



NRPB
NATIONAL RECOVERY
PROGRAM BUREAU

Service Contracts

HOW and WHAT

Willemstad, 5 June

Oranjestad, 7 June

Philipsburg, 11 June



NRPB
NATIONAL RECOVERY
PROGRAM BUREAU

Program

CONTENT

HOW:

- Selection Methods
- Request for Expression of Interest to Request for Proposals
- Tips

WHAT: Overview of Projects and Expected Tenders



HOW – Selection methods

- Quality Cost Based Selection (QCBS)
- Fixed Budget Based Selection (FBS)
- Least Cost Based Selection (LCS)
- Quality Based Selection (QBS)
- Consultant Qualification Based Selection (CQS)
- Direct Selection



PROCUREMENT IN INVESTMENT PROJECT FINANCING
Goods, Works, Non-Consulting and
Consulting Services

July 2016



Quality Cost Based Selection (QCBS)

Technical Proposal vs. Financial Proposal

Quality vs. Cost

Described in the Request for Proposals (RFP)

Details: Annex XII of the procurement regulations

Process

- Request for Expressions of Interest (REOI)
 - Experience of the consultant
- Shortlisting of candidates
- Request for Proposal to shortlisted consultants
- Selection, Negotiation, Contracting, Start



Least Cost Based Selection (LCS)

Technical Proposal vs. Financial Proposal

Minimum Requirements vs. Lowest Evaluated Cost

Described in the Request for Proposals (RFP)

Details: Annex XII of the procurement regulations

Process

- Request for Expressions of Interest (REOI)
 - Experience of the consultant
- Shortlisting of candidates
- Request for Proposal to shortlisted consultants
- Selection, Negotiation, Contracting, Start



Consultant Qualification Based Selection (CQS)

**Small Assignments or
Emergency**
Individual Consultants

Process

- Request for Expressions of Interest, based on Terms of Reference; Direct invitation and/or publication
- Best qualified consultant selected
- Negotiation, Contracting, Start



REOI

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

Sint Maarten
Emergency Debris Management Project
Grant No.: TF-A9261
Assignment Title: Contract Supervision, Environmental Monitoring and Support to Incident Management: Fire Suppression at the Great Salt Pond Island Waste Disposal and Temporary Debris Storage Sites
Reference No. AN-IRC-NRPB-107317-CS-QCBS

Corrigendum: Changes in BOLD RED

The Government of Sint Maarten has been allocated grant funds (the "Grant") from the Government of Netherlands, which are administered by the International Bank for Reconstruction and Development (IBRD) and executed by the National Recovery Program Bureau under the Ministry of General Affairs of the Government of Sint Maarten ("the Recipient"), and intends to apply part of the proceeds of this Grant towards payment of the contract for which Expressions of Interest are requested.

The Recipient now invites proposals to provide the following consulting services: Contract Supervision, Environmental Monitoring and Support to Incident Management for Fire Suppression at the Great Salt Pond Island Waste Disposal and Temporary Debris Storage Sites (hereinafter called "Services"). More details on the Services are provided in the Terms of Reference that can be received upon request at the address below.

The consulting services include:

- Task 1: Review and Provide Comments on the ESIA and ESMP for Fire Suppression
- Task 2: Review of Fire Suppression Plans
- Task 3: Occupational health and community air quality monitoring plan
- Task 4: Supervision of the Environmental and Social Management Plan (ESMP)
- Task 5: Supervision of Fire Suppression Works Contract
- Task 6: Support to Incident Command System
- Task 7: Training Program

Administrative Information

Describes tasks, required experience, contact information

Deadline!



RFP

- The RFP Standard Procurement Document
 - 3 parts, 9 sections**
 - Section 1: Request for Proposals (RFP) Letter**
 - Section 2: Instructions to Consultants and Data Sheet**
 - Section 3: Technical Proposal – Standard Forms**
 - Section 4: Financial Proposal – Standard Forms**
 - Section 5: Eligible Countries**
 - Section 6: Fraud and Corruption**
 - Section 7: Terms of Reference (TORs)**
 - Section 8: Standard Forms of Contract**
 - Section 9: Notification of Intention to Award and Beneficial Ownership Forms**

Most Important?



Section 2.E - Data Sheet

Section 2, Instructions to Consultants - Data Sheet

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(If the Client's country requires that contracts with local firms are signed in the national language only, add the following text:
National Consultants should submit Proposal in _____ [national] language in order to have the Contract signed (if awarded) in accordance with the requirements of [include reference to the national legislation/regulation/law].
(If RFP is issued in one language only use the following text:
Proposals shall be submitted in _____ [choice of the language as per Applicable Regulations] language.
All correspondence exchange shall be in _____ language.

10.1 The Proposal shall comprise the following:
For FULL TECHNICAL PROPOSAL (FTP):
1st Inner Envelope with the Technical Proposal:
(1) Power of Attorney to sign the Proposal
(2) TECH-1
(3) TECH-2
(4) TECH-3
(5) TECH-4
(6) TECH-5
(7) TECH-6
(8) TECH-7 Code of Conduct (ESHS) [Note to Client: include this for supervision of civil works contracts: The Consultant shall submit the Code of Conduct that will apply to the Consultant's Key Experts and Non-Key Experts, to ensure compliance with good Environmental, Social, Health and Safety (ESHS) practice. In addition, the Consultant shall submit an outline of how this Code of Conduct will be implemented. The successful Consultant shall be required to implement the agreed Code of Conduct upon contract award.]
OR
For SIMPLIFIED TECHNICAL PROPOSAL (STP):
1st Inner Envelope with the Technical Proposal:
(1) Power of Attorney to sign the Proposal
(2) TECH-1
(3) TECH-4
(4) TECH-5

Section 2, Instructions to Consultants - Data Sheet

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(5) TECH-6
(6) TECH-7 Code of Conduct (ESHS) [Note to Client: include this for supervision of civil works contracts: The Consultant shall submit the Code of Conduct that will apply to the Consultant's Key Experts and Non-Key Experts, to ensure compliance with good Environmental, Social, Health and Safety (ESHS) practice. The successful Consultant shall be required to implement the agreed Code of Conduct upon contract award.]
AND
2nd Inner Envelope with the Financial Proposal (if applicable):
(1) FIN-1
(2) FIN-2
(3) FIN-3
(4) FIN-4
(5) Statement of Undertaking (if required under Data Sheet 10.2 below)

10.2 Statement of Undertaking is required
Yes _____ or No _____
(If Yes, make sure to include paragraph (e) in Form TECH-1)

11.1 Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible
Yes _____ or No _____

12.1 Proposals must remain valid for [insert a number: normally between 30 and 120 days] days after the proposal submission deadline.

13.1 Clarifications may be requested no later than [insert number] days prior to the submission deadline.
The contact information for requesting clarifications is: _____
Facsimile: _____ E-mail: _____

14.1.1 Shortlisted Consultants may associate with
(a) non-shortlisted consultant(s): Yes _____ or No _____



Tips

- Ask for clarifications (contact details in RFP)
- Assign tasks within your company
- Meet the deadline
- Be complete
- Checklist



Section 3 - Checklist

Section 3. Technical Proposal – Standard Forms 43

Section 3. Technical Proposal – Standard Forms

(Notes to Consultant shown in brackets [] throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal, they should not appear on the Proposals to be submitted.)

CHECKLIST OF REQUIRED FORMS

Required for FTP or STP	FORM	DESCRIPTION	Page Limit
✓	TECH-1	Technical Proposal Submission Form.	
✓ If applicable	TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
✓ If applicable	Power of Attorney	No pre-set format form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members.	
✓	TECH-2	Consultant's Organization and Experience.	
✓	TECH-2A	A. Consultant's Organization	
✓	TECH-2B	B. Consultant's Experience	
✓	TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.	
✓	TECH-3A	A. On the Terms of Reference	
✓	TECH-3B	B. On the Counterpart Staff and Facilities	
✓	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
✓	TECH-5	Work Schedule and Planning for Deliverables	
✓	TECH-6	Team Composition, Key Experts' inputs, and attached Curriculum Vitae (CV)	
✓	TECH-7	Code of Conduct (ESHS)	

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.



Proposal

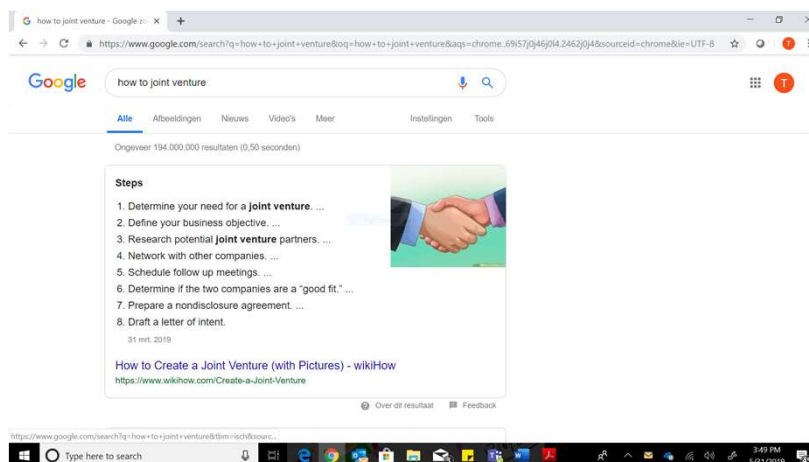
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Cooperate - JV

(m) “Joint Venture (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 Client for the performance of the Contract.

Look Online!





WHAT

Effective Projects

- Emergency Recovery Project 1 (ERP1)
- Emergency Debris Management Project (EDMP)
- Emergency Income Support and Training Project (EISTP)



ERP1

TITLE	METHOD	EXPECTED
Audit Services GEBE for Retroactive Financing	LSC	Q3 2019
Individual Consulting Services:	CQS	2019, ongoing
- Engineers		
- Financial Management		
- Procurement		
- Safeguards (environmental, social)		



EDMP

TITLE	METHOD	DATE
Environmental and Contract Supervision Shipwreck Removal	QCBS	Q2/Q3 2019
Various Environmental and Contract Supervision: - Debris Removal - Temporary Debris Storage and Reduction (TDSR) Facility	QCBS	Q3/Q4 2019
Individual Consultants: - Engineers - Project Managers - Various Technical Assistance; Debris Management Plan, Vector Control Policy	CQS	Ongoing



EISTP

TITLE	METHOD	Expected DATE
Audit Services	CQS	Q3 2019
Development Communication Strategy	QCBS	Q4 2019



OTHER - Expected

Throughout the Trust Fund

- Supervision contracts for works
- Technical Assistance in Developing Environmental and Social Safeguard Policies
- Design of Buildings and Infrastructure



Useful Links

- National Recovery Program Bureau:
<http://www.nrpbsxm.org>
- World Bank Sint Maarten:
<https://www.worldbank.org/en/country/sintmaarten>
- Public Documents Projects:
http://projects.worldbank.org/search?lang=en&searchTerm=&countrycode_exact= SX
- Procurement Guidelines and Standard Documents:
<http://projects-beta.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework#framework>
- FAQ on World Bank Guidelines:
<https://wbnpf.procurementinet.org/faqs>
- Debarred firms:
<http://worldbank.org/debarr>



QUESTIONS

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