



REQUEST FOR EXPRESSIONS OF INTEREST

Date: 17th December 2008

Dear Sir/Madam,

Expression of Interest for the following Civil Works in Ikaram, Ondo State

- **Rehabilitation of (19) Faulty Water Points;**
- **Improvement of Farm Roads;**
- **Construction of (27) Semi – Detached Ventilated Improved (VIP) toilets (For male and females) in Ikaram/Ibaram MVP Ondo State.**

The United Nations Development Programme in its move towards actualizing the MDG's programme under Activities 3.13; 7.5 and 9.2 respectively, for the year 2008 Budget, intends to carry out; Rehabilitation of (19) faulty water points; Improvement of (88km) farm roads; Construction of (27) semi – detached ventilated improved toilets (For male and females) in Ikaram/Ibaram MVP Ondo State. We therefore invite eligible Vendors to indicate their interest in providing their (technical, managerial and direct labour personnel) services to accomplish any of, some of, or all the above Civil Works.

Interested Vendors are to provide information indicating that they are qualified to perform the services. Such information shall be packaged in a brochure to include the following documents:

- a.) Evidence of registration with Corporate Affairs Commission
- b.) Evidence of payment of tax for the last three (3) years as and at when due.
- c.) Comprehensive company profile including registered address, functional contact email address, GSM phone number(s), facsimile number(s)
- d.) Verifiable evidence of similar (Rural Infrastructural Development and Community Based) projects successfully executed in the past.
- e.) Verifiable evidence of previous experience in UNDP (or other related Organization/ Donor Agencies) procurements.
- f.) Verifiable evidence of relevant equipment (either owned or leased by the Vendor) being proposed for the assignment(s).
- g.) References letter from bank(s) stating financial ability to carry out such project(s).
- h.) Current company's audited statement of accounts.
- i.) Availability of appropriate skills among Staff.

2. To enable you to submit a responsive EOI, please find enclosed:

- (i) Information to Vendors..... (Annex I)
- (ii) Format for Preparing Technical Proposal..... (Annex II)
- (iii) Data Sheet..... (Annex III)

Any additional information (on request) would be provided expeditiously. But such information will not be considered a reason for extending the submission date.

Expression of Interest should be delivered in the UNDP Bid box at the security gate of the address below on or before **Monday, 29th December 2008.**

**The Service Centre Manager
UNDP NIGERIA
UN House, Plot 617 / 618 Diplomatic Zone
Central Area District ,P.M.B 2851 Garki, Abuja**

Information to Vendors

A **PREAMBLE**

1. The United Nations invites interested and reputable vendors with suitable equipment and relevant experience to indicate their Interest to carry out Rehabilitation of (19) faulty water points; Improvement of (88km) farm roads; Construction of (27) semi – detached ventilated improved toilets (For male and females) in Ikaram/Ibaram MVP Ondo State..
2. The Vendors are therefore expected to provide information indicating that they are qualified to perform the required (technical, managerial and direct labour personnel) **services** to accomplish any of, some of, or all the aforementioned Civil Works as specified in the attached **Data Sheets** and **Format for Preparing Technical Proposal**.
3. The Contractors must familiarize themselves with Local considerations and take them into account in preparing their EOI.
- 4.. **Please note that:**
 - 4.1 The cost of preparing the EOI documents including obtaining information from the client, are not reimbursable as a direct cost of the assignment. The Vendor shall bear all costs associated with the preparation and submission of the EOI, the UNDP (Client) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
 - 5.2 The UNDP is not bound to accept any of the solicitations submitted.
 - 5.3 The UN policy requires that Vendors provide professional, objective and impartial services and at all times hold the client, interest paramount and strictly avoid conflicts with other assignments or their own corporate interests. Vendors shall not be hired for any assignment that would be in conflict with their prior or current obligations to their clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the client.
 - 5.2.1 Without limitation on the generality of this rule, Vendors shall not be hired under the circumstances set forth below:-
 - (i) A firm which has been engaged by the client to provide goods or works for a project and any of their affiliates shall be disqualified from providing consultant services for the same project. Conversely, firms hired to provide consulting services for the preparation or implementation of a project and any other affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services for the same project.)
 - (ii) Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.
 - 5.2.2 Any previous or ongoing participation in relation to the assignment by the firm, its professional staff, or its affiliates or associates under a contract with the UN may result in rejection of the EOI. Contractors should clarify their situation in that respect with the client before preparing the EOI.

5.3 It is the UNDP’s policy is to require that vendors under UN-financed contracts observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the UNDP:-

- (a) defines, for the purpose of this provision, the terms set forth below as follows:-**
 - (i) “Corrupt Practices”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution, and;
 - (ii) “Fraudulent Practice”** means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of beneficiaries and includes collusive practices among Offeror/vendor (Prior to or after submission of proposals) designed to establish prices at artificial, noncompetitive levels and to deprive other prospective/more qualified vendors with sincerity of purpose of the benefits of free and open competition.
- (b)** The UN will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question.
- (c)** The UN will declare a firm ineligible, either indefinitely or for a stated period of time to be awarded a UN-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a UN-financed contract.

B CLARIFICATION AND AMENDMENTS OF EOI DOCUMENTS

6.1 Contents of EOI documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to adhere to the EOI corresponding instructions, forms, terms and specifications contained in the EOI Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

6.2. Clarification of Solicitation Documents

A prospective Offeror requiring any clarification of the EOI Documents may notify the procuring UNDP entity in writing at the organization’s mailing address or fax number indicated in the EOI. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives- earlier than one week prior to the deadline for the submission of Proposals. Written copies of the organization’s response (including an explanation of the query but without identifying the source of inquiry) will be sent; to all prospective that has received the EOI Documents.

6.3. Amendment of Solicitation Documents

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation/EOI documents by amendment.

All prospective Offeror that have received the Solicitation/EOI Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offeror reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

C PREPARATION OF EOI

7. Consultants are requested to submit EOI written in the language(s) specified below:

7.1 Language of the proposal

The Solicitation document prepared by the Offeror and all correspondence and documents relating to the EOI exchanged by the Offeror and the procuring UNDP entity shall be written in English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

8. Documents comprising the EOI

The Document shall comprise the following components:

8.1 Technical Information

(a) In preparing the Document, Vendors are expected to examine the documents constituting this EOI in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

(b) While preparing the EOI, Vendors must give particular attention to the followings:

- (i) The Vendors are encouraged to seek the participation of local artisans by employing their services for some of the assignments.
- (ii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.
- (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in the country of the assignment.
- (v) Alternative professional staff shall not be proposed, and only one curriculum vita (CV) may be submitted for each position.
- (vi) Report to be issued by the consultants as part of this assignment must be in the language(s) specified in the C.7.1. It is desirable that the firm's personnel have a working knowledge of the Client's national language.

Annex II

Format for Preparing the EOI Solicitation Document

The EOI shall provide the following information using the attached Standard Formats:

(A) COMPANY/FIRM'S PROFILE:

A brief description of the firm's organization, to be accompanied with the following documents:

- (i) Evidence of incorporation/registration with Corporate Affairs Commission.
- (ii) Evidence of payment of tax for the last three (3) years as and at when due.
- (iii) Comprehensive company profile including registered address, functional contact e - mail address, GSM phone number(s), and facsimile number
- (iv) References letter from bank(s) stating financial ability to carry out such Project(s)
- (v) Current company's audited statement of accounts.

(B) SPECIFIC EXPERIENCE OF THE TENDERER RELATED TO THE ASSIGNMENT(S):

Outline of recent experience on assignments of similar nature **(Form B.1)**. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement, to be accompanied with (attached) evidence.

(C) VERIFIABLE EVIDENCE OF RELEVANT EQUIPMENT FOR CARRYING OUT THE ASSIGNMENT(S).

Outline of relevant equipment (either owned or leased by the Vendor being proposed for the assignment(s)). **(Form C.1)**. For each equipment, the outline should indicate, *inter alia*, its make, model and age; Vendor must indicate whether the equipment is owned by the company or leased. Such claims should be accompanied with (attached) evidence.

Please note that the Purchaser (UNDP) may pay un scheduled visits to short listed Contractors for the verification of claims made by them before approvals/award of Contracts

(D) QUALIFICATION AND COMPETENCE OF KEY STAFF FOR THE ASSIGNMENT

Technical qualification and experience of Key Personnel, with project to be accompanied with CVs recently signed by the proposed professional staff (Key Personnel) and the authorized representative submitting the proposal **(Form D.1)**.

Key information should include number of years worked for the firm/entity and degree of responsibility held in various assignments during the least five (5) years

(One (1) out of the staff being proposed must have the Cognate Experience/Qualifications pertinent to the assignment for which the EOI is being prepared.

(E) Recommendations bordering on Operation and Maintenance of the infrastructures.

Prospective Vendors should submit detailed but simple Operation and Maintenance (O & M) guidelines and Manuals for the management of the Infrastructures and Services being supported under the MVP for and in conjunction with the relevant responsible O & M agencies (Local Government, WATSAN and the State Ministries etc).

Technical Proposal – Standard Forms

**B.1 Relevant Service Carried Out in the Last Five Years
That Best Illustrate Qualifications**

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by your Firm:
Name of Client:		Number of Staff:
Address:		Number of Staff Months:
Start date: (Month/Year)	Completion Date: (Month/Year):	Approx. Contract Sum: (in current US\$)
Name of Associated consultant(s) if any:		No. of Months of Professional Staff Provided by Associated consultants:
Name of Key Personnel (Project Director/Contract Manager) involved and function		
Narrative description of Project:		
Description of actual Services provided by your Staff:		

Firm's Name: _____

LIST OF EQUIPMENT OWNED BY THE COMPANY

S/N	EQUIPMENT	WETHER OWNED/LEASED	MAKE	MODEL	AGE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

D.1 FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

(Give an outline of staff member's experience and training most pertinent to tasks in assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.)

Education: *(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degree obtained. Use about one quarter of a page.)*

Employment Record:

(Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last years, also give types of activities performed and client references, where appropriate

Language: *(For each language indicate proficiency: excellent, good fair, or poor in speaking reading, and writing.)*

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.

Date: _____

(Signature of staff member and authorized representative of the firm)

Day/Monthly/year

Full name of staff member: _____

Full name of authorized representative: _____

Annex III

Appendix to Information to consultants

The EOI shall not include any financial information.

1. Format and signing of proposals

The Offeror's submission shall contain one original proposal, clearly marked "Original", and three copies, clearly marked "Copy". In the event of any discrepancy between them, the original shall govern.

The original and copies of the EOI shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the Contract. The latter of authorization shall be indicated by written power-of-attorney accompanying the document.

A Solicitation Document shall contain no interlineations, erasures or overwriting, except as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the EOI.

2. Submission of EOI document

Sealing and marking of document

The Offeror shall seal the EOI in one envelope, as detailed below. The envelope shall be addressed to:

**The Service Centre Manager
UNDP NIGERIA
UN House
Plot 617 / 618 Diplomatic Zone
Central Area District
P.M.B 2851 Garki, Abuja**

And shall be marked with:

**EOI for Civil Works in respect of:In Ikaram/Ibaram
MVP.(Pick any of/ some of/all of the following proposed projects):-**

- **Rehabilitation of (19) Faulty Water Points;**
- **Improvement of (88km) Farm Roads;**
- **Construction of (27) Semi – Detached Ventilated Improved (VIP) Toilets (For male and females)**

3. Deadline for submission of proposals

Proposals must be received by the procuring UNDP entity at the address specified under clause **III. 2** properly sealed/marked later than day/hour, local time specified in the advertisement.

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause

6.3 (Amendments of RFP Documents), in which case all rights and obligations of the procuring UNDP entity and Offeror previously subject to the deadline will thereafter be subject to the deadline as extended.

4. Late Proposal

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause on “Deadline for the submission of proposals”, will be rejected.

5. Opening and Evaluation of Proposals

The procuring entity will open the Solicitation Document in the presence of a Committee formed by the Head of the procuring UNDP entity. The opening will be after the deadline for submission of the proposal to the UN House, Plot '617 / 618 Diplomatic Zone, Central Area District, ~ Garki, Abuja.

6. An authorized representative of the firm shall initial all pages of the EOI document. The representative's authorization is confirmed by a written power of attorney accompanying the proposal.

7. For this Solicitation Document, Vendors shall prepare three (3) copies to be marked "**ORIGINAL**" or "**Copy**" as appropriate. If there are any discrepancies between the original and the remaining (2) copies of the proposal, the original governs.

9. The original and (2) copies of the EOI shall be placed in a sealed envelope This outer envelope shall bear the submission address and other information indicated in annexure II and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.**"

10. Clarification of documents

To assist in the examination, evaluation and comparison of EOI, UNDP may at its discretion, ask the Offeror for clarification of its document. The request for clarification and the response shall be in writing and no change in substance of the Proposal shall be sought, offered or permitted.

11. After the deadline for submission of the EOI, the document shall be opened immediately by the evaluation committee.

12. Preliminary examination

The Purchaser will examine the Solicitation document to determine whether they are complete, whether the documents have been properly signed, and whether they are generally in order.

The UNDP will determine the substantial responsiveness of each EOI. The Purchaser's determination of an EOI's responsiveness is based on the contents of the document itself without recourse to extrinsic evidence.

An EOI determined as not substantially responsive will be rejected by UNDP and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

13 Evaluation and comparison of proposals

A one-stage cumulative analysis procedure is utilized in evaluating the EOI,

Further Correspondences/Transactions shall only be extended with submissions that passed

the minimum Score of 70% of the obtainable Score of 100 points in the evaluation of the EOI.

13.1 The EOI is evaluated on the basis of its responsiveness to the dictates of annexure II

“Format for Preparing the EOI solicitation document” each responsive proposal shall be given a **technical score (St)** based on the following criteria:-

(A)COMPANY/FIRM’S PROFILE:

25 points

- | | |
|---|---|
| (i) A brief description of the firm’s organization | 7 |
| (ii) Evidence of incorporation/registration with Corporate Affairs Commission. | 5 |
| (iii) Evidence of Tax Clearance Certificate for the last three years as
and at when due. | 5 |
| (iv) References letter from bank(s) stating financial ability to carry out such
Project(s) | 4 |
| (v) Current company’s audited statement of accounts. | 4 |

(B) Specific experience of the consultants related to the assignment

25points

- | | |
|---|----|
| (i) Previous experience with assignments of similar nature | 10 |
| (ii) Previous Experience with Community Based Projects | 5 |
| (iii) Previous experience with UNDP (or other related
Organization/ donor Agencies) Projects | 10 |

(D) Qualification and Competence of Key Staff for the Assignment

25 points

- | | |
|---|----|
| (i) Team Leader | 10 |
| (ii) Professional with Cognate Experience | 15 |

**(iv) Adequacy of the EOI in responding to theproposal on Operation
and Maintenance of the infrastructures**

25 points

- | | |
|--|----|
| i) Knowledge of the MVP/UNDP concept for the management of its
Infrastructures and Services | 20 |
| (ii) Adequacy of Transfer of Knowledge | 5 |

DATA SHEET

14. The name of the Client is United Nation Development Project (UNDP)

15. Technical and Financial Proposal are requested: **No**

16 Only a submission of Expression of Interest (EOI) for the projects is being requested for: **Yes**

The assignment is: **Rehabilitation of (19) Faulty Water Points; Improvement of (88 km) Farm Roads; Construction of (27) Semi – Detached Ventilated Improved (VIP) toilets (For male and females) in Ikaram/Ibaram MVP Ondo State.**

The objective of the assignment is to ensure the provision of (technical, managerial and direct labour personnel) services to accomplish any of, some of, or all the above Civil Works in a manner that:-

- (i) Recognizes that the ultimate clients for the works is the beneficial communities and their satisfaction with design and implementation process is an indicator of project performance;
- (ii) Minimizes disruption to the communities and proactively encourages cooperation amongst all parties to facilitate resolution of on-site conflicts, and enhance beneficial satisfaction with the works;
- (iii) Ensures effective application of adequate safety codes both on-site and off-site during construction, from both the perspectives of human safety and health, as well as from the perspective of environmental hazards, pollution controls, environmental degradation; and
- (iv) Ensures timely implementation and completion of works in accordance with appropriate design standards and specifications.

17. The Scope of Works

The scope of Works shall include but not limited to the followings:-

(i) **Rehabilitation of (19) Faulty Water Points:**

Preamble

It is expected that nineteen (19) Non Functional Water points {(13) boreholes, fitted with India Mark III hand pumps and (2) Solar powered boreholes complete with Limited Headworks and Reticulations, (1) Motorized Industrial Borehole and (3) Uncompleted Water points be repaired by December, 2008 as part of the Millennium Villages Project for provision of portable water supply to the rural communities in Ikaram-Ibaram cluster.

The present call for an **EOI** is related to the Casing, borehole Development, Pumping test and the Water Quality Testing, installation of pump and reticulation (where necessary) and other construction works. The site locations for the projects are as shown:

NON-FUNCTIONAL BUT SERVICEABLE BOREHOLES.

S/NO	WATER POINT	TYPE	NAME OF PROMOTER	LOCATION
1	ERS-AG2	MPBH	FGN	AGA ERUSU
2	ERS-OKSN5	MPBH	EU-MPP6	OKESAN ERUSU
3	ERS – OKG11	MPBH	P.T.F PROJECT	OKEGA ERUSU
4	ERS – OKG12	MPBH	UNICEF	OKEGA ERUSU
5	ERS—AM13	N.C.	FGN	AMO,ERUSU
6	ERS – AM15	SLPBH	STATE GOVERNMENT	AMO ERUSU
7	AYT 30	MPBH	UNICEF	AIYETEJU IKARAM
8	IYT 31	MPBH	P.T.F PROJECT	IYOTU IKARAM
9	IYT 35	SLPBH	STATE GOVERNMENT	IYOTU IKARAM
10	OYG36	MPBH	PRIVATE	OYAGI,IKARAM
11	IYK42	N.C	FGN	IYOKE,IKARAM
12	IYK43	N.C	STATE GOVERNMENT	IYOKE,IKARAM
13	AJW –OR52	MPBH	UNICEF	ORA AJOWA
14	AJW-URO 55	MPBH	FGN	URO AJOWA
15	AJW-URO 56	MPBH	UNICEF	KOLADE URO
16	AJW – 11D59	MBH	FGN	ILUDOTUN AJOWA
17	AJW – OJO63	MPBH	FGN	AYETEJU OJO AJOWA
18	AJW OJO 65	MPBH	COMMUNITY	OJO OKE AJOWA.
19	AJW – EFF67	MPBH	STATE GOVERNMENT	EFIFA AJOWA

(ii) Improvement of (88km) Farm Roads

The UNDP plans to improve some farm roads in the cluster villages of the Millennium Village Project (MVP) to make them motorable as a major component of the infrastructural development of the project.

The present call for an EOI is for the provision of all season earth roads with side drains, culverts and other aqueducts properly constructed.

Below is the Summary Table of Planned Roads Intervention:

Village	Total Area of Road that requires ;use of Bulldozer (m²)	Total Length of Road that require use of Grader (km)	600mm	750mm	900mm	1-cell-3m² Box Culvert	Double cell 3m² Box Culvert	De-silting of existing culvert (m³)
Gedegede	37,380	11.055	-	6	5	3	2	-
Ikaram	97,640	12.566	9	18	1	-	-	1
Erusu	75,900	14.380	6	5	10	2	1	4
Ibaram	18,450	2.646	-	4	-	1	2	2
Ase	26,530	7.588	-	6	6	-	-	1
Iyani	5,670	7.461	3	8	3	-	4	1
Ajowa	51,760	32.097	5	3	15	1	1	1
TOTAL	313,330	87.793	23	50	39	7	10	10

(iii) Construction of (27) Semi – Detached Ventilated Improved (VIP) Toilets (For male and females)

The project entails:

- Construction of (27) Semi – Detached VIP Toilets for the (16) primary schools, (3) Health Centres, (7) Market places and Ikaram Town Halls for the benefits of the Communities within the Cluster.

- (v) **Preparation of Operation and Maintenance (O & M) guidelines and simple Manuals for the Management of the (Water) Infrastructures and services being supported under the MVP for and in conjunction with the relevant responsible O & M agencies.**

18. The assignment is phased: **Not Applicable**

19. A pre-proposal conference will be held: **Not Applicable**

The name of client's official:

**The Service Centre Manager
UNDP NIGERIA ,UN House
Plot 617 / 618 Diplomatic Zone
Central Area District
P.M.B 2851 Garki, Abuja**

19. The Client will provide the following inputs: **Not Applicable**

- (i) Sketch Map of the Project Communities
- (ii) Data on the Existing and Proposed Water Points.

The Client envisages the need for continuity for downstream work: **Not Applicable**

20. The clauses on fraud and corruption in the Contract are as contained in Annexure "Information to consultants".

21. Clarifications may be required one week before the submission date of EOI

22. **The address for requesting clarifications is:**

**The Service Centre Manager
UNDP NIGERIA , UN House
Plot 617 / 618 Diplomatic Zone
Central Area District
P.M.B 2851 Garki, Abuja**

23. Proposals should be submitted in the following language: English

(i) **The estimated number of professional staff-months required for the assignment is two weeks (½ Man month)**

(ii) **The minimum required experience of proposed professional staff is given below:**

- (a) Team Leader – **15 years of experience as qualified**
- (b) Professional (Civil Engineer, Building Technologist, Quantity Surveyor Architects, Water Expert) – **10 years of experience as qualified**

(iii) Reports that part of the assignment must be written in **English** language:

(iv) Training is a specific component of this assignment: **Not applicable.**

(v) Additional information in the Technical Proposal includes: **Not applicable.**

24. Taxes: **Not applicable**

25. Consultants must submit **an original and two additional copies** of each proposal: **a softcopy** must also be submitted

26. **The proposals' submission address is:**

**The Service Centre Manager
UNDP NIGERIA , UN House
Plot 617 / 618 Diplomatic Zone
Central Area District
P.M.B 2851 Garki, Abuja**

- .
27. Information on the outer envelope should also include
- (i) At top left corner (**“EXPRESSION OF INTEREST”**)
 - (ii) The Identity of the Firm

28 proposals must be submitted not later than the following date and time:
please refer to the advert.

The address to send information to the Client is same as clause 26.