



Terms of Reference (TOR)

Project Reference: SAP ID: 140277

Project Title: Promoting green electric mobility (e-mobility) solutions for urban transport in Bhutan and the wider Hindukush-Himalaya region¹

Statement of Work: Construction of bus shelters for the City Bus Council in support of the urban e-mobility bus solutions in Thimphu, Bhutan.

Expected Contract Duration: To be executed over two (2) months

Country/ Region

Thimphu, Bhutan

1. Organizational Background

The United Nations Industrial Development Organization (UNIDO) is a specialized Agency of the United Nations with the mandate to promote and accelerate sustainable and inclusive industrial development in developing countries and countries in transition. UNIDO is implementing the project “Promoting green electric mobility (e-mobility) solutions for urban transport in Bhutan and the wider Hindukush-Himalaya region” (hereinafter referred to as "the Project") as part of the umbrella program “Start-up and first operational phase of the Renewable Energy and Energy Efficiency Capability for the Hindu Kush Himalaya (REEECH)” in close coordination with the Royal Government of Bhutan.

The Project will be implemented in accordance with the approved Project Document. The national execution of the project will be led by the Project Management Team for E-mobility (E-PMT) allocated under the RGoB Prime Minister’s Office. UNIDO and E-PMT will work in close consultation with the Thimphu City Council, the City Bus Council, and the Gross National Happiness Commission (GNHC). The GNHC is the central government body for coordinating and spearheading policy formulation to ensure cohesion between sectoral policies and alignment with the national development objectives².

¹ Hereby referred to throughout the Terms of Reference as the Project.

² Propose capital outlay for development policies, plans and programmes based on national priorities, goals and targets based on the resource envelope determined by the MFCC



2. Project Background

The project aims to create an enabling environment for the uptake of e-bus technology markets in public transport in Bhutan. It follows a holistic approach and combines interventions in the areas of technology demonstration, policy and regulation, capacity building, and knowledge management. The project will create spill-over effects for other countries in the HKH region. Through the implementation of a concrete pilot project, the feasibility, viability, and sustainability of e-bus solutions will be demonstrated.

The UNIDO assistance is expected to supplement the efforts of the Royal Government of Bhutan to introduce urban bus e-mobility solutions in Thimphu, the capital city of Bhutan. Thimphu accounts for 15% of the nation's total population. Recent urbanization has led to higher demand for road transport. The National Green House Gas (GHG) inventory identifies the energy sector as the second highest contributor of GHG emissions after agriculture.

The transport sub-sector accounts for about 44% of all energy-related GHG emissions. Since the transport sector is almost entirely operating on fossil fuels, the rapid growth in this sector could potentially threaten Bhutan's commitment to stay carbon neutral. This is also leading to other negative consequences such as traffic congestion and an increasing need for land for wider roads and public parking, which is quite a challenge for a city surrounded by high mountains.

3. Objectives and Scope of Contracted Services

The objective of this assignment is to support the Thimphu City Bus Council by building bus shelters and incorporating urban e-mobility bus solutions. The City Bus Council will monitor and approve the final commissioning of the bus shelter services, in close coordination with the UNIDO project team. All deliverables generated under the contract will become properties of GNHC and the City Bus Council, after final commissioning. The City Bus Council will highlight UNIDO and the funding partners in all documents and public relations activities. UNIDO will promote the e-mobility activities of Bhutan through the Global Network of Regional Sustainable Energy Centers (GN-SEC).

The interested suppliers are invited to bid, in accordance with the Bill of Quantities as detailed in **Table 1** below, and the submission procedure in Section 5.

Table 1: Bill of Quantities for Civil Works: Construction of a Bus shelter near the City Bus Office

The Price Columns to be completed by the Suppliers												
Sl#	BSR REF.	Description	NO	L	B	H	Quantity	Unit	Unit Price (Nu.)	Total item price (Nu.)	Compliance ³ Yes/No	Remarks
1		Excavation works										
2		Earth work in excavation over areas using an Excavator, exceeding 300mm in depth, 1.5m in width as well as 10 sqm in the area on the plan, including dressing, leveling, and disposal of excavated earth, lead up to 1km and lift upto 1.5m										
3		Ground leveling	1	3.5	2	0.3	2.10					
		Post foundation	4	0.35	0.35	0.5	0.25					
							2.35	cum				



4	SM0072	Providing and laying Hand packed stone soling filling with stones										
		Flooring	1	3	1.5	0.15	0.68	cum				
5	CW0005	Providing and laying in position plain cement concrete excluding the cost of centering and shuttering - All work up to plinth level: In 1:3:6 (1 cement : 3 sand: 6 graded crushed rock 20 mm nominal size)										
		floor	1	3	1.5	0.1	0.45					
		Vertical post	4	0.35	0.35	0.5	0.25					
							0.70	cum				
6	SW0022	Steelwork in the single section including cutting,	1				580	kg				

³ Compliance must be confirmed in detail by the bidder's offer and technical documentation. This will be verified by UNIDO and the City Bus Council during the technical evaluation.



		hoisting, fixing, and applying priming coat of red lead paint in the tubular section									
7											
8	A/R	providing and laying paver blocks				5.00	sqm				
9	A/R	Polycarbonate roofing sheet	1	2.45	3.65	8.94	sqm				
		Aluminum profile and HP self-drilling screw for shed	1			each					
10	A/R	Advertisement board on three sides	4	1.22	1.22	5.95	sqm				
			4	1.22	1.9	9.27	sqm				



15.23 sqm												
11	A/R	Aluminum fittings and beading on the edge of board	8				each					
12	A/R	Fabricated MS steel bench with wooden top finish for passenger sitting arrangement	1				Each					
13		Lighting – LED tube lights (20W)	2									
14		CCTV Camera 4 MP – to be connected to the NVR at CBS Office	1									

4. Submission procedure:

Suppliers shall take into account all the details presented in these technical specifications that are essential for a successful bidding process and an efficient delivery and installation of the requested items. Any additional requests for information, or clarification requests that come up during the bidding exercise should be addressed to pasang.tshering@citybuservice.bt, with a copy to: g.sema@unido.org and a.campbell@unido.org.

Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their quoted prices. In evaluating the quotations, the purchaser will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

- (i) Where there is a discrepancy between amounts in figures and words, the amount in words will govern;
- (ii) Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern unless, in the opinion of the employer, there is a gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted shall govern, and the unit rate shall be corrected;
- (iii) If the supplier refuses to accept the correction, this quotation will be rejected and the bid security shall be forfeited;
- (iv) All bids shall be accompanied by a bid security amounting to Nu. 10,000.00;
- (v) Validity of the offers: The received quotation(s) shall be valid for a period of one year from the award of the supply order.

Applicants shall submit their written technical and financial proposals in English:

- Short technical proposal (including proposed approach and methodology, work plan, detailed CVs of experts, copies of university degrees, certifications, licenses as well as proven track record of implemented assignments);
- Financial proposal in Euro (including all costs and taxes in a detailed work-time-expert-diagram indicating daily rates for individual team members);
- Copies of certificate of incorporation (or other legal document), certified financial statement, and other licenses.

Submission Deadline: no later than 06 December 2023 (23:30:00 hrs. GMT+6).

5. Documents required to be submitted as part of the quotation

- A duly completed and signed priced quotation, as per the schedule of items and the price quotation:
 - i) A valid trade license and tax clearance certificate
 - ii) Any other requirements as specified in this document
- The bid should be accompanied by adequate technical documentation, datasheets, catalog (s), and other printed material or pertinent information (in English) for the products quoted.
- Technical assistance and spare parts must be available in Thimphu, Bhutan.
- Offers should specify warranty details which must be a minimum of one year, from the date of acceptance of the final installations.
- Offers: UNIDO is exempt from all direct taxes, customs duties, and charges of a similar nature in respect of articles imported or exported for its official use.
- Offers to be made in (Nu.) only.
- Delivery address: Changzamtog, Thimphu, Bhutan (for more information visit: <https://www.citybusservice.bt/>).
- **Delivery and installation period:** Within 8 weeks from the date of the signature of the purchase contract.
- It is the sole responsibility of the supplier to deliver the requested items to the named place in the country of the buyer, with insurance and pre-shipment inspection.

6. Quantity

- Depending on the final requirement and budget availability, the purchaser may increase or decrease the quantity.
- The Purchaser is not bound to accept the lowest bid and reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
- The bidder, whose bid is accepted will be notified of the award of the contract by the Purchaser prior to the expiration of the quotation validity period.
- A minimum of one year warranty shall be applicable to the supplied goods.

7. Award of purchase order:

- (i) **Award:** The award will be made to the bidder who is offering the lowest technically acceptable price that fully meets the specifications
- (ii) **Delivery Time:** The bidder(s) must complete the construction of the bus shelter(s) within two (2) months from the date of receipt of the award letter.
If the concerned supplier fails to deliver the assignment within the time specified/agreed,



the liquidated damage of 0.1% per day shall be applied/imposed for the late delivery of goods to the maximum of 10% OR performance security deposit shall be forfeited (whichever is applicable).

(iii) **Quality:** Supplier(s) will supply only genuine goods. Wherever applicable the supplier shall provide a sample of items. The sample of the item shall be evaluated (to determine whether genuine or not). The determination of the winning bid shall be made on the basis of, among other things, the sample submitted.

(iv) **Service or supply:** Service or supply should be provided as and when required.

(v) **Sample:** The suppliers should attach copies of relevant brochures/catalogues/ paper samples for the goods to be supplied, which will give sufficient information wherever applicable.

8. Coordination, time schedule and reporting

The chosen subcontractor should complete the agreed activities within a period of two (2) months, starting from the date of effectiveness of the contract.

The City Bus Council will closely coordinate with the project team in UNIDO Headquarters and will be responsible for:

- a) Providing supervision and monitoring for the implementation of the project;
- b) Commissioning the bus shelters;
- c) Ensuring synergies to other ongoing EV activities in the country;
- d) Raising visibility on project achievements on a national and international level;

The subcontractor will submit one final report to UNIDO and the City Bus Council after the commissioning of the bus shelters. The report will include a zip file including all generated reports, products, and photos⁴ during that time. The report shall include detailed information on the undertaken bus shelters' work from the supplier, including the commissioning certificate confirming the quality and acceptance of the work by the City Bus Council, on behalf of the Government of Bhutan.

Further information

- <http://www.unido.org>
- <https://www.citybusservice.bt>

⁴ The digital photo documentation and usage rights will appertain to UNIDO and the City Bus Council.