

REQUEST FOR PROPOSAL (RFP)

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| NAME: National Environmental Authority (NMA) ADDRESS: Zinniastraat 33-35 Paramaribo Suriname | DATE: May 22, 2025 |
|---|--------------------|

Dear Sir/ Madam,

We invite Proposals for developing a Responsible Mining Strategy and Action Plan (RMSAP) for Suriname.

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

Proposals may be submitted on or before June 30, 2025 via email to:

Mrs. Vanuessa Gefferie, Director NMA,

Email address: info-EMSAGS@nimos.org, with the subject reading as follows: **Application for development of RMSAP for Suriname.**

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.



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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

Director NMA

May 22, 2025



Description of Requirements

| Project name | Improving Environmental Management in the Mining Sector of Suriname, with Emphasis on Artisanal and Small-Scale Gold Mining (EMSAGS-Project) | | | | | | | | | | | | | | | | | | |
|---|--|--|----------------|----------------|--------------------|--|----------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Partners | Ministry of Natural Resources (MNR); Ministry of Spatial Planning and Environment (ROM) | | | | | | | | | | | | | | | | | | |
| Context of the Required services | Developing a Responsible Mining Strategy and Action Plan (RMSAP) for 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 | Personnel of the Project Management Unit of the EMSAGS Project | | | | | | | | | | | | | | | | | | |
| Frequency of Reporting | Kindly refer to Annex 1 Terms of Reference (ToR) | | | | | | | | | | | | | | | | | | |
| Location of work | At Contractor's Location | | | | | | | | | | | | | | | | | | |
| Expected duration of work | Six (6) months | | | | | | | | | | | | | | | | | | |
| Target start date | 1 August 2025 | | | | | | | | | | | | | | | | | | |
| Latest completion date | 31 January 2026 | | | | | | | | | | | | | | | | | | |
| Travels Expected | <p>To be included by the Contractor in the Technical Proposal</p> <table border="1"> <thead> <tr> <th>Destination(s)</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date(s)</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | | | Destination(s) | Estimated Duration | Brief Description of Purpose of the Travel | Target Date(s) | | | | | | | | | | | | |
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| 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"/> Surinamese Dollars (SRD); must be inclusive of Value Added Tax (VAT) and other applicable indirect taxes <p>The consultancy firm is instructed to submit their financial proposal in Suriname Dollars (SRD) for this consultancy. Selected candidates who submitted a US Dollar quotation will be paid in SRD at the prevailing UNORE rate at time of payment. For reference, please see link below: https://treasury.un.org/operationalrates/OperationalRates.php#S Financial proposals must indicate an all-inclusive daily fee. The daily fee in the financial proposal must consider the various expenses the applicant expects to incur during contract, including: the daily professional fee, communications, utilities and consumables, life, health and any other insurance; and any other relevant expenses related to the performance of services under the contract.</p> | | | | | | | | | | | | | | |
|---|---|---------|--|--------|-------------------------------|--|--|--|--|--|--|--|--|--|--|
| Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>) | <input checked="" type="checkbox"/> 90 days <p>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.</p> | | | | | | | | | | | | | | |
| 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="3">Within thirty (30) days from the date of meeting the following conditions:</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: | | | | | | |
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| | | | | 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. |
| Institution(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | 1. National Environmental Authority (NMA) | | | |
| 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 | <u>Technical Proposal (80%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (15%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (35%) <input checked="" type="checkbox"/> Management Structure (10%) <input checked="" type="checkbox"/> Qualification of Key Personnel (20%) <u>Financial Proposal (20%)</u> 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) | info-EMSAGS@nimos.org Any delay in the 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. | | | |



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Annex 1

Terms of Reference

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[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

¹ This serves as a guide to the Service Provider in preparing the Proposal.

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



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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.

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*

| | Deliverables <i>[list them as referred to in the RFP]</i> | Percentage of Total Price <i>(Weight for payment)</i> | Price <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]:

| Description of Activity | Remuneration per Unit of Time | Total Period of Engagement | No. of Personnel | Total Rate |
|-----------------------------------|--------------------------------------|-----------------------------------|-------------------------|-------------------|
| I. Personnel Services | | | | |
| 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 | | | | |
| II. Out of Pocket Expenses | | | | |
| 1. Travel Costs | | | | |



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| 2. Daily Allowance | | | | |
| 3. Communications | | | | |
| 4. Reproduction | | | | |
| 5. Equipment Lease | | | | |
| 6. Others | | | | |
| III. Other Related Costs | | | | |

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

[Designation]

[Date]