,000 EUR.

## **2.02 Technical Proposal**

Unless otherwise stipulated in the ⇒SCT the technical proposal shall contain:

### **a) Critical Analysis of Project Objectives and Terms of Reference (TOR)**

The Tenderer is explicitly encouraged to present a detailed critical analysis and the Tenderer's interpretation of the project's objectives and the TOR. This might encompass critical comments and doubts about the suitability, consistency and feasibility of individual aspects and the concept as a whole, if any. The methodology suggested must take constructive account of these.

### **b) Proposed Concept and Methods**

This section will contain:

- Conceptual and methodological approach proposed to carry out the services. In this context, the Tenderer is explicitly encouraged not to repeat the TOR but to show the suitability of his concept in regard to the TOR and his comments made on these;
- A working programme (bar chart) showing clearly the different project phases as well as the main tasks planned, their duration and their interactions. The chart shall also include milestones, deadlines for discussions, decisions and submission of reports;
- A staff assignment matrix clearly showing the proposed team of experts, backstopping and supporting staff and the activities for which they will be assigned.
- A staffing schedule clearly showing times and places of effective assignment for each professional. The chart shall be completed or accompanied by a table stating the responsibilities and precise periods of duty for each professional by places of assignment. These periods shall be broken down to each project phase. In this table the assignment of expatriate and local staff will be treated separately. The Tenderer is encouraged to include junior staff in his team subject to available guidance within a team headed by senior professional staff and application of adequate rates. If certain tasks are not exclusively performed at site, the Tenderer has to describe how the execution and co-operation between site and home office staff is assured;
- A statement of work organisation and an organisation chart showing the Tenderer's (association's) internal organisation as well as the interactions with the PEA and with other stakeholders. Sub-contractors, from whom references were included in the qualification document cannot be changed. Responsibilities within the project team have to be defined;
- Envisaged back-up services by the home office for the team working locally on technical and administrative questions that could arise during project implementation as well as for the controlling and monitoring of the work;
- Procedures for quality control management of services (reports, documents, drawings), including those prepared by associates, sub-consultants and local partners, before submission to the PEA and KfW. Plain reference to ISO 9001 is not considered to be adequate;
- Planned logistics and facilities for the execution of the services.

The Tenderer is invited to comment those items of the above mentioned fields that require additional explanation. The texts and information should be compiled and presented in a way that is related to the project. Tenderers shall refrain from long explanations in the style of a textbook. The presentation of diagrams, tables and graphics is preferred.

### c) Key Staff

The Tenderer shall provide a detailed description of tasks to be performed by each team member (including back-up staff in the home office) as well as details on the selection and experience of the proposed members with regard to their tasks.

Furthermore, the Tenderer shall provide updated curricula vitae (CV) of the proposed key staff and professional support staff according to the model given in Annex C-1. Key staff should have adequate education, professional experience and experience in the region. Unless stipulated otherwise in the ⇒SCT (2.01), region includes the country and neighbouring countries with similar political, socio-economic and cultural conditions. It is particularly expected that key staff has project- and job/post-related experience and has completed similar tasks in similar projects of similar magnitude and with international financing. The CV shall indicate whether the proposed staff member is part of the Tenderer's permanent personnel or not. To support transparency and for ease of evaluation the Tenderer has to summarise the essential data of proposed key staff according to the Table in Annex C-2. In case of ambiguities the CV prevails.

Key staff presented in the Tenderer's proposal may not be replaced without the prior approval of the PEA and KfW. The Tenderer shall only replace staff with a person of equal or better qualification.

### d) Sub-contractors

The Tenderer will clearly specify the services to be carried out by sub-contractors other than those being part of the Consultant/Association. This basically includes all additional services. He shall indicate the firms to whom he intends to sub-contract such services.

## **2.03 Financial Proposal**

Based on the quantities of staff and other services the Tenderer will submit a Financial Proposal. All rates will be in the currency indicated in the ⇒SCT (3.01). In the case of construction supervision or training projects the Tenderer shall assume a contract period as indicated in the ⇒SCT for the purpose of a fair evaluation and comparison of the staff input and related costs. For contributions of the PEA related to d) – h) below refer to section 4.04 and to the ⇒SCT.

The Financial Proposal shall contain the following information and be structured as detailed in Annex E.

a) Cost of Personnel for international and local/regional staff including monthly home office rate, including salary, social charges and overhead cost, bonus, vacation and sick leave, home office cost, all medical examinations, professional training, back-up services from home office (professional, personal and administrative), cost of IT equipment, company's professional insurance, risk and profit.

b) Allowance and accommodation for expatriates (hotel rent or provision of flat/house with provision of furniture and equipment through rent or purchase) and, if necessary, for local staff (per month).

### c) International Travel Cost contain

- international air fares, including complementary travel cost (e.g. transfer cost to and from airports, visa, airport tax, excess baggage and / or air freight, medical expenses, visa, etc.) as a lump sum item per round trip.
- air fares for inspection flights, if any



d) Cost for Local Transport contain

- lease or rent of project vehicles or depreciation cost of vehicles owned by the Tenderer as lump sum item per month of operation (for acquisition of vehicles under the project budget and the related procedures refer to item g) hereunder);
- running cost of own or leased/rented vehicles as a monthly lump sum item per car including gasoline, oil, tires and other consumables, all risk insurance, maintenance and repair costs as well as costs for driver. Private use of official vehicles during off-duty time (if allowed) has to be specified in the Financial Proposal and a deduction of 20 % on the running cost has to be accounted for;
- cost for local air, road and rail travel, if any, as a lump sum item;
- taxi costs for local transport demand peaks.

e) Cost for the Local Project Office shall be offered as monthly lump sums, consisting of

- office rent
- office operation cost (include cleaning, electricity, water, heating, air conditioning, insurance, telecommunication, international and local freight, etc. and all office consumables).

f) Production of Reports shall be offered as lump sum item per copy of a specific report covering costs for report production (including freight and local distribution) as specified in the TOR or in the Technical Proposal. The cost of progress photographs, whether specifically taken and used for the reports or not, are included in the relevant lump sum item as well.

g) Procurement of equipment: Procurement of all office and work equipment like vehicles (other than leased/rented or owned by the Tenderer), furniture, appliances, survey, measuring and test instruments etc., is not foreseen. In the Tenderer deems this necessary for the execution of the project, this is to be justified and can be included. After termination of his services, it will be handed over to the PEA/beneficiary taking into account normal wear and tear under the operational conditions of the project. The respective cost shall be included as lump sum item. No handling charges will be accepted.

Note: Procurement of goods and services for the project implementation through a disposition fund or otherwise has to be managed and controlled through inclusion of qualified and adequate staff in the team.

h) Miscellaneous costs include all expenses that might not be covered by the above categories. These costs should be expressed as lump sum items (preferably) otherwise they will be reimbursed in the currency as occurred upon presentation of documentary evidence. The following examples may fall under miscellaneous costs:

- additional services in accordance with Art. 2.02;
- acquisition of town maps, aerial photographs, satellite images;
- rental of project equipment (e.g. for geophysical surveys);
- topographical and soil surveys for sites and pipeline alignments;
- workshop/factory inspection cost;
- preparation and management of workshops and seminars;
- other budgets/provisional sums for various items, services or other expenses as already indicated in the model of statement of costs – if any.

Unless otherwise stated in the ⇒SCT (3.02) taxes have to be indicated separately in the Financial Proposal.

Unless otherwise stated in the ⇒SCT no other cost items except those stated above will be accepted in the Financial Proposal and considered for payment. If the Tenderer considers an important cost component not covered by the above instructions, he may ask permission to include such item. Such a request shall reach the PEA and KfW not later than three (3) weeks before the submission date. The result will be communicated as a circular letter to all Tenderers.

### **3 PAYMENT CONDITIONS**

#### **3.01 Currency**

All payments will be made in the currency (currencies) indicated in the ⇒SCT (3.01).

#### **3.02 Taxes and Duties**

Unless otherwise stated in the ⇒SCT (3.02) the Tenderer shall prepare his offer under the assumption that he and his foreign staff shall be exempted from all taxes, duties, levies and other charges as stipulated in the Standard Consulting Contract of KfW.

#### **3.03 Price Adaptation**

Unless otherwise indicated in the ⇒SCT (3.03) all unit and lump sum rates presented in the Financial Proposal, with the exception of reimbursables, shall be considered fixed for a period of two (2) years from the end of the validity period. For services beyond that date, price adjustment will be accepted applying the following escalation formula:

$$P_n = P_o * (0.15 + 0.85 * I_n / I_o)$$

$P_n$  = new revised price

$P_o$  = original price

$I_n$  = new index of the month the respective services are rendered

$I_o$  = original index of the month the validity expires

Price adjustment will be calculated using the index stipulated in the ⇒SCT.

#### **3.04 Terms of Payment**

The Tenderer shall assume for the preparation of his Financial Proposal that payments will be made in three installments, as described in ⇒SCT (3.04).

If the Tenderer requests changes in the disbursement schedule, he has to justify such a request adequately in his Proposal as an option. He may also make suitable and justified proposals for the conversion of reimbursable items to lump sums based on fixed rates. The final procedures and terms of payment will be defined during contract negotiations.

Unless otherwise stipulated in the Standard Consulting Contract or ⇒ SCT all invoices for interim and final payments including the corresponding report have to be approved by the PEA.

Special payment or invoicing conditions – if any – are indicated in the ⇒SCT.

#### **3.05 Guarantees**

Unless otherwise stated in the ⇒SCT neither a tender guarantee nor a performance guarantee is required.

## **4 ORGANISATION OF SERVICES**

### **4.01 Project Duration**

The duration of the project from commencement of services until presentation of the draft final report is indicated in the ⇒SCT (4.01). Approval periods for review and comments by PEA and KfW are indicated in the ⇒SCT. These are included in the project completion period.

### **4.02 Services Required**

The services must satisfy in all respects the requirements laid down in the Terms of Reference (TOR) given in Annex A which will be part of the Consulting Contract. The preparation of the Tenderer's proposal includes a critical verification of these services and, if necessary, their completion or modification according to the Tenderer's own assessment of the local situation and his professional experience in order to achieve the set project objectives. In this context, the local standards and laws will be respected.

### **4.03 Performance of Services**

The Consultant shall co-ordinate all his activities with the project co-ordinator designated by the PEA. All official communications to the PEA concerning the project are to be addressed simultaneously to KfW.

Unless stipulated otherwise in the ⇒SCT the Consultant will render his services in the project country. He will integrate the staff of the PEA and beneficiary organisation, the Agency for Protected Areas of Georgia (APA) and Lagodekhi Protected Areas (LPA) administration, as much as possible in his daily work in order to ensure a maximum of know-how transfer. In case services are to be performed outside the project country, the Tenderer shall submit detailed proposals in his technical offer.

### **4.04 Contribution of PEA**

The Tenderer will take into account in his financial proposal that the PEA, APA and LPA will

- provide the Tenderer with all the information, data, documents, documentation, etc. in his possession and necessary for the completion of his services, free of charge, for the duration of the project;
- ensure that the Tenderer has all the necessary permits to obtain further information (see above);
- support the Tenderer in obtaining all the necessary working permits, residence permits and import licences;
- provide other contributions as stipulated in the ⇒SCT (4.02).

## **5 TENDER EVALUATION**

### **5.01 General**

The selection of the Consulting firm for the execution of services will be made in accordance with the KfW's latest "Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries". The latest version of the KfW Guidelines can be downloaded from KfW's website [www.kfw.de](http://www.kfw.de).

### **5.02 Qualificaton documents**

Only the envelope with the Qualification Documents will be opened on the submission date. Technical Porposals and Financial Proposals will remain sealed until the qualification evaluation is completed. Each qualification document will be evaluated on a scale form 0 to 100 points, according to the criteria given in the ⇒SCT (5.01a). If there are minor omissions in relation to the requirements, points will be deducted. Omissions of required information (signed declaration of undertaking and financial data) and/or not fulfilling the financial capacity criteria may lead to the exclusion of the applicant.

### **5.03 Technical Proposal**

The envelopes with the Technical Proposals of those applicants whose Qualification Documents achieved a minimum of 70%, will be opened in the second evaluation stage. Financial Proposals will remain sealed until the technical evaluation is completed.

The quality of each technical proposal will be evaluated on a scale of 0 to 100 points, according to the criteria given in the ⇒SCT (5.01b), which will be examined in accordance with the requirements as indicated in the Terms of Reference.

If there are minor omissions in relation to the TOR points will be deducted. Omissions that restrict comparison with other bids, and disrespect of the proposed structure and content of the proposal may lead to the exclusion of the applicant.

### **5.04 Financial Proposal**

After evaluation of the Technical Proposal, the Financial Proposals of those Tenderers will be opened whose Technical Proposal achieved a minimum of 75%.

After correcting any arithmetical errors, the price quotations will be assessed using the total price (not including customs and excise duties, taxes, levies and other charges in the project country). Reimbursables can be adjusted for the purposes of the assessment or excluded from the assessment, if this is the only way to make price quotations comparable. Optional offers of services will only be included in the assessment of price quotations if all bidders were requested to submit such offers in accordance with the terms of the invitation to tender. Any items missing in individual offers but necessary will be added. This will be done on the basis of the highest price of the corresponding cost item of the other Tenderers.

If foreign and local currencies are accepted (see ⇒SCT) local costs will be converted to Euro at the exchange rate of the submission date and that total cost will be used for the financial evaluation.

### **5.05 Final Evaluation**

For the purpose of a combined evaluation the Technical Proposal of a Tenderer will be weighted 75% as follows:

$P_T = 75 \cdot T/T_o$ , with

$P_T$  = attributed score for Technical Proposal,

$T$  = Tenderer's score in the technical evaluation,

$T_o$  = highest 'technical' score of all Tenderers.

Unless otherwise stipulated in the ⇒SCT the Financial Proposal of a Tenderer will be weighted 25 % as follows:

$P_F = 25 * Co/C$ , with

$P_F$  = attributed score for the Financial Proposal (points),

$C$  = Tenderer's corrected price of the Financial Proposal,

$Co$  = lowest corrected Financial Proposal.

The total score of the Tender is

$P = P_F + P_T$ .

The Tenderer who submitted the proposal with the highest total score will be invited for contract negotiations. The negotiations will clarify the work and methods to be used and any necessary staffing schedule adjustments. Fees and unit prices for incidental costs and services that were to be offered on a lump-sum basis pursuant to the Conditions of Tender are, in principle, not subject to negotiation as they were already taken into account in assessing the Financial Proposal. If the negotiations with the Tenderer having the highest score will not be successful, negotiations with the Tenderer placed next will be undertaken until an agreement will be reached.

#### **5.06 Consulting Contract**

The Technical and Financial Proposals of the successful Tenderer will become part of the Contract to be concluded. PEA and KfW, however, reserve the right to negotiate and adapt those parts of the Tenderer's proposal which are considered inadequate with the requirements of the work. Minutes of negotiations will also become part of the Contract to be concluded.

After receipt of KfW's approval, the Contract with the selected Tenderer will come into force upon signing by the Tenderer and the PEA and achievement of effectiveness of the Project funding.

## **6 OTHER**

### **6.01 Unsuccessful Tenderers**

After the evaluation of the Qualification Documents the PEA will inform in writing those Tenderers that did not pass the qualification criteria. Their Technical Proposals and Financial Proposals will be returned unopened.

After evaluating the Technical Proposals the PEA will inform in writing those Tenderers that have not achieved the minimum required score. Their Financial Proposals will be returned unopened.

After the conclusion of the negotiations and receipt of KfW's consent to the negotiated Contract, the remaining Tenderers will be informed in writing by the PEA about the rejection of their proposals.

### **6.02 Cancellation of Tender**

The tender procedure may be cancelled, prior to awarding the Contract, without thereby incurring any liability to the Tenderers, and notwithstanding the stage in the procedures leading to the conclusion of the Contract, if

- there was no adequate competition;
- none of the bids for services achieved the required minimum number of points;
- fundamental technical or financial aspects on which the invitation to tender was based have changed significantly prior to award of the contract; or
- the price quotations are obviously and clearly excessive. In that case, the alternative is either to hold a new tender procedure, with or without prequalification, or to commence negotiations on the price with the bidder who came first.

In the event of cancellation of the Tender procedure, Tenderers shall be notified thereof by the PEA. Such Tenderers shall not be entitled to compensation.

### **6.03 Other conditions**

Other tender conditions or constraints, if any, are indicated in the ⇒SCT.

## 7 SPECIAL CONDITIONS OF TENDER (SCT)

SCT 1.00	Tender procedure: single-stage tender, international competitive bidding with post-qualification.
SCT 1.01	Name of Services and Tender: Consulting Services for Feasibility study and detailed planning and design of the Treetop Trail (TTT) in the Lagodekhi Protected Areas (LPA) in Georgia TJS Tender Nr. Nr. 2014.68610/2017.IT-01 (September 2017)
SCT 1.02	Project Executing Agency (PEA) is the: WWF Caucasus Programme Office
SCT 1.03	Address of the PEA: Transboundary Joint Secretariat WWF Caucasus Programme Office 11, M. Aleksidze Street 0193 Tbilisi Georgia
SCT 1.04	The language of the proposal and of all communication is English.
SCT 1.05	Deadline for receipt of Tenders is 13 November 2017, 17:00 Georgian time
SCT 1.06	Bid validity is 180 days.
SCT 1.07	Date of pre-bid meeting and common information visit for all tenderers will be on 12 <sup>th</sup> Oct-2017, at 11.00 a.m. Ge time in Lagodekhi PAs Administration. Adress: 197 Vashlovani St. Lagodekhi, Georgia
SCT 1.08	Requests for additional information shall be sent via e-mail to the following person and address: Ms. Lali Tevzadze, mail: <a href="mailto:lali.tevzadze@tjs-caucasus.org">lali.tevzadze@tjs-caucasus.org</a> Mr. Nino Narmania, mail: <a href="mailto:nino.narmania@tjs-caucasus.org">nino.narmania@tjs-caucasus.org</a> If necessary, the PEA will be involved and answer at the latest two (2) weeks before submission date.
SCT 2.01	Regional countries are: Armenia, Azerbaijan, Georgia (as well as GIS states, Eastern Europe and Balkans)
SCT 3.01	The currency of the proposal shall be EURO (EUR). Companies based in Georgia and/or requiring payment to an account in Georgia, will be paid in Georgian Lari, using the exchange rate of Pro-Credit Bank on the day of payment.
SCT 3.02	Consultants are advised to familiarise themselves with Georgian Tax regulations and include where necessary taxes for (national) personnel and other cost items in their calculations and prices.
SCT 3.03	"I" is the Index of the living costs in Germany as published by the German Federal Statistics Office (Statistisches Bundesamt).



	Price adjustment will be according to German Price index, and apply only for a possible subsequent contract (construction supervision ) and can be used for price adjustment after 2 years of final date of tender validity.		
SCT 3.04	<p>Payments will be done upon presentation of invoices according to the following schedule:</p> <p>Advance payment is not foreseen.</p> <p>1<sup>st</sup> installments (20% of total sum) after submission of the inception report and the accepted detailed work plan;</p> <p>2<sup>nd</sup> installment (60% of total sum) after submission of the draft Feasibility study and Detailed plan and design of the Tree Top Trail for the Lagodekhi PA,</p> <p>3<sup>rd</sup> installment (20% of total sum) after final corrections and acceptance feasibility study and detailed design of the Tree Top Trail for the Lagodekhi PA.</p>		
SCT 4.01	The project duration from the date of commencement of services is estimated at three (3.0) months.		
SCT 4.02	For meetings on-site the meeting room of Lagodekhi PAs administration centre, and for meetings in Tbilisi meeting rooms at WWF CauPO offices and/or at APA will be made available.		
GCT 5.01a	The qualification evaluation will be made, using the following criteria and maximum points (detailed evaluation matrix):		
<b>0</b>	<b>Qualification</b>	<b>Max pts</b>	<b>100</b>
General	Do the application documents meet the formal criteria, are they complete and are they specific to the project?	required	
<b>1.</b>	<b>General capacities and experience</b>		<b>30</b>
1.1	Organisational general company (/association) capacity (fields of work, staffing profile, technical equipment, certifications)	10	
1.2	Operating experience in transition, emerging or developing countries for international donors	10	
1.3	Experience in the region or country, preferably in the same sector	10	
<b>2.</b>	<b>Specific experience and suitability for this project</b>		<b>70</b>
2.1	Experience in similar projects: feasibility studies and design of tourism infrastructure and services in protected areas (project references)	45	
2.2	Staffing levels with specific experience for the requested services	15	
2.3	Key personnel permanently available to monitor and support the project team from the head office	10	
<b>TOTAL</b>	<b>Maximum</b>		<b>100</b>
	<b>Minimum of 70 points required</b>		

GCT 5.01b	The technical evaluation will be made using the following criteria and maximum points (detailed evaluation matrix):		
		<b>Max pts</b>	<b>100</b>
<b>1.</b>	<b>Concept and method</b>		<b>50</b>
1.1	Clarity and completeness of the technical proposal	3	
1.2	Critical analysis and understanding of the project objectives and the ToR	7	
1.3	Proposed concepts and methods	40	
1.3.1	Proposed conceptual and methodological approach	20	
1.3.2	Working programme (bar chart) showing duration of main tasks, interactions, and milestones	8	
1.3.3	Staff assignment matrix and staffing schedule	6	
1.3.4	Envisaged back-up services and quality control	3	
1.3.5	Organisation of work and logistics	3	
<b>2.</b>	<b>Qualifications of proposed staff</b>		<b>50</b>
2.1	Task Manager/team leader	20	
2.2	Technical Experts	25	
2.3	Staff for back-up services and quality control	5	
<b>TOTAL</b>	<b>(maximum)</b>		<b>100</b>
	<b>Minimum of 75 points required</b>		

## **Annex A - Terms of Reference (TOR)**

<b>Project Executing Agency (PEA):</b>	<b>WWF Caucasus Programme Office</b> <b>Consultants: AHT GROUP AG, REC Caucasus</b>
<b>Project:</b>	<b>Transboundary Joint Secretariat for the Southern Caucasus, phase III (TJS-III)</b> <b>Project Number: 2014.68610</b>
<b>Financed by</b>	<b>Financed by the German Ministry for Economic Cooperation and Development (BMZ) through KfW Development Bank</b>
<b>Client/beneficiary</b>	<b>Agency of Protected Areas of Georgia (APA)</b> <b>Lagodekhi Protected Areas (LPA) administration</b>
<b>Post / Contract Title:</b>	<b>Consulting Services for conducting the Feasibility study and the detailed planning and design of the TreeTop Trail (TTT) in the Lagodekhi Protected Areas (LPA) in Georgia</b>
<b>Contract type:</b>	<b>Consultant services</b>
<b>Period:</b>	<b>30<sup>th</sup> of November, 2017 – 3<sup>rd</sup> of March, 2018</b>
<b>Duty Station:</b>	<b>South Caucasus - Georgia, Lagodekhi</b>

### **1. Background of TJS-III**

The Ecoregional Nature Protection Programme (ENP) in the South Caucasus, financed by the German Ministry of Economic Cooperation and Development (BMZ) through KfW, has four components:

- 1) Support Programme for the Protected Areas (SPPA)
- 2) Caucasus Nature Fund (CNF)
- 3) Transboundary Joint Secretariat (TJS), and
- 4) Eco-Corridor Programme in the Southern Caucasus (ECPC/ECF)

The third phase of TJS (TJS III: July 2015 - June 2020) has the objective to further develop the Eco-Regional Conservation Plan (ECP) and to improve its implementation status in Armenia, Azerbaijan and Georgia. A side objective is to foster regional cooperation in the conservation sector in the South Caucasus and to contribute to conflict mitigation. TJS works in five output areas: (1) sector analysis, (2) socio-economic development, (3) ecotourism development and promotion, (4), updating the ECP, and (5), and managing a special operational fund (SOF) to finance activities with transboundary objective and impact.

The WWF Caucasus Programme Office (WWF CauPO) is the executive agency for TJS-III. In the first four years the AHT GROUP AG and REC Caucasus consortium provides consultant services to WWF CauPO.

### **2. Background of the Assignment**

Tourism in protected areas of Georgia implies sustainable touristic use of the natural resources that does not damage the ecosystem's integrity, but facilitates responsible travel to natural areas for experiencing the natural and cultural-ethnographic peculiarities; it should contribute to improve provides the economic conditions of the local population in harmony with protection of nature and natural resources, and where possible generate revenues for protected areas as well. According to WTO, "ecotourism" is tourism in which the main motivation of the tourists is the observation and appreciation of nature as well as the traditional cultures prevailing in natural areas; contains education and interpretational features; mainly using services of smaller local businesses, minimises negative impact on the natural and socio-cultural environment, and supports

maintenance of nature areas by: generating economic benefits for local communities and protected areas<sup>1</sup>.

Tourism development in protected areas of Georgia is in initial stages. Numbers of foreign and domestic visitors increase annually in 2-digit figures and there is a great need for increasing tourism management capacities, including tourism planning, adopting best practices, product development (for better and diverse visitor experiences), quality management, marketing and communication and services for visitors.

Some protected areas have more favourable potential to meet requirements of the visitors. Among them is Lagodekhi Protected Areas (LPA) in eastern Georgia on the southern slopes of the Great Caucasus, bordering to the Republic of Azerbaijan and Republic of Dagestan (Russian Federation). It was the first PA in the Caucasus, founded in 1912 after advocacy by Polish army officer and naturalist Ludwik Młokosiewicz. LPA includes a Nature Reserve (19,749 ha) and a Managed Reserve (4,702 ha). It is one of the world's best-preserved areas with a diversity of natural landscapes, pristine forests, streams and alpine meadows, hosting endogenous plants and wildlife, including East Caucasian tur, chamois, red deer, bear, wolf and lynx and Caucasian black grouse. The altitude ranges from 590 to 3500 m.

LPA is an important part of the Georgian protected areas system, as one of 14 strict nature reserves (IUCN Category Ia) and one of 18 managed reserves (IUCN Category IV). LPA is a part of the priority conservation corridor Khevi-Tusheti-Lagodekhi, as identified in the Ecoregion Conservation Plan for the Caucasus.

The LPA is one of the priority Protected Areas to be included in the regional ecotourism destination network that TJS is developing.

The Lagodekhi PA creates optimal conditions for understanding of nature through infrastructure development to provide education and recreation experiences to visitors. At present there are five tourist trails in the managed reserve of Lagodekhi Protected Areas, namely: Grouse waterfall, Ninoshkevi waterfall, Machi castle, Black Rock Lake and an education nature knowledge trail. The visitor centre has recently been renovated with support from CNF. New attractive touristic facilities and services would attract more visitors and allow them to have better nature experiences.

Georgia's new government is very interested in developing a TreeTop Trail in LPA and expressed its commitment to finance the construction cost in case APA provides the detailed plan and design. APA in its turn has officially asked TJS to finance the design of this Tree-Top –Trail. A Treetop Trail would offer a unique nature experience in the Caucasus and attract many visitors. Lagodekhi can be easily reached for a day-visit from Tbilisi, but a Treetop Trail would also attract travellers that cross the border from Azerbaijan to Georgia, people visiting Kakheti region for wine tourism, or visitors that stay longer in Lagodekhi and will hike one of the hiking trails.

A TreeTop Trail in Lagodekhi will allow services from which the PA can generate revenues and the larger number of visitors are expected also to bring economic benefit to local businesses. It can easily be included in future transboundary ecotourism products and add to the visitor experiences.

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<sup>1</sup> <http://sdt.unwto.org/en/content/eco-tourism-and-protected-areas>

### 3. Objectives and Purpose of the Assignment

The objective of the assignment is to conduct the feasibility study, develop the detailed plan and design and cost estimate for construction of a Tree Top Trail (TTT) in the Lagodekhi PAs (Lagodekhi, Georgia)<sup>2</sup>; the feasibility study will also include guidelines for services and estimates for visitor numbers, revenues, required operational and maintenance costs, and estimated contributions to the local economy. The design will use sustainable architectural principles and prepare detailed construction drawings, bills of quantities, construction cost estimates and the necessary documents for procurement of a construction company. The study and the design should adequately address the eco-educational and recreational elements.

The TTT should give the visitors an entertaining and educational experience of the tree and water eco-system of LPA. To this end the ecological features of LPA should be understood. In the LPA glacial alpine lakes and spring melt feed swelling mountain streams, which grow and rage down the gorges between narrow pine-clad slopes. Their rapid torrents cascade into impressive waterfalls, which are sometimes as high as 40 metres. The water ultimately reaches the lower zones, where it feeds the widening valleys with magnificent broad leaf forests. The TTT should be located at an accessible site in the lower valleys and give visitors an experience of the treetops and preferably also the streams, from a bird's perspective.

When conducting the feasibility study, aspects like: *tourism market analysis and target market segments, the best international practice and assessment of the TreeTop Trail in different parts of the world, risk assessment (including seismic risks), soil conditions, circumstance and infrastructure that influence on the tourism development in the area (hotels, guest hoses, small cafes, accessibility of LPA and the proposed TTT site, local population and etc. ), visitors' expectation and readiness to pay, how nature features of LPA can be included in the interpretation and visitor information, estimate of investment, operation and maintenance costs, required travel and logistics for visitors (including parking spaces), required human resources for operating and maintaining the TTT, etc.* should be considered.

When developing the detailed plan and design of the Tree Top Trail for the Lagodekhi PA, the respective drawings with bill of quantities, functional description of each element of the whole infrastructure with estimation of the operation costs needs to be reflected.

When working on the design the following will be taken into consideration :

- The design of the construction is sophisticated and harmonised with the local landscape and existing infrastructure and allows memorable experiences of the forest canopy;
- The structure allows access for disabled persons;
- Minimum impact on the environment and landscape change (during construction and operation);
- Sustainable architecture principles are applied;
- Only ecologically clean and environment friendly materials are used;
- Locally-obtained construction materials are prioritised;
- Minimal operational and maintenance cost;
- Efficient use of space;
- Local climate conditions and humidity are taken into consideration when selecting the building materials for the construction;
- Maximum safety of the construction.

The company will work in close collaboration with representatives of the TJS, WWF, Agency of Protected areas, Administration of the LPA and other relevant stakeholders.

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<sup>2</sup> Developed plan and design will be tendered for the selection of the constructing company.

#### 4. Implementation of the services

##### 4.1 Location: Georgia/Tbilisi and Lagodekhi

**Time Schedule: 30<sup>th</sup> of November, 2017 – 3<sup>rd</sup> of March, 2018**

##### 4.2 Tasks

The following list of tasks is indicative. Tenderers may modify this according to the proposed methodology for a successful feasibility study and design. The timing of tasks does not require sequencing as below, and some tasks can be conducted in parallel for effective and efficient implementation. The proposed tasks, scheduling and expected results/ outputs should be presented in the technical proposal.

Nr.	Task	expected result/output
1.	Brief visit to the LPAs, discussions with stakeholders and site visit to the selected potential sites for the TTT; document (in pictures, maps, drawings and GPS coordinates, as adequate) the existing situation in site.	Description and visual documentation of potential site(s) for TTT.
2.	Conduct an Inception workshop with the clients and the stakeholders.	Agreed scope of study and design, stakeholders that will be involved, contributions of different experts and stakeholders and time schedule.
3.	Develop the detailed work plan and compile in Inception report.	Inception report with detailed work plan is agreed with the PEA and client.
4.	Assess the potential locations for the TTT and make the final selection for the construction place in close collaboration with LPA management, APA and TJS. Develop different options and alternatives.	Potential locations for the construction are assessed and options and alternatives documented in concise concepts and sketches.
5.	Analyse the Tourism market and target market segments for the Lagodekhi TTT.	Lagodekhi area Market survey report is submitted.
6.	Desk review of the TTT in the world and elaborate different scenarios and setup options.	Overview of TTT examples, scenarios and design options are documented.
7.	Conduct Interviews with Stakeholders regarding the existing and potential visitors, their expectations and their opinion on the different alternatives.	Summary of expectations and opinions of visitors on different alternatives (supplement to market survey).
8.	Meet the stakeholders to discuss the alternatives, main findings of interviews, market analysis and select preferred scenario.	Meetings are conducted. Findings are discussed and agreed.
9.	Develop the concept of the agreed TTT scenario in LPA	Final concept of the agreed scenario.

Annex A

10.	Finalize the Feasibility study and submit the report; this also should include a chapter on possible environmental impact during construction and operation and possible mitigation measures that may be necessary.	Feasibility report is submitted.
11.	Develop the Design of the TTT in LPA, including any necessary engineering site assessments and detailed design.	Design is developed and properly documented and agreed with PEA and client.
12.	Detailed plan and design of the Tree Top Trail for the LPA, incl. the respective drawings with bill of quantities, functional description of each element and estimation of the operation costs.	Detailed plan and design of the Tree Top Trail for the LPA, incl. the respective drawings with bill of quantities, functional description of each element and estimation of the operation costs is submitted and agreed.
13.	According the Georgian legislation prepare the package of the documents for obtaining the construction permit ( <i>Obtaining the permit is not a Consultant's task</i> )	The Package of the document according the Georgian legislation is prepared

#### 4.3 Subsequent services commitment

After completion of the feasibility study and detailed design and completion of this contract, the TTT will be constructed through a separate construction contract. At that time it may be necessary that adjustments to detailed design will be made (referred to as copyright supervision), and also construction supervision is required.

The tenderers are asked to commit themselves to these subsequent copyright supervision and construction supervision services if these are required within the three years after finalizing the current contract. For these subsequent services a new contract will be made, which will use the same rates (with possible price adjustments, as indicated in the Conditions of Tender) and quantities as will be deemed necessary and agreed upon. This commitment will be discussed during contract negotiations and included in the services contract.

#### 5. Major outputs (and reports)

- Inception report, including detailed work plan;
- Lagodekhi area Market survey report;
- Report on the potential location of the construction;
- Report on the TTT in the world and on the best int. practice and alternative options for TTT (concise descriptions and sketch drawings);
- Stakeholders interview report and ;
- Concept paper of the TTT in LPA
- Report on Feasibility study for the construction and operation of the TTT in LPAs;
- Detailed plan and design of the Tree Top Trail for the Lagodekhi PA, incl. the respective drawings with bill of quantities, functional description of each element and estimation of the construction and operation costs.
- Package of the documents for obtaining the construction permit according the Georgian legislation

All reports and design outputs are to be submitted in printed and in electronic format. For the electronic formats the common software MS office suit software and common engineering/architectural design software formats are to be used; file formats to be indicated in

the technical proposal. Reports are to be in English and Georgian language. Construction permit documents in Georgian language.

## 6. Qualification requirements of Company / and Expert requirements

### 6.1 Company qualifications

- Company with at least 5 years of working experience;
- Experience in similar work and conducted similar projects (tourism infrastructure, infrastructure in Pas);
- Experience of the PA system and nature conservation;
- Experience of sustainable nature based tourism;
- Working experience with the national and international NGOs, bi-lateral and multi-lateral development agencies and projects, and with academic institutions;

### 6.2 Expert requirements

The Tenderer should propose a team of experts that have the qualifications and experiences for the tasks mentioned in 4.2 (above). One key expert, with adequate experience in leading feasibility studies and/or tourism infrastructure design, should be nominated as Task manager/ Team Leader. Others will be considered technical expert(s); one expert may combine different tasks, as long as this is plausible from qualification and working experience and the working and staffing schedule. Staff for backstopping and/or quality control staff should be included in the proposal.

Required technical expertise will be in the areas of:

- Expert(s) dealing with the feasibility study should have qualification in tourism, marketing, or related, and have relevant knowledge and experience with sustainable nature-based tourism and tourism business development.
- Expert(s) dealing with the design should have a qualification in architecture, engineering, or similar, and have relevant knowledge and experience with the design of infrastructure (buildings, engineering structures) in protected areas and/or protected landscapes.
- Experts should have good command of English in word and writing.

## 7. Attachments

- TJS-II Study Report on Assessing and Developing the Ecotourism Potential of the Protected Areas in Georgia (see study report); corresponding reports with Ecotourism Strategy for the Protected Areas of Georgia, Guidelines for Tourism Planning and Implementation and Imereti Caves Tourism Development Plan ([http://tjs-caucasus.org/?page\\_id=343#dritter-anker](http://tjs-caucasus.org/?page_id=343#dritter-anker)).
- TJS II promotion materials (Legends of Nature brochures and image films: <http://legendsofnature.org/>).

CONDITIONS	
Period of fulfilment	The service should be provided within <b>3 months</b> after signing the contract
Validity of Proposal	<b>180 days</b>
All laboratory and chemical tests must be conducted through internationally-certified laboratory.	



## Annex B - Presentation Format for Project Experience

Please complete a table using the format below to summarize the **major relevant projects related to this project** carried out in the course of the past **10** years by the legal entity or entities making this application. The number of references to be provided must not exceed **12** for the entire application.

Ref #	Project Title:							
Name of legal entity	Country	Overall project value (EUR)	Proportion carried out by legal entity (%)	No. of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of partners if any
Description of project						Type of services provided		

## Annex C - Presentation Format for Curricula Vitae

### **Proposed position in the project:**

The comprehensive Curricula Vitae of the definitely assigned personnel shall be presented in the form as shown below (EU-Format):

1.	Family name:	
2.	First names:	
3.	Date of birth:	
4.	Nationality:	
5.	Civil status:	

6. Education:

Institution	
Date: from (month/year) to (month/year)	
Degree(s) or Diploma(s) obtained	

7. Language skills, mark 1 (worst) to 5 (best) for competence; mother tongue first:

Language	Reading	Speaking	Writing

8. Membership of professional bodies:

9. Other skills:

10. Present position:

11. Years within the firm:

12. Key qualifications (relevant to the project):

13. Specific country experience:

Country	Date: from (month/year) to (month/year)

14. Professional experience record (projects):

Date: from - to (month/year)	
Location	
Company	
Position	
Description	

add more projects

...

15. Others (e.g. publications):

## Annex D - Presentation of Staff Characteristics

The following data have to be indicated for the key experts proposed for the different posts. They have to be backed unambiguously by details in the CV. In case of contradictions found during evaluation, details of the CV prevail. Tables may be adjusted according to the proposal and to the number of proposed key staff.

### Team leader

Criteria	Name	
Professional education related to project and post	degree(s)	
Professional experience, from first job after professional education	years	
Specific project-related experience. Similar project with similar tasks	N° of projects with > 1 year input	
Regional experience	countries	
Employment status with firm	years as employee	
In case of associate/retainer: accumulated years during short- or long-term assignments for the bidder	accumulated years	
Leadership experience (team leader, project manager)	N° of projects	

### Professional Long-term Key Staff

Criteria	Name	NN 1	NN 2	NN 3
	Post / function			
Professional education related to project and post	degree(s)			
Professional experience, from first job after professional education	Years			
Specific project-related experience (acc. to post). Similar project with similar tasks	N° of projects with > <b>six</b> months input			
Regional experience	countries			
Employment status with firm	years as employee			
In case of associate/retainer: Accumulated years during short- or long-term assignments for the bidder	accumulated years			

### Professional Short-term Key Staff

Criteria	Name	NN 1	NN 2	NN 3
	Post/Function			
Professional experience, from first job after professional education	years			
Specific project-related experience (acc. to post). Similar project with similar tasks.	N° of projects			
Experience in developing countries	countries			

### Home Office Support (Backstopping)

Criteria	Name	
Professional Experience	years	
Regional Experience	countries	
Management Experience	years	
Years with firm	years	

## Annex E - Declaration of Undertaking

We underscore the importance of a free, fair and competitive contracting procedure that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person, nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present tendering process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines<sup>3</sup>.

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff of their respective obligations and of their obligation to fulfil this declaration of undertaking and to obey the laws of the country of [●] (name of country).

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the Client and KfW if this situation occurs at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the Client and/or KfW, the Client shall be entitled to exclude us/the consortium or, if the contract is awarded to our company/the consortium, to immediately cancel such contract if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion from the tender procedure occurs after the Declaration of Undertaking has been issued.

.....  
(Place)

.....  
(Date)      (Name of company)

.....  
(Signature(s))

<sup>3</sup> See "Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries" and "Guidelines for Procurement of Goods, Works and associated Services in Financial Cooperation with Partner Countries"

## Annex F - Model for Financial Proposal – Cost Break-down

SUMMARY	Amount (EUR)
1. – Foreign personnel	
2. – Allowances for foreign staff	
3. – Local personnel	
<b>Sub-Total – Staff cost</b>	
4. - Local transport	
5. – Project office	
6. – Reports and documents	
7. – International travel cost	
<b>Sub-Total Logistics (transport, project office, reports and documents)</b>	
8. - Equipment cost	
9. - Miscellaneous cost	
<b>Total – Other cost</b>	
<b>Grand total</b>	

<b>1. Foreign personnel</b>	Unit	Quantity	Unit Rate (EUR)	Amount (EUR)
1.1 Team Leader	month	...		
1.2 NN	month	...		
1.3 ...	month	...		
1.4 ...	month	...		
<b>Sub-total Foreign personnel</b>				
<b>2. Allowance, accommodation, complementary travel cost for foreign personnel</b>				
2.1 Allowance & Accommodation - Long-term staff	Month	...		
2.2 Allowance & Accommodation - Short-term staff	Month	...		
<b>Sub-total Allowance and accommodation</b>				
<b>3. Local personnel (incl. allowances and accommodation)</b>				
3.1 NN	Month	...		
3.2 ...	Month	...		
3.2 ...	Month	...		
<b>Sub-total Local personnel</b>				
<b>4. Local transport</b>				
4.1 Vehicle lease/rent or use of own vehicles	Month	...		
4.2 Vehicle O&M incl. driver, assurance, repairs	Month	...		
4.3 Other local transport (short-term, peak)	Day	...		
4.4 Local flights	Flight	...		
<b>Sub-total Local transport</b>				
<b>5. Project office</b>				
5.1 Office rent	Month	...		
5.2 Office operation	Month	...		

<b>Sub-total Project office</b>				
<b>6. Reports and documents</b>				
6.1 ... (Type of reports/documents to be stated)	rep./doc.	...		
6.2 ...	...	...		
6.3 ...	...	...		
6. ...	...	...		
<b>Sub-total Reports and documents</b>				
<b>7. International travel</b>				
7.1 International return flights	Flight	...		
7.2 Complementary travel costs	Flight	...		
7.3 .... other international flights	Flight	...		
<b>Sub-Total Int. flights - Reimbursable</b>				
<b>8. Equipment</b>				
8.1 ..	...	...		
8... other. equip. to be handed over/consumed	...	...		
<b>Sub-Total Total Equipment</b>				
<b>9. Miscellaneous and optional items/services</b>				
9.1 ...	...	...		
9... other miscellaneous items/services	...			
9... miscellaneous budget / contingencies	...	...		
<b>Sub-Total Total Miscellaneous items/services</b>				



## Annex G - Model Advance Payment Guarantee

Address of guarantor bank: ...

.....  
.....  
.....

Address of beneficiary (client): ....

.....  
.....  
.....

On ..... you concluded with (name and full address)

.....  
.....  
..... ("Contractor") a Contract for  
..... (Project, object of the  
Contract) at a price of

.....

According to the provisions of the contract, the Contractor receives an advance  
payment in the amount of .....  
..... equalling ..... %  
of the contract value, as an advance payment.

We, the undersigned

..... (bank), waiv-  
ing all objections and defences under the aforementioned Contract, hereby irrevocably and  
independently guarantee to pay on your first written demand any amount advanced to the  
Contractor up to a total of

.....  
(in words .....)

against your written declaration that the Contractor has failed to perform the aforementioned  
Contract.

This guarantee shall come into force as soon as the advance payment has been credited  
to the account of the Contractor. This guarantee shall be automatically reduced pro rata in  
accordance with the payments performed.

In the event of any claim under this guarantee, payment shall be effected to KfW, Frankfurt  
am Main, BIC: KFWIDEFF, account IBAN: DE53 5002 0400 3800 0000 00, for account of  
(client/project executing agency/purchaser).

This guarantee shall expire not later than .....

by which date we must have received any claims by letter or coded telecommunication.

It is understood that you will return this guarantee to us on expiry or after settlement of the  
total amount to be claimed hereunder.

.....  
Place, date

.....  
Guarantor