

# GOVERNMENT OF THE INDEPEDENT STATE OF SAMOA



## REQUEST FOR PROPOSAL: LOW VALUE CONSULTANCY SERVICES

### PROCUREMENT OF A MEDICAL DOCTOR FOR TANUMALALA PRISONS

---

Issued on: **7 February 2022**

RFP No.: **MPPC 001/2022**

Procuring Entity: **Ministry of Police, Prisons and Corrections**

#### TABLE OF CONTENTS:

---

	<b>LETTER OF INVITATION</b>
<b>SECTION 01:</b>	<b>INSTRUCTIONS TO CONSULTANTS</b>
<b>SECTION 02:</b>	<b>TERMS OF REFERENCE</b>
<b>SECTION 03:</b>	<b>FORM OF PROPOSAL AND ATTACHMENTS</b>
<b>SECTION 04:</b>	<b>FORM OF CONTRACT AGREEMENT</b>



**MINISTRY OF POLICE, PRISONS & CORRECTIONS**

Samoa Police Headquarters  
PO Box 53  
Apia, SAMOA  
Tel: (685) 22 222. Fax: (685) 20 848

Samoa Prisons & Corrections  
PO Box 6102  
Tanumalala, SAMOA  
Tel: (685) 23516 Fax: (685) 23517

**LETTER OF INVITATION**

**REQUEST FOR PROPOSALS**

**Ref No: MPPC 001/2022**

7 February 2022

To: All interested Consultants

Dear Madam/Sir,

**Subject: PROCUREMENT OF A MEDICAL DOCTOR FOR TANUMALALA PRISONS**

1. The Ministry of Police, Prisons and Corrections ("procuring entity") invites all interested qualified consultants to submit your priced proposals for the delivery of the above-mentioned services.
2. Only proposals from eligible consultants as defined in paragraph 1 of *Section 1 – Instructions to Consultants* ("ITC") will be considered.
3. Proposals must be submitted by **11am on Monday, 28 February 2022**.
4. The procuring entity shall award the contract to the consultant whose proposal has been determined to be the lowest evaluated proposal in accordance with the evaluation criteria at paragraph 4 of *Section 1 – ITC*.
5. No proposal securing declaration or guarantee is required.
6. Please confirm whether or not you will submit a proposal by email to: [fetu.sakaria@police.gov.ws](mailto:fetu.sakaria@police.gov.ws) OR [suisami.tanielu@police.gov.ws](mailto:suisami.tanielu@police.gov.ws) quoting the above reference.

Yours faithfully

Leiatua Samuelu Afamasaga  
**ACTING COMMISSIONER OF POLICE, PRISONS AND CORRECTIONS SERVICE**

## SECTION 1: INSTRUCTIONS TO CONSULTANTS

### 1. Eligibility of the Consultant

A consultant must meet the following criteria to be eligible for an award of contract:

- The consultant shall not have a conflict of interest. All consultants found to have conflict of interest shall be disqualified. Consultants may be considered to have a conflict of interest with one or more parties in the bidding process if they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Request for Proposals (“RFP”); or that has been hired (or is proposed to be hired) by the procuring entity as Project Manager for the contract.
- The consultant must not be ineligible in accordance with ITC Clause 2 (Fraud and Corruption), at the date of contract award.
- A consultant that has been sanctioned by the Government in accordance with ITC Clause 2 shall be ineligible to be awarded a contract, or benefit from a Government-financed contract, financially or otherwise, during such period of time as the Government shall determine.
- The consultant (regardless of its country of registration and including any director, officer, manager or supervisor of the consultant) shall not within a period of three (3) years preceding the date of issuance of this RFP have been:
  - a) convicted of any criminal offence, whether in Samoa or elsewhere:
    - (i) relating to his or her professional conduct;
    - (ii) relating to the making of false statements or misrepresentations as to his or her qualifications to enter into a procurement contract;
    - (iii) involving dishonesty; or
    - (iv) under anti-corruption legislation; or
  - b) suspended or disbarred by administrative or judicial proceedings from participating in procurements, whether in Samoa or elsewhere; or
  - c) convicted of an offence involving dishonesty, obstruction of justice or a lack of honesty or business integrity; or
  - d) convicted for an offence involving corruption; or
  - e) convicted for engaging in anti-competitive practices, whether or not involving collusion; or

- f) deliberately neglectful or failed without good cause to perform a contract in accordance with its terms, if so serious in nature as to justify suspension or debarment.
- The consultant has received this invitation directly from the procuring entity.
- Consultants shall provide such evidence of their continued eligibility satisfactory to the procuring entity as the procuring entity shall reasonably request.
- The consultant shall not have any competitive advantage over competing consultants.
- The consultant may not sub-contract the whole of the services.
- Consultants may not associate with other consultants on the shortlist.

## **2. Fraud and Corruption**

All participants in the selection process as well as consultants and their sub-consultants must observe the highest standard of ethics during the selection and execution of contracts.

For the purposes of this section, the procuring entity:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice ” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) “fraudulent practice ” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- (iii) “collusive practices ” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) “coercive practices ”is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) “obstructive practice” means:
  - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Government investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from

disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(bb) acts intended to materially impede the exercise of the Government's inspection and audit rights.

(b) The procuring entity will:

- (i) reject a proposal for award if it determines that the consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (ii) cancel the portion of the funding appropriation allocated to a contract if it determines at any time that representatives of the procuring entity or of a beneficiary of the appropriation were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the procuring entity having taken timely and appropriate action satisfactory to the procuring entity to address such practices when they occur;
- (iii) sanction a consultant, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a Government financed contract if it at any time determines that the consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, a Government financed contract; and
- (iv) have the right to require that, in contracts financed by a Government appropriation, a provision be included requiring consultants to submit audited financial statements and the same to be certified by an independent auditor, and also to permit the Government to inspect their accounts and records and other documents relating to the submission of proposals and contract performance and to have them audited by auditors appointed by the Government.

A person who commits an offence relating to corrupt activities in Samoa shall:

- (a) be liable for conviction under the provisions of the laws of the Independent State of Samoa relating to corrupt activities in Samoa;
- (b) have their bid rejected if it is determined that the consultant is not in compliance with the laws of the Independent State of Samoa relating to corrupt activities in Samoa;

(c) risk other sanctions in accordance with the Procurement Suspensions and Debarments Procedure.

### 3. Documents comprising the Proposal

The proposal submitted by the consultant shall comprise of the following documents:

- Technical Proposal
  - Signed Letter of Proposal on your company headed paper (letterhead).
  - Signed Technical Response including Work Plan, Team Composition and Inputs and Curriculum Vitae (CV).
- Financial Proposal
  - Certified copy of the Signed Letter of Proposal
  - Signed FIN-2, FIN-3 and FIN-4

Interested consultants are also required to provide a *valid Business License* and relevant *Insurance Policy*.

### 4. Proposal and evaluation criteria

The consultant must quote for all the services specified. Any partial proposals shall be deemed non-responsive. This is a time based assignment.

The consultant may only submit one (1) quote. Any consultant who submits more than one quote will have their quotes rejected.

This RFP will be evaluated in accordance with the Quality and Cost Based Selection method of selection.

All Technical Proposals will be evaluated using the following criteria, sub-criteria, and point system:

	<u>Points</u>
(i) Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference	<b>40</b>
(ii) Key profession staff qualifications and competence for the assignment:	
a) Team Leader	<b>60</b>

The number of points to be assigned to the above position or discipline shall be determined considering the following three (3) sub-criteria and relevant percentage weights:

1) General Qualifications	<b>30%</b>
2) Adequacy for the assignment	<b>50%</b>
3) Experience in region and language	<b>20%</b>
<b>Total Weight:</b>	<b>100%</b>

**Total points for the two (2) criteria: 100**

The minimum technical score  $S_t$  required to pass is: **70 points**

Only the Financial Proposals of the proposals which pass the minimum technical score shall be opened.

**QCBS evaluation:** The lowest evaluated Financial Proposal (FM) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed using the following formula:

*$S_f = 100 \times FM / F$ , in which  $S_f$  is the financial score,  $FM$  is the lowest price and  $F$  the price of the proposal under consideration.*

Proposals will be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $T$  = the weight given to the Technical Proposal;  $P$  = the weight given to the Financial Proposal;  $T + P = 1$ ) indicated in the Data Sheet:  $S = S_t \times T\% + S_f \times P\%$ . The consultant achieving the highest combined technical and financial score will be awarded the contract.

**5. Proposed Prices**

Proposal prices must be quoted in Samoan Tala (SAT\$) using the Forms at Section 3 – Letter of Proposal. All custom duties, import and any other taxes or fees applicable for goods imported in to Samoa and VAGST should be quoted separately, where applicable.

Prices shall remain fixed and not subject to adjustment during the period of performance of the contract.

The consultant shall bear all costs associated with the preparation and submission of its proposal, and the procuring entity shall not be responsible or liable for those costs.

**6. Validity of Proposal**

Your proposal should be valid for a period of thirty (30) days from the deadline for submission.

**7. Language of the Proposal**

All documents relating to the proposal and contract shall be in the English language.

**8. Signing of the Proposal**

The original and copy of the proposal shall be typed, digitally entered or written in permanent ink and shall be signed and stamped by a person duly authorized to sign on behalf of the consultant.

Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the proposal.

## 9. Submission of Proposal

All proposals must be submitted in writing.

The Technical and Financial Proposals must be placed in separate envelopes and clearly marked with the RFP Number and “Technical Proposal” or “Financial Proposal”. The envelopes containing the Technical and Financial Proposals shall be placed together in one envelope (“outer envelope”) and sealed. This outer envelope shall bear the submission address, reference number and title of the RFP, and a note clearly marked stating: “Do Not Open, Except In Presence Of The Official Appointed, Before insert the time and date of the submission deadline indicated in ITC 10”

Consultants shall enclose the original and two (2) copies of the proposals duly marking the envelopes as “**ORIGINAL**” and “**COPY.**” These envelopes containing the original and the copies shall then be enclosed in one (1) single envelope. The inner and outer envelopes shall:

- (a) bear the name and address of the consultant;
- (b) be addressed to the procuring entity as follows;

Attention: *Fetu Sakaria*

Address: *Ministry of Police, Prisons and Corrections*

Floor-Room number: *Main Headquarters*

*Note: it is important to avoid delays or misplacement of proposals*

City: *Apia*

Samoa

- (c) bear the specific RFP Number; and
- (d) bear a warning not to open before the time and date for deadline for opening.

A consultant may modify or withdraw its proposal once submitted but only prior to the deadline for submission. The modified or withdrawal must be prepared as above, however, the outer envelope must also be marked ‘MODIFICATION’ or ‘WITHDRAWAL’.

## 10. Deadline of Submissions

The deadline for receipt of your proposal by the procuring entity is no later than **11am on Monday, 28 February 2022.**

There shall be no public opening of proposals. The Financial Proposals will not be opened until the technical evaluation has been completed.



## **11. Late Proposals**

The procuring entity shall not consider any proposal that arrives after the deadline for submission of proposals. All late proposals shall be declared late, rejected and returned to the consultant.

## **12. Confidentiality**

Information relating to the examination, evaluation, comparison, and post qualification of the proposals and recommendation of contract award, shall not be disclosed to the consultants or any other persons not officially concerned with the proposal process until the Contract Award has been formally made to the successful consultant.

Any effort by a consultant to influence the procuring entity in the examination, evaluation, comparison, and post qualification of the proposals or contract award decisions may result in the rejection of its proposal and may be subject to the provisions of the Government's antifraud and corruption policy.

Notwithstanding the above clause, from the time of proposal opening to the time of Contract Award, if any consultant wishes to contact the procuring entity on any matter related to the bidding process, it should do so in writing.

## **13. Procuring Entity's Right to Accept any Proposal and to Reject any or all Proposals:**

The procuring entity reserves the right to accept or reject any proposal, and to cancel the process of competition and reject all proposals, at any time prior to the award of the contract, without thereby incurring any liability to the affected consultant(s).

## **14. Notification of Award and Signing of Contract:**

Prior to the expiration of the period of proposal validity, the procuring entity shall notify all consultants, in writing, of the determination of the successful proposal.

The consultants may request a written debrief seeking explanations for the grounds on which their proposals were not selected.

The procuring entity shall simultaneously send the successful consultant the contract which shall be binding.

## **15. Clarifications or further information**

Any request for clarification or further information must be received three (3) days before proposal deadline. All requests must be in writing to the ACEO HR & Policy Fetu Sakaria ([fetu.sakaria@police.gov.ws](mailto:fetu.sakaria@police.gov.ws)) or the address provided at ITC Clause 9.

## **16. Right to complain**

The consultant has a right to complain in accordance with the Procurement Independent Complaints and Review Procedure (PICRP) (Section C.9 – Procurement Operating Manual).

A potential or actual consultant in procurement proceedings who claims to have suffered, or to be likely to suffer harm due to a breach of a duty imposed on a procuring entity by or under the Instructions, may complain to a procuring entity.

Such complaint must be made in writing -

- (a) within ten (10) days of when the consultant submitting it became aware of the circumstances giving rise to the complaint or when the consultant should have become aware of those circumstances, whichever is earlier; or
- (b) in any event within five (5) days of the date of notification of the proposed award of the contract.

The consultant should submit its complaint in accordance with the procedures to the address specified at ITC Clause 9.

A complaint shall not be entertained unless the complainant has identified the specific act or omission alleged to constitute a breach of duty on the part of the procuring entity.

## **SECTION 2: TERMS OF REFERENCE**

### **PROCUREMENT OF A MEDICAL DOCTOR FOR TANUMALALA PRISONS**

#### **Background**

The Government of Samoa through the procuring entity is mandated to ensure that those incarcerated by law in Government Prison facilities are provided with medical care when needed, and that they have access to adequate medical care to ensure that their fundamental human rights are adhered to. Medical examination for in-mates is a legal requirement under section 30 of the *Prisons and Corrections Act 2013*. In-mates include both prisoners and custodies, where majority are Samoan nationals. For clarity, this consultancy is required for in-mates at the Tanumalala Prison only, because of the high number of in-mates it currently holds. In-mates at the Vaiaata Prison in Savaii are accessible to the Tuasivi Hospital.

In light of the Covid19 global outbreak, prisoners and custodies are highly vulnerable to the same and other communicable diseases, due to the prison's confined living areas and spaces. The Tanumalala Prisons currently does not have necessary medical care and resources for prisoners and custodies thus the prison environment is unfortunately not conducive to nurturing and caring for the continuous increase in the number of prisoners and custodies, let alone the health of staff on site. The Tanumalala Prison currently holds approximately eighty three percent (83%) of in-mates housed in close proximity on a daily basis. As such, medical consultation of prisoners and custodies is of great significance so their health and wellbeing are continuously monitored by maintaining health checks for all prisoners and custodies.

Accordingly, the procuring entity seeks to recruit the professional services of a medical consultant to support its efforts in maintaining the health and wellbeing of the prisoners and custodies at Tanumalala. The procuring entity anticipates that this proposed consultancy will definitely reduce the risk of prisoners and custodies being critically ill as well as to reduce the temporary transfer of prisoners and custodies to the TTM Hospitable for medical consultation and examination. This will positively impact the costs of transportation to and from the Tanumalala Prison, utilized for these much needed services.

#### **Objective(s) of the Assignment**

Accordingly, the main objectives of the proposed consultant is to provide medical assistance to the procuring entity, in particular, the prisoners and custodies at Tanumalala Prisons. The successful candidate will be provided with office space and facility to support medical requirement at the Tanumalala vicinity to minimize costs of transporting inmates to the TTM Hospital on the days schedule in this Terms of Reference ("TOR") and most importantly, to ensure that medical assistance is always available for prisoners and custodies at Tanumalala, when needed.

#### **Scope of Consulting Services, Tasks and Expected Deliverables**

The consultant is expected to carry out the following duties and responsibilities:

1. A thorough diagnostic screening of inmates who are sick or have symptoms of being sick at the Tanumalala Prison;
2. Provide professional opinions on whether a prisoner or custody should be evacuated to a hospital or refer the patient to a specialist;

3. Diagnose injuries, disorders and diseases and prescribe and give treatment or recommend preventative actions;
4. Provide any other medical advice on protection and prevention for general awareness at the Tanumalala Prison;
5. Liaise with the Commissioner, Deputy Commissioner of the Prisons and Corrections Service or any other authorised staff, on any complicated medical cases affecting a prisoner (s) or custody (ies);
6. Provide the Commissioner with updated reports on the health status of prisoners and custodies on a fortnightly basis;
7. Perform all other duties and powers of a Visiting Medical Officer required under regulation 62 of the *Prisons and Corrections Regulations 2014*; and
8. Carry out any other duties directed by the Commissioner where necessary.

### **Team Composition & Selection Criteria**

1. *Composition:* The consultant recruited for this assignment should be highly knowledgeable in conducting general medical consultation and examination of patients.
2. *Selection criteria:* The consultant selection will be based on the following criteria:
  - (a) Must be a registered and licensed medical doctor and is a member of a recognized medical organization;
  - (b) Must have a minimum of three (3) years of working experience as a medical doctor;
  - (c) Must have demonstrable medical experience working in Samoa or within the Pacific region;
  - (d) Must possess a minimum Bachelor degree in Science / Biology / Medicine or any other similar qualifications from a recognized university or institution. Post-graduate degree is an advantage;
  - (e) Should have strong and up-to-date knowledge in conducting medical consultation and examination;
  - (f) Should demonstrate that he or she is capable of examining complex medical issues and producing practical and workable solutions that will benefit the patient;
  - (g) Must have the ability to work under pressure or under strict and unusual circumstances
  - (h) Must be willing to work in isolation (i.e. at Tanumalala Prison);
  - (i) Must possess the ability to communicate well – both in writing and orally – clearly in Samoan and plain English to a variety of prisoners and custodies; and
  - (j) Must possess excellent leadership, interpersonal and intercultural skills to work in, and manage, teams.

### **Reporting requirements**

The consultant is required to submit the following during the consultancy period:

1. In the first instance, the consultant will report to the Commissioner for this assignment, and will work closely with other counterparts listed in this TOR or as designated from time-to-time by the Commissioner. The consultant will also report to the Deputy Commissioner of Prisons and Corrections Service;
2. The consultant will be required to provide an *Inception Report* detailing how this TOR has been interpreted, the methods that will be used by the consultant in conducting its services, how it envisages to work with the procuring entity and other necessary stakeholders, and the schedule of services that will be undertaken; and

3. The consultant will be required to provide *updated Reports* on the health status of prisoners and custodies consulted on every fortnightly basis.

### **Procuring Entity's inputs and Counterpart personnel**

The following inputs and counterparts will be provided by the procuring entity to assist the consultant in the carriage of its duties:

1. Services, facilities and property to be made available to the consultant by the procuring entity:
  - (a) Office or work space at the Tanumalala Prison, which will be provided with strict security for the safety of the consultant;
  - (b) Desk and chair;
  - (c) Access to printer, photocopier and scanner; and
  - (d) Any other equipment or supplies required to properly complete the proposed assignment.
2. The main counterparts for the assignment and their contact details are listed below:
  - (a) Commissioner of Police, Prisons and Corrections Service;
  - (b) Deputy Commissioner – Prisons and Corrections Service ([samuelu.afamasaga@police.gov.ws](mailto:samuelu.afamasaga@police.gov.ws));
  - (c) ACEO Human Resource, Policy and Planning ([fetu.sakaria@police.gov.ws](mailto:fetu.sakaria@police.gov.ws));
  - (d) Director of Programs and Development Services – Prisons and Corrections Service ([motunuu.teofilo@police.gov.ws](mailto:motunuu.teofilo@police.gov.ws)); and
  - (e) Any other personnel to be allocated by the procuring entity to assist the consultant during the period of the proposed assignment.

### **Assignment commencement, Length and Locales**

The assignment will be carried out in Samoa (specifically at the Tanumalala Prison) for a period of twelve (12) months, on a **part-time basis**. The consultant will be required to work only once a week (on Wednesdays), for three (3) hours.

The assignment will commence on a date agreed to by the procuring entity and the successful consultant.

### **Payments**

Payments will be made on a fortnightly basis upon receipt of an invoice from the successful consultant. Invoices are to be supported by fortnightly update Reports on the health status of prisoners and custodies consulted during that period. Payment will be made once the Commissioner endorses the said Report.

### SECTION 3: LETTER OF PROPOSAL

*Insert Consultant's Letterhead*

*Insert date*

Ref No.: MPPC 001/2022

To: *insert name of procuring entity*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Request for Proposals, including Addenda issued in accordance with Instructions to Consultants (ITC);
- (b) We offer to supply, in conformity with the Request for Proposals, the following services: Procurement of a Medical Doctor for Tanumalala Prisons;
- (c) The total price of our proposal, excluding any discounts offered in item (d) below, but including all applicable taxes is: *amount of Samoan Tala in words, SAT\$ amount in figures*;
- (d) The discounts offered and the methodology for their application are: *insert offer*;
- (e) Our proposal shall be valid for a period of **thirty (30) days** from the date fixed for the proposal submission deadline in accordance with the Request for Proposals and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We, including any sub-consultants or consultants for any part of the contract, do not have any conflict of interest in accordance with ITC Clause 1 (Eligibility of the Consultant);
- (g) Our firm, its affiliates or subsidiaries (including any sub-consultants or consultants for any part of the contract), are not been declared ineligible procuring entity in accordance with ITC Clause 2 (Fraud and Corruption);
- (h) We hereby agree that in competing for (and, if the award is made to us, in executing) the contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in Samoa;
- (i) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the proposal process or execution of the contract:

Name of Recipient	Address	Reason	Amount
-------------------	---------	--------	--------

*If none has been paid or is to be paid, indicate "none."*

- (j) We understand that this proposal, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (k) We understand that you are not bound to accept the lowest responsive Proposal or any other Proposal that you may receive. We understand that the procuring entity may cancel a

procurement at any time prior to the acceptance of the successful Proposal or after the successful Proposal is accepted if:

- (i) the consultant presenting the proposal is suspended or debarred;
- (ii) the procurement is cancelled;
- (iii) the consultant presenting the successful Proposal is excluded on the grounds of corruption, unfair competition or conflict of interest; or
- (iv) the procurement, the Proposal or the consultant contravenes or is otherwise not compliant with the provisions of the laws of the Independent State of Samoa.

Name: *insert*

In the capacity of: *insert*

Signed: *insert*

Duly authorized to sign the proposal for and on behalf of:

Dated on \_\_\_\_\_ day of \_\_\_\_\_

## SECTION 3A: TECHNICAL RESPONSE FORM

<b>a.</b>	<b>Technical Approach, Methodology, and Organisation of the Consultant’s team</b>
	<p><i>Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team, if any.</i></p> <p><i><u>Please do not repeat/copy the TORs in here. Your response excluding the Work Plan, Staffing and CVs should not exceed five (5) A4 pages.</u></i></p>
<b>b.</b>	<b>Work Plan and Staffing</b>
	<p><i>Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the procuring entity), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A CV for each of the Experts proposed (if any) should be provided using the format below. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.</i></p>
<b>c.</b>	<b>Comments (on the TOR and on counterpart Staff and Facilities)</b>
	<p><i>Your suggestions should be concise and to the point and incorporated in your proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the procuring entity. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.</i></p>



### SECTION 3B: WORK PLAN

NO.	DELIVERABLES <sup>1</sup> (D-..)	MONTHS											
		1	2	3	4	5	6	7	8	9	....	n	TOTAL
D-1	<i>e.g., Deliverable #1: Report A</i>												
	<i>1) data collection</i>												
	<i>2) drafting</i>												
	<i>3) inception report</i>												
	<i>4) incorporating comments</i>												
	<i>5).....</i>												
	<i>6) delivery of final report to procuring entity</i>												
D-2	<i>e.g., Deliverable #2: .....</i>												
n													

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the procuring entity’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

### SECTION 3C: TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

NO.	NAME	EXPERT'S INPUT (IN PERSON/MONTH) PER EACH DELIVERABLE										TOTAL TIME INPUTS (IN MONTHS)			
		POSITION		D-1		D-2		D-3	.....	D-...			HOME	FIELD	TOTAL
<b>KEY EXPERTS</b>															
K-1	<i>e.g., Mr. John Smith</i>	<i>Team Leader</i>	<i>Home</i>	<i>2 month</i>		<i>1.0</i>	<i>1.0</i>								
			<i>Field</i>	<i>0.5 m</i>		<i>2.5</i>	<i>0</i>								
K-2															
n															
											<b>Subtotal</b>				
<b>NON-KEY EXPERTS</b>															
N-1			<i>Home</i>												
			<i>Field</i>												
N-2															
n															
											<b>Subtotal</b>				
											<b>Total</b>				

- 1 For Key Experts, the input should be indicated individually for the same positions as per the TOR.
  - 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
  - 3 “Home” means work in the office in the expert’s country of residence. “Field” work means work carried out in the procuring entity’s country or any other country outside the expert’s country of residence.
- Full time input  
 Part time input

### SECTION 3D: CURRICULUM VITAE (CV)

**PROPOSED POSITION:** *MEDICAL DOCTOR*

**NAME OF FIRM:** *INSERT NAME OF FIRM PROPOSING THE STAFF*

**NAME OF STAFF:** *INSERT FULL NAME*

**DATE OF BIRTH:** \_\_\_\_\_ **NATIONALITY:** \_\_\_\_\_

<b>EDUCATION:</b>		
<b>NAME OF INSTITUTIONS</b>	<b>QUALIFICATION OBTAINED</b>	<b>DATES OF OBTAINMENT</b>
<i>INDICATE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF STAFF MEMBER</i>		

**MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS:**

<b>OTHER TRAINING:</b>
<p>1. <i>INDICATE SIGNIFICANT TRAINING SINCE DEGREES UNDER EDUCATION WERE OBTAINED</i></p> <p>2.</p>

**COUNTRIES OF WORK EXPERIENCE:** *LIST COUNTRIES WHERE STAFF HAS WORKED IN THE LAST TEN YEARS*

**LANGUAGES** *LANGUAGE* *FOR EACH LANGUAGE INDICATE PROFICIENCY: GOOD, FAIR, OR POOR IN SPEAKING, READING, AND WRITING*

<b>EMPLOYMENT RECORD:</b>		
<i>FROM(YEAR) – TO(YEAR)</i>	<i>EMPLOYER</i>	<i>POSITION HELD</i>
<i>FROM(YEAR) – TO(YEAR)</i>	<i>EMPLOYER</i>	<i>POSITION HELD</i>
<b>DETAILED TASKS ASSIGNED</b>	<b>WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS ASSIGNED</b>	

<p>1. LIST ALL TASKS TO BE PERFORMED UNDER THIS ASSIGNMENT</p>	<p>AMONG THE ASSIGNMENTS IN WHICH THE STAFF HAVE BEEN INVOLVED, INDICATE THE FOLLOWING INFORMATION FOR THOSE ASSIGNMENTS THAT BEST ILLUSTRATE STAFF CAPABILITY TO HANDLE THE TASKS LISTED UNDER POINT 11.</p> <p>NAME OF ASSIGNMENT OR PROJECT:</p> <p>YEAR:</p> <p>LOCATION:</p> <p>CLIENT:</p> <p>MAIN PROJECT FEATURES:</p> <p>POSITIONS HELD:</p> <p>ACTIVITIES PERFORMED:</p>
<p>2.</p>	

**CERTIFICATION:**

I, THE UNDERSIGNED, CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS CV CORRECTLY DESCRIBES ME, MY QUALIFICATIONS, AND MY EXPERIENCE. I UNDERSTAND THAT ANY WILFUL MISSTATEMENT DESCRIBED IN THE CV MAY LEAD TO MY DISQUALIFICATION OR DISMISSAL, IF ENGAGED. I CERTIFY THAT I HAVE BEEN INFORMED BY THE FIRM THAT IT IS INCLUDING MY CV IN THE PROPOSAL FOR THE [NAME OF PROJECT AND CONTRACT]. I CONFIRM THAT I WILL BE AVAILABLE TO CARRY OUT THE ASSIGNMENT FOR WHICH MY CV HAS BEEN SUBMITTED IN ACCORDANCE WITH THE IMPLEMENTATION ARRANGEMENTS AND SCHEDULE SET OUT IN THE PROPOSAL.

*OR*

**NOTE: IF CV IS SIGNED BY THE FIRM'S AUTHORIZED REPRESENTATIVE AND THE WRITTEN AGREEMENT ATTACHED**

I, AS THE AUTHORIZED REPRESENTATIVE OF THE FIRM SUBMITTING THIS PROPOSAL FOR THE [NAME OF PROJECT AND CONTRACT], CERTIFY THAT I HAVE OBTAINED THE CONSENT OF THE NAMED EXPERT TO SUBMIT HIS/HER CV, AND THAT I HAVE OBTAINED A WRITTEN REPRESENTATION FROM THE EXPERT THAT S/HE WILL BE AVAILABLE TO CARRY OUT THE ASSIGNMENT IN ACCORDANCE WITH THE IMPLEMENTATION ARRANGEMENTS AND SCHEDULE SET OUT IN THE PROPOSAL.

---

DATE: DAY/MONTH/YEAR

SIGNATURE:

FULL NAME OF AUTHORISED REPRESENTATIVE:

## SECTION 4 – FINANCIAL PROPOSAL FORMS

**Form FIN-2: Summary of Costs**

ITEM	COST JMD
<b>COST OF THE FINANCIAL PROPOSAL</b>	
Including:	
(1) Remuneration	
(2) Reimbursable	
<b>Total Cost of the Financial Proposal:</b> <i>Note: this amount should match the amount in the Letter of Proposal</i>	
<b>INDIRECT LOCAL TAX ESTIMATES – to be discussed and finalized at the negotiations if the Contract is awarded</b>	
i. <i>Insert type of tax e.g., VAT or sales</i>	
ii. <i>e.g., income tax on non-resident</i>	
iii. <i>insert type of tax</i>	
<b>Total Estimate for Indirect Local Tax:</b>	

**Form FIN-3: Breakdown of Remuneration**

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the contract’s ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the consultant for possible additional services requested by the procuring entity. This Form shall not be used as a basis for payments under Lump-Sum contracts

<b>A. REMUNERATION</b>						
<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>	<b>PERSON-MONTH REMUNERATION RATE</b>	<b>TIME INPUT IN PERSON/MONTH</b>	<b>COST JMD</b>	
<b>KEY EXPERTS</b>						
K-1			<i>Home</i>			
			<i>Field</i>			
K-2						
<i>n</i>						
<b>NON-KEY EXPERTS</b>						
N-1			<i>Home</i>			
			<i>Field</i>			
N-2						
<i>n</i>						
<b>Total Costs</b>						

**Form FIN-4: Breakdown of Reimbursable Expenses**

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the consultant for possible additional services requested by the procuring entity. This form shall not be used as a basis for payments under Lump-Sum contracts

<b>B. REIMBURSABLE EXPENSES</b>					
<b>NO.</b>	<b>TYPE OF REIMBURSABLE EXPENSES</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>QUANTITY</b>	<b>COST JMD</b>
	<i>e.g., Per diem</i>	Day			
	<i>e.g., International flights</i>	Ticket			
	<i>e.g., In/out airport transportation</i>	Trip			
	<i>e.g., Communication costs between Insert place and Insert place</i>				
	<i>e.g., reproduction of</i>				
	<i>e.g., Office rent</i>				
	.....				
	<i>Training of the procuring entity's personnel – if required in TOR</i>				
<b>Total Costs</b>					

## **SECTION 4: FORM OF CONTRACT AGREEMENT**

*(refer attached draft Time-based Contract)*