



SELECTION OF CONSULTANTS

REQUEST FOR PROPOSALS

RFP No.: 03/CN/RFP/TDF/080/81

**Selection of Consulting Services for:
Prefeasibility Study of Urban Greenery Project in Metropolitan and
Sub-Metropolitan Cities of Nepal**

**Project: Prefeasibility Study of Urban Greenery Project in
Metropolitan and Sub-Metropolitan Cities of Nepal**

**Office Name: Town Development Fund
Office Address: Mid Baneshwor, Kathamndu**

Financing Agency: Government Budget

Issued on: 28 July, 2023



TABLE OF CONTENTS

Section 1 – Letter of Invitation

Section 2 – Instructions to Consultants and Data Sheet

Section 3 – Technical Proposal – Standard Forms

Section 4 – Financial Proposal – Standard Forms

Section 5 – Eligible Countries

Section 6 – Corrupt and Fraudulent Practices

Section 7–Terms of Reference

Section 8– Conditions of Contract and Contract Forms



Handwritten signature

TABLE OF CLAUSES

PART I

Section 1. Letter of Invitation

Section 2. Instructions to Consultants and Data Sheet

A. General Provisions

1. Definitions
2. Introduction
3. Conflict of Interest
4. Unfair Competitive Advantage
5. Corrupt and Fraudulent Practices
6. Eligibility

B. Preparation of Proposals

7. General Considerations
8. Cost of Preparation of Proposal
9. Language
10. Documents Comprising the Proposal
11. Only One Proposal
12. Proposal Validity
13. Clarification and Amendment of RFP
14. Preparation of Proposals – Specific Considerations
15. Technical Proposal Format and Content
16. Financial Proposal

C. Submission, Opening and Evaluation

17. Submission, Sealing, and Marking of Proposals
18. Confidentiality
19. Opening of Technical Proposals
20. Proposals Evaluation
21. Evaluation of Technical Proposals
22. Financial Proposals for QBS
23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)
24. Correction of Errors
25. Taxes
26. Conversion to Single Currency



PART I

Section 1. Letter of Invitation

RFP No: 03/CN/RFP/TDF/080/81
Baneshwor, Kathmandu
28 July, 2023

Dear ALL,

1. TDF has received a financial support from the European Union (EU) under the Thematic Programme: Civil Society Organization and Local Authorities (Contract: CSO-LA/2018/402-797) for implementation of 'Municipal Finance and Capacity Building (MFCB) Programme' to strengthen local authorities and the TDF to foster local economic development and climate resilient investment through blended financing. Under institutional development component of MFCB Programme, TDF intend to hire consultancy firm for Strengthen of TDF's Appraisal System .So, TDF intends to apply a portion of this fund to eligible payments under this Contract for which this Request for Proposals is issued.
2. The Town Development Fund now invites proposals to provide the following consulting services, Preparation of "**Prefeasibility Study of Urban Greenery Project in Metropolitan and Sub-Metropolitan Cities of Nepal**
3. ". More details on the Services are provided in the Terms of Reference.
This Request for Proposals (RFP) has been addressed to the all interested Consultants.
4. It is not permissible to transfer this invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV partner without the Client's prior consent, which is given only in exceptional circumstances, such as blacklisting of the JV partner or occurrence of Force Majeure.
5. Town Development Fund (TDF) reserves the right to accept or reject, wholly or partially any or all RFP without assigning any reason, whatsoever.
6. A firm will be selected under [**Quality and Cost Based Selection Method**] and procedures described in this RFP.
7. In case the last date of obtaining and submission of RFP documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
8. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants and Data Sheet
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 – Eligible Countries
 - Section 6 – GoN/DP's Policy – Corrupt and Fraudulent Practices
 - Section 7 - Terms of Reference
 - Section 8 - Standard Forms of Contract

Yours sincerely,
Town Development Fund



27. Combined Quality and Cost Evaluation

28. Negotiations

29. Conclusion of Negotiations

30. Award of Contract

D. Negotiations and Award

E. Data Sheet

Section 3. Technical Proposal – Standard Forms

Form TECH-1

Form TECH-2

Form TECH-3

Form TECH-4

Form TECH-5

Form TECH-6

Form TECH-7

Section 4. Financial Proposal - Standard Forms

Section 5. Eligible Countries

Section 6. Corrupt and Fraudulent Practices

Section 7. Terms of Reference

PART II

Section 8. Conditions of Contract and Contract Forms

Preface

I. Form of Contract

II. General Conditions of Contract

III. Special Conditions of Contract

IV. Appendices

