



## REQUEST FOR PROPOSAL (RFP)

NAME: National Environmental Authority (NMA) ADDRESS: Zinniastraat 33-35 Paramaribo Suriname	DATE: December 9, 2024
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Dear Sir/ Madam,

We invite Proposals for the **Design, Construction and Commissioning of an Environmentally Responsible Gold Mining Processing Facility/ Plant in the District of Brokopondo, Suriname.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before January 17, 2025 via email to:

***Minouschka Fernand; Finance & Administration Officer***  
***info-EMSAGS@nimos.org***

Your Proposal must be expressed in **English**, and valid for a minimum period of **3 months**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the e-mail address above on or before the deadline. Proposals that are received by NMA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Before submitting your Proposal by e-mail, kindly ensure that they are signed and in the pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of NMA requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Please be advised that NMA is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.



NMA encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to NMA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

NMA implements zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against NMA, as well as third parties involved in NMA activities.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

**Ms. Vanuessa Gefferie**

Acting Director NMA

December 4, 2024



## Description of Requirements

Project name	Improving Environmental Management in the Mining Sector of Suriname, with Emphasis on Artisanal and Small-Scale Gold Mining (EMSAGS)		
Partners	Ministry of Natural Resources (MNR); United Nations Development Programme (UNDP)		
Context of the Required services	The Design, Construction and Commissioning of an Environmentally Responsible Gold Mining Processing Facility/ Plant in the District of Brokopondo, Suriname		
Description of the Required Services and Expected Outputs	Kindly refer to Annex 1 Terms of Reference (ToR)		
Person to Supervise the Work/ Performance of the Service Provider	Project Coordinator EMSAGS project		
Frequency of Reporting	Kindly refer to Annex 1 Terms of Reference (ToR)		
Location of work	At Contractor's Location and district Brokopondo, Suriname		
Expected duration of work	Six (6) months		
Target start date	February 2025		
Latest completion date	July 2025		
Travels Expected	To be included by the Contractor in the Technical Proposal		
	<b>Destination(s)</b>	<b>Estimated Duration</b>	<b>Brief Description of Purpose of the Travel</b>
			<b>Target Date(s)</b>
Other Requirements	<input checked="" type="checkbox"/> Meeting facilities to be provided by NMA (i.e. must be excluded from Price Proposal) <input checked="" type="checkbox"/> Implementation Schedule indicating breakdown and timing of activities/sub-activities <input checked="" type="checkbox"/> CV using the P11 form of individuals who will be involved in completing the services		
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars; must be inclusive of Value Added Tax (VAT) and other applicable indirect taxes		
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days		



	In exceptional circumstances, NMA may request the Contractor to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																				
Payment Terms	<p>A suggestion is included in the ToR (Annex 1). The Contractor can propose an alternative in the Financial Proposal, according to the format below.</p> <table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td rowspan="5">           Within thirty (30) days from the date of meeting the following conditions:            a) NMA's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release				Within thirty (30) days from the date of meeting the following conditions: a) NMA's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.												
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Institution(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	1. EMSAGS Project Management Unit (PMU)																				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services																				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 80% technical offer and 20% price weight distribution)																				
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (80%)</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Expertise of the Firm (15%)</li> <li><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (35%)</li> <li><input checked="" type="checkbox"/> Management Structure (10%)</li> <li><input checked="" type="checkbox"/> Qualification of Key Personnel (20%)</li> </ul> <p><b><u>Financial Proposal (20%)</u></b></p>																				



	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by NMA.
NMA will award the contract to	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)
Contact Person for Inquiries (Written inquiries only)	<b>Minouschka Fernand; Finance &amp; Administration Officer</b> <b>info-EMSAGS@nimos.org</b> Any delay in the Finance & Administration Officer response shall not be used as a reason for extending the deadline for submission, unless NMA determines that such an extension is necessary and communicates a new deadline to the Contractors.

SUPPORTED BY:



**Annex 1**

**Terms of Reference**



## Annex 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>1</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of NMA focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to NMA in conformity with the requirements defined in the RFP dated [specify date].

#### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of NMA by indicating the following:*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; and*
- b) *Track Record – list of clients for similar services as those required by NMA, indicating description of contract scope, contract duration, contract value, contact references.*

#### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



### C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.; and
- b) CVs using the P11 form demonstrating qualifications must be submitted.

### D. Cost Breakdown per Deliverable\*

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	

\*This shall be the basis of the payment tranches

### E. Cost Breakdown by Cost Component *[This is only an Example]:*

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				





*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*