



## LARGE SCALE ECOSYSTEM-BASED ADAPTATION (EBA) PROJECT

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### STANDARD BIDDING DOCUMENTS

#### Expression Of Interest

(EOI)

#### Procurement of Assorted Seeds of Indigenous and exotic (fruits) tree species for planting in EbA Regional Nurseries

These Documents have been prepared by UNEP to be used for the Expression Of Interest (EOI) process. They are consistent with the latest revision of United Nations Procurement Manual and with United Nations Financial Regulations and Rules.



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# Expression of Interest (EOI)

Date: 05 November, 2019

**Subject:** Procurement of Assorted Seeds of Indigenous and exotic (fruits) tree species for planting in EbA Regional Nurseries

**Tracking Number:** EbA/PSC/2019/01

1. The Gambia Government through the Ministry of Environment, Climate Change and Natural Resources (MECCNAR) as Executing Entity, in partnership with the United Nations Environment Program (UNEP) as Accredited Entity, has received a \$20.5 million grant over 6 years from the Green Climate Fund (GCF) to implement a project entitled The Large-scale Ecosystem-based Adaptation (EbA) in The Gambia: developing a climate-resilient, natural resource-based economy. The overarching goals of the project is to build the climate-resilience of rural Gambian communities and facilitate the development of a sustainable natural resource-based (green) economy in Lower River Region, Central River Region (North/South), and Upper River Region (North/South). The project's approach is the anchored on the three pillars of EbA methodology: Restoration of degraded ecosystems, strengthening and developing Natural resources businesses, and the integration of EbA into relevant policies and strategies of the Gambia.
2. As part of the activities to increase the availability of planting materials, such as seedlings, the EbA project plans to establish nine (9) Regional Nurseries, to plant, propagate, and manage climate resilient plant species. The seedlings raised would be used to restore Community Forests (CFs), Community Protected Areas (CPAs), and degraded agricultural landscapes in order to advance climate resilience of target rural communities.
3. In order to ensure continuous availability of the required varieties, quantity and quality of seeds to be sown in the regional nurseries, the EbA Project plans to hire a Contract Seed Collector to be responsible for the coordination and supplying of high-quality seeds to the EbA Regional Nurseries. The contractor must demonstrate capability and experience to meet the seed requirement needs of the EbA Project. The contract will be for an initial period of one year, renewable annually based on the need of the project and performance of the contractor.
4. EbA Project now invites eligible and qualified firms to send their Expression of Interest for goods and/or services as described above.
5. The aim of this Expression of Interest is to identify and pre-qualify a "pool" of firms capable to provide the goods and/or services who will be invited to participate in the bidding process in the upcoming tender.
6. Qualifications requirements are specified in the EOI Annex I – Instructions to Bidders.
7. The EOI and all supporting documentation must be received not later than **12 November, 2019**, on or before **16:00** hours local time. **Responses may be submitted by electronic mail at the following address: [EbAProcurement@outlook.com](mailto:EbAProcurement@outlook.com) or hard copy at: EbA Office, 2<sup>nd</sup> Floor, Fatou Golden**



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**Plaza, Bartil Harding Highway, Mile 7 Layout, Bakau, The Gambia.** The response mail must carry the subject line **“EOI for Procurement of Assorted Seeds of Indigenous and exotic (fruits) tree species for planting in EbA Regional Nurseries.”**

8. The detail EOI with Instructions to Bidders, description of requirements, specific requirements/information and Vendor Response Form are available at <http://meccnar.gm/eba-project>

**Precleared- by:**

**Approved by:**

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Alhagie M. Touray

Malanding S. Jaiteh

Procurement Officer

Project Manager

05 November, 2019

05 November, 2019



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### Annex I – Instructions to Bidders

#### 1) Registering as a Vendor with the GPPA/United Nations

Vendors interested in fulfilling the requirement described above must be registered with GPPA/UN in order to be eligible to participate in any solicitation. Information on the registration process can be found at <http://www.un.org/Depts/ptd> or Contact GPPA at [www.gppa.gm](http://www.gppa.gm)

#### 2) Prerequisites for Eligibility

In order to be eligible for participation, you must declare that:

A. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on The 1267 List website ([www.un.org/sc/committees/1267/consolist.shtml](http://www.un.org/sc/committees/1267/consolist.shtml)) and is not on the IIC Oil for Food List website ([www.iic-offp.org](http://www.iic-offp.org)).

B. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the GPPA, UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.

C. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a going concern.

D. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the Government of the Gambia, United Nations Environment Program (UNEP) during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.

For Registered Vendors: Vendors already registered must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in GPPA/UNGM.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>) and/or Gambia Public Procurement Authority ([www.gppa.gm](http://www.gppa.gm)); information on the registration process can be found at <http://www.un.org/Depts/ptd/www.gppa.gm>). Vendors must complete the registration process within 90 days of the date of this EOI. Vendors who have not initiated and completed the formal registration process with the GPPA/UN Procurement Division within the 90 day-period will be automatically removed from the vendor roster and will have to start again a new registration for consideration in future EOI and tendering exercises.



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IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

### 3) EOI Process

Vendors interested in participating in the planned solicitation process should:

- A) Provide evidence of business registration certificate.
- B) Provide evidence of business registration with GPPA/UNGM
- C) Forward their expression of interest (EOI) to the EbA Project by the closing date set forth in this EOI.

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.



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### Annex II. Forms

1. Request for Expression of Interest Form
2. Vendor Response Form



## LARGE SCALE ECOSYSTEM-BASED ADAPTATION (EBA) PROJECT

### REQUEST FOR EXPRESSION OF INTEREST (EOI)

Date: 05 November, 2019

Expression of Interest Procurement of Assorted Seeds of Indigenous and exotic (fruits) tree species for planting in EbA Regional Nurseries Tracking Number: EbA/PSC/2019/01

#### DESCRIPTION OF REQUIREMENTS

The scope of the assignment is that the successful Contractor/supplier will source, collect, and supply the required quantity of good quality seeds for the specified indigenous and fruit trees. The seeds must meet the minimum technical specifications as specified and are ready for sowing. The successful Contractor/Consultant is also expected to understand and be able to meet the demand for seeds (quantity and species) by the EbA Project as provided in the See d requirement schedule. The company will be required to provide information on sources of the seeds and the natural stand locations where the original mother trees that produced the seeds are growing. The Contractor/consultant need to understand the phenology of the species to understand the locations, flowering, fruiting and seed collection of the mother trees, across the country. The consultant also needs to understand proper collection procedures, sorting, treating, and storing the seeds. The consultant/Contractor would be required to retain at minimum two seed collectors in LRR, CRRS, CRRN, and URR respectively, who must be ordinarily resident in those regions. The seed collectors would be a member/staff of the consultant and would take orders from, and reports to the consultant/contractor. Furthermore, the consultant will be required to prepare and submit quarterly progress reports on the performance of the contract and recommendations.

#### SPECIFIC REQUIREMENTS/INFORMATION

The key qualifications and experiences required of the company, Group, NGO, CBO, etc. are as follows:

1. The organization must be legally registered in accordance with the Laws of the Gambia and qualified to participate in public tender;
2. The Lead consultant/technical officer of the organization will be responsible for ensuring that the right varieties, quality, quantities of tree seed species are collected, sorted and supplied to the Regional Nurseries in accordance with best practice;
3. The organization must recruit/maintain at least two regional/local seed collectors in each project regions who will be responsible for direct collection;
4. The regional/local seed collectors must demonstrate prior experience in seed



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collection, and/or nursery management;

5. The regional/local seed collectors must be actively engaged in farming and/or other natural resources ventures as source of livelihood and be ordinarily resident in the regions where they will be collecting and supplying seeds;
6. The company, Group/Association/NGO/CBO must demonstrate evidence of five years of experience in natural resources management;
7. The lead consultant must demonstrate Good knowledge in seed/mother tree identification (phenology) for seed collection;
8. The lead consultant must have a minimum of a national diploma in natural resources management (forestry, environment, agriculture, etc.).
9. The consultant must demonstrate good knowledge in the collection, sorting, treatment, and storage practices/methods of indigenous and fruit tree species seeds;
10. Must have an existing functional nursery where seedling propagation is currently practiced;
11. Proof of experience in seed and seedling supply.

### **1. Competencies required of the company/Group/Association/NGO/CBO**

- Strong analytical, writing and communication skills.
- Ability to prepare clear reports and presentations.
- Ability to work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with the geography of the project sites





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### VENDOR RESPONSE FORM

TO: \_\_\_\_\_ FROM: \_\_\_\_\_  
 FAX/MAIL: \_\_\_\_\_ EOI REF: \_\_\_\_\_  
 SUBJECT: \_\_\_\_\_

*To be filled by the Vendor (All fields marked with an "\*" are mandatory)*

COMPANY INFORMATION	
UN Vendor ID Number**:	UNGM Vendor ID Number*:
Company Name *:	
Company Contact *:	
Address *:	
City *:	
Country *:	
Telephone Number *:	
Fax Number *:	
Email Address:	
Company Website:	

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the Annex I Instructions to Bidders.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

\*\* If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): [www.ungm.org](http://www.ungm.org) and/Gambia Public Procurement Authority (GPPA): [www.gppa.gm](http://www.gppa.gm). Registration at UNGM/GPPA is mandatory for responding to this EOI.