

REQUEST FOR PROPOSALS

Title of Consulting Services:
Soil Nutrient Analysis

Date: 29 September 2019

JICA Project on Capacity Development for Sustainable
Forest Resource Management in Solomon Islands

Section 1. Letter of Invitation

Subject: Request for Proposal

Reference Number: JICA-SFRMP/FY2019-2Q/01

Reference Title: Local Consulting Service for Soil Nutrient Analysis

Date: 29 September 2019

SPE Analytical

Attention: Dr. Shane Tutua

JICA Project on Capacity Development for Sustainable Forest Resource Management in Solomon Islands now invites proposals to provide the following consulting services: Soil Nutrient Analysis. More details of the services are provided in the Terms of Reference.

It is not permissible to transfer this invitation to any other firm.

The RFP includes the following documents

Section 1 - Letter of Invitation (LOI)

Section 2 - Summary Sheet of the Instruction to Consultants

Section 3 - Instruction to Consultants (ITC)

Section 4 - Technical Proposal Forms

Section 5 - Financial Proposal Forms

Section 6 - Terms of Reference (TOR)

Section 7 - Standard Form of Contract (SFC) (*[select: Time-Based or Lump-Sum]*)

Sincerely,

Takaaki KATO

Project Coordinator

JICA Project on Capacity Development for Sustainable Forest Resource
Management in Solomon Islands (JICA-MOFR SFRM Project)

Section 2. Summary Sheet of the Instructions to Consultants

1. Name of the assignment	Consulting Agreement for Soil Nutrient Analysis for JICA-MOFR SFRM Project
2. Method of selection	QCBS
3. Officer in charge	Takaaki KATO (Mr.) JICA SFRM Project Address: JICA SFRM Project Office, Ministry of Forestry and Research Headquarter, Lengakiki (P.O.Box G24), Honiara Telephone: 7865287 E-mail: kato.takaaki1982@gmail.com
4. Pre-proposal conference	A pre-proposal conference will be held: Yes _____ No <input checked="" type="checkbox"/>
5. Type of contract	<i>[insert: Lump-sum / Time-based]</i>
6. Deadline of request for clarification	Date: 4 th September 2019 Time: 12:00PM
7. Proposal submission deadline	Date: 9 th September 2019 Time: 16:00PM
8. Proposal submission address	same as the above 3. JICA's officer in charge
9. Expected date for the negotiations	13 th September 2019
10. Expected date for the commencement of the Services	25 th September 2019

Section 3. Instructions to Consultants

A. General Provisions

- 1. Introduction**
- 1.1 Consultants are invited to submit a Technical Proposal together with a Financial Proposal for consulting services required for the assignment (hereinafter called the “Proposal”). The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.
- 2.2 JICA SFRM Project will timely provide, at no cost to the Consultants, the inputs, relevant project information required for the preparation of the Consultant’s Proposal as specified below:
- Project Leaflet (Project Overview)
 - Location Data of Plots for Soil Sampling
 - Satellite Imagery Data of Pilot Site Communities

B. Preparation of Proposals

- 2. General Considerations** In preparing the Proposal, the Consultant is expected to examine the Request for Proposal (hereinafter called the “RFP”) in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 3. Cost of Preparation of Proposal** The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and JICA SFRM Project shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. JICA SFRM Project is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.
- 4. Language** The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and JICA SFRM Project, shall be written in English.
- 5. Documents Comprising the Proposal** The Proposal shall comprise following documents:
 TECH1: Technical Proposal Submission Form
 TECH2: Consultant’s Organization and Experience
 TECH3: Work Plan with Schedule
 TECH4: Curriculum Vitae
- 6. Only One Proposal** The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal.
- 7. Proposal Validity** Proposal must remain valid for 30 calendar days after the Proposal submission deadline.
- 8. Clarification and Amendment of RFP** The Consultant may request a clarification of any part of the RFP no later than 3 calendar days before the Proposals’ submission deadline. Any request for clarification must be sent in writing, or by email, to JICA SFRM Project Office address indicated in **Section 2. Summary**

Sheet of the Instruction to Consultants. JICA SFRM Project will respond in writing, or by email, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should JICA SFRM Project deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below;

- (1) At any time before the proposal submission deadline, JICA may amend the RFP by issuing an amendment in writing or by email. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.
- (2) If the amendment is substantial, JICA SFRM Project may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.

9. Technical Proposal Format and Content

- 9.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial details shall be declared non-responsive.
- 9.2 The Consultant is required to submit a Technical Proposal using the standard forms provided in **Section 4. Technical Proposal Forms.**

10. Financial Proposal

- 10.1 The Financial Proposal shall be prepared using the provided in **Section 5. Financial Proposal Forms.** It shall list all costs associated with the assignment, including (a) remuneration, (b) reimbursable expenses indicated in the Financial Proposal Forms.
- 10.2 The Consultant is responsible for meeting all tax liabilities arising out of the Contract.
- 10.3 The Consultant shall express the price for its Services in Solomon Islands Dollars (SBD)

C. Submission, Opening and Evaluation

11. Submission, Sealing, and Marking of Proposals

- 11.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 6 (Documents Comprising Proposal). The submission can be done by mail or by hand.
- 11.2 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
- 11.3 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is as stated below;
 - (1) **Technical Proposal:** one (1) original and 1 set of copies;
 - (2) **Financial Proposal:** one (1) original.
 All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

- 11.4 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “**TECHNICAL PROPOSAL**”, “**SOIL NUTRIENT ANALYSIS**”, name and address of the Consultant, and with a warning “**DO NOT OPEN UNTIL 9TH SEPTEMBER 2019.**”
- 11.5 Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the assignment, name and address of the Consultant, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**”
- 11.6 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “**DO NOT OPEN BEFORE 9TH SEPTEMBER 2019**”.
- 11.7 If the envelopes and packages with the Proposal are not sealed and marked as required, JICA SFRM Project will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 11.8 The Proposal must be sent to the address and received by JICA SFRM Project no later than the deadline indicated in **Section 2. Summary Sheet of the Instruction to Consultants**, or any extension to this deadline. Any Proposal received by JICA SFRM Project after the deadline may be declared late and rejected, and promptly returned unopened.

12. Confidentiality

From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact JICA SFRM Project or Ministry of Forestry and Research on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

13. Proposals Evaluation

- 13.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 13.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, JICA SFRM Project will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

14. Evaluation of Technical Proposals

- 14.1 JICA SFRM Project shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR and the RFP, applying the evaluation criteria, sub-criteria, and point system described below;
- I Consultant's general experience and competence in the field covered by the TOR: 20points
 - II Adequacy of the proposed work plan in responding to the

TOR: 40points

III Experience and records of the following position to be assigned to the work: 40points

➤ Position: Team Leader / Soil Analysis

14.2 Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score required to pass: 70points

15. Correction of Errors

Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

Lump-Sum Contracts

15.1 If a Lump-sum Contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made.

16. Taxes

The JICA's evaluation of the Consultant's Financial Proposal shall include taxes and duties in Solomon Islands.

17. Combined Quality and Cost Evaluation

17.1 The total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions stated below.

[Financial Score]

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

[Combined Score]

The weights given to the Technical (T) and Financial (F) Proposals are:

W1 (T) = 70%, and

W2 (F) = 30%

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (W1 = the weight given to the Technical Proposal; W2 = the weight given to the Financial Proposal; $W1 + W2 = 100(\%)$) as following: $S = St \times T\% + Sf \times F\%$

17.2 The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

D. Negotiations and Award

18. Negotiations

The negotiations will be held shortly after notification to successful/unsuccessful consultant(s) with the successful Consultant's representative(s).

[Technical negotiations]

18.1 The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, JICA SFRM Project's inputs, the Conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, in order that the quality of the final product, its price, or the relevance of the initial evaluation may not be affected.

[Financial negotiations]

18.2 The financial negotiations will reflect the agreed technical modifications in the cost of the services.

18.3 The financial negotiations will, as necessary, include remuneration rate and quantities of items of reimbursable expenses that may be increased or decreased from the relevant amounts shown in the Financial Proposal but without significant alterations.

19. Conclusion of Negotiations

19.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initiated by JICA SFRM Project and the Consultant's authorized representative.

19.2 If the negotiations fail, JICA SFRM Project shall terminate the negotiations informing the Consultant of the reasons for doing so and will invite the next-ranked Consultant to negotiate a Contract.

20. Award of Contract

20.1 After completing the negotiations JICA SFRM Project shall award the Contract to the selected Consultant and promptly notify the other shortlisted Consultants.

20.2 The Consultant is expected to commence the assignment on the date specified in **Section 2. Summary Sheet of the Instruction to Consultants.**

Section 4. Technical Proposal Forms

{Notes to Consultant shown in brackets throughout Section 4 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

Checklist of Required Forms

Form	Description	Page Limit
TECH-1	Technical Proposal Submission Form	1
TECH-2	Consultant’s Organization and Experience A. Consultant’s Organization B. Consultant’s Experience	2
TECH-3	Description of Work Plan with Schedule for Performing the Assignment	2
TECH-4	Curriculum Vitae (CV)	2

Form TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: Project Coordinator
JICA Project on Capacity Development for Sustainable Forest Management in
Solomon Islands

Dear Sirs:

We, the undersigned, offer to provide the consulting services for Soil Nutrient Analysis in accordance with your Request for Proposals dated **2nd September 2019** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by JICA SFRM Project.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Instructions to Consultants (ITC).
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the expected date for the commencement of the Services indicated in the Summary Sheet of the Instruction to Consultants.

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

We remain,

Yours sincerely,

Authorized Signature **{In full and initials}**: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Contact information (phone and e-mail): _____

Form TECH-2

CONSULTANT’S ORGANIZATION AND EXPERIENCE

{Form TECH-2: a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.}

A - Consultant’s Organization

{Provide here a brief description of the background and organization of your company, and - in case of a joint venture - of each member for this assignment, including organizational chart, a list of Board of Directors, and beneficial ownership.}

B - Consultant’s Experience

{1. List only previous similar assignments successfully completed in the last [.....] years.}
 {2. List only those assignments for which the Consultant was legally contracted by JICA SFRM Project and other similar organizations as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by JICA SFRM Project.}

Duration	Assignment name & brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent) / Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009– Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of; }	{e.g., Ministry of, country}	{e.g., US\$1 mill/US\$0.5 mill}	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government.....” : drafted secondary level regulations on.....}	{e.g., municipality of....., country}	{e.g., US\$0.2 mil/US\$0.2 mil}	{e.g., sole Consultant}

Form TECH-3

DESCRIPTION OF WORK PLAN WITH SCHEDULE FOR PERFORMING THE ASSIGNMENT

{Form TECH-3: a description of the approach, methodology, and work plan for performing the assignment}

{Suggested structure of your Technical Proposal}

a) **Technical Approach, Methodology, and Organization of the Consultant's team.**

{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. Please do not repeat/copy the TOR in here.}

b) **Work Plan with Schedule.**

{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 JICA SFRM Project), 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 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 FORM Tech-4 (Work Schedule).}

c) **Comments (on the TOR and on counterpart staff and facilities)**

{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 JICA SFRM Project. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

WORK SCHEDULE

N°	Activity	Days									
		1	2	3	4	5	6	7	8	9	10
1											
2											
3											
4											
5											

1. List the deliverables with the breakdown for activities required to produce them.
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.

FORM TECH-6

CURRICULUM VITAE (CV) FOR EXPERTS

Position Title	{e.g., TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship / Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment:

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Expert’s contact information: (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

Name of Expert	Signature	Date {day/month/year}
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Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date {day/month/year}
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Section 5. Financial Proposal Forms

{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2 and 3.

FIN-1 Financial Proposal Submission Form

FIN-2 Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: **Project Coordinator**
JICA Project on Capacity Development for Sustainable Forest Management in Solomon Islands

Dear Sirs:

We, the undersigned, offer to provide the consulting services for Soil Nutrient Analysis in accordance with your Request for Proposal dated 2nd September 2019 and our Technical Proposal.

Our attached Financial Proposal is for the amount of {indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}, including of all indirect local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Contact information (phone and e-mail): _____

FORM FIN-2

BREAKDOWN OF REMUNERATION, REIMBURSABLE EXPENSES AND INDIRECT LOCAL TAX ESTIMATES

{When used for Lump-sum Contract assignment, information to be provided in this Form shall only be used, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-sum Contracts.}

TOTAL COSTS OF (1), (2) AND (3) : *{insert: total estimate cost}*

Remuneration					
No.	Name	Position	Person-month Remuneration Rate	Time input in person/month	Cost
	1) Experts				
1					
2					
3					
	2) Other Personnel				
1					
2					
3					
Total of (1)					

Reimbursable Items					
	Type of Reimbursable expenses	Unit	Unit Cost	Quantity	Cost
1	{e.g., Per diem allowances}	{Day}			
2	{e.g., national air travel}	{Trip}			
3	{e.g., rent-a-car}	{Day}			
4	{e.g., reproduction of reports}				
5	{e.g., office rent}				
6	{e.g., office supplies}				
7	{e.g., support staff/secretary}				
8	{e.g., seminars/workshops}				
Total of (2)					

Total Costs of (1)+(2)	
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Indirect Local Tax Estimates	
1	{insert type of tax. e.g., VAT or sales tax}
2	{e.g., income tax on non-resident experts}
3	{insert type of tax}
4	{insert type of tax}
Total Estimate for Indirect Local Tax (3)	

Section 6. Terms of Reference (TOR)

Soil Nutrient Analysis

1. Background

The Japan International Cooperation Agency (JICA) in collaboration with Ministry of Forestry and Research (MOFR), the Solomon Islands Government, is currently carrying out the Project on Capacity Development for Sustainable Forest Resource Management in Solomon Islands (hereinafter referred to as “the Project” and “the Client”). The Project consists of three components and one of which is to initiate and implement pilot activities for Community-based Sustainable Forest Management. As a part of pilot activities, forest inventory is undertaken at our 2 pilot sites (Komuniboli Community in Guadalcanal Province, Falake Community in Malaita Province) and we are planning to do soil sampling for its nutrient analysis, with an aim of facilitating science/evidence-based land use planning and forest management planning. Since MOFR does not have any facilities and equipment/tools to do soil analysis, the Terms of Reference, therefore, have been prepared to outsource this work to a local consultant (hereinafter referred to as “the Consultant”).

2. Objective of the Assignment

The objective of the work is to carry out soil nutrient analysis on 10 soil samples, which are collected at 2 pilot sites.

3. Scope of Work

- (1) Obtain soil samples and necessary information from JICA experts or JICA project staff.
- (2) Conduct nutrient analysis by following items at own laboratory, utilizing own equipment, tools and materials:
 - i. Phosphorus Bray 2 (Total reactive P)
 - ii. Exchangeable Potassium (K)
 - iii. Total Nitrogen (available N)
 - iv. Total Organic Carbon (LOI)
 - v. Bulk Density
- (3) Prepare a result report with recommendations for 2 pilot sites

4. Period

The work shall be conducted during the period from 25th September to 4th October 2019 (8 working days during the duration) and the Consultant shall submit the result report to the Client by 4th October 2019.

5. Deliverables

The Consultant shall submit a result report, including following contents:

1. Result of Soil Nutrient Analysis – Komuniboli Community
2. Result of Soil Nutrient Analysis – Falake Community
3. Recommendations for Komuniboli Community
4. Recommendations for Falake Community

(The Consultant can propose a structure given that the all sections above are covered)

6. Remarks

Discussion

The Consultant shall discuss the analysis results with the Client as requested/necessary.