# Request for Proposal

Ref. RFP-SLF- 2025- 03 Date: 13 February 2025

**Title of the assignment:**Environmental DNA (eDNA) Analysis of Snow Leopard from Air and Water Samples

1. Kindly submit the proposal for the consultancy on the subject cited above under the project, Community-based conservation of snow leopard and its habitat in Pakistan funded by Darwin Initiative main (DIM) as per enclosed Terms of References. Please be guided by the form attached hereto as Annexure IV, while developing the financial proposal.
2. 2. To enable you to prepare and submit a proposal, attached are:
3. Instructions to the Consulting Firm/ Organization/ University …. … (Annexure I)
4. Terms of Reference (ToRs) … … … … … … … … … … … … (Annexure II)
5. Criteria and Guidelines for evaluation of proposals… … … … … … (Annexure III)
6. Proposal Submission form … … … … … … … … … … … … (Annexure IV)
7. Specimen format for Financial Proposal … … … … … … … … . (Annexure V)
8. 3. The proposal must be in English and valid up to 31 March 2025.
9. 4. Interested Consulting Firm/ Organization/ University must submit the following documents/information to demonstrate their qualifications:

1. **Technical Proposal**

* 1. Suitability/ Qualification of the Firm/ Organization/ University:

(i) Profile of the Firm/ Organization/ University describing detail of similar kind of services provided.

(ii) If required, SLF will request the consultant to provide the copy of Firm’s (Partnership, Joint venture, Private Limited Company etc.) valid registration document(s) with concerned department/ Authority along-with income tax/sale tax numbers,

* 1. Technical proposal describing approach and implementation methodology for this work,
  2. Activity Plan (timeline),: The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

**2.** **Financial Proposal** (Annexure-V): All prices/costs shall be quoted in USD, and must include all applicable taxes. Amounts should be quoted in both words and figures. The conversion rate of USD at the time of delivery of consultancy amount will be used.

1. 5. The technical and financial proposals should contain the reference number “RFP-SLF-2025-2”. These should reach the following address not later than 27 February 2025, 04:30 PM PST to: Director, Snow Leopard Foundation (SLF), House 71-C, Street 54, E-11/3, Islamabad or emailed to [info@slf.org.pk](mailto:info@slf.org.pk) or [ali.nawaz@slf.org.pk](mailto:ali.nawaz@slf.org.pk). Phone: 051-2375044.
2. 6. If additional information is required, please write or contact us at +92-51-8443288. The team will provide the necessary information within the due date. However, any delay in providing such information will not be considered a reason for extending the submission date of your proposal. All/any queries regarding the submission of the proposal may be sent before the deadline at the address or email mentioned above.

Sincerely,

Director, Snow Leopard Foundation

**Annexure I**

**Instructions to the Consulting Firm/ Organization/ University**

1. **A. Introduction**

**1. General**

The purpose of the Request for Proposal (RFP) is to invite proposals from Prospective Consulting Firm/ Organization/ University for “Environmental DNA (eDNA) Analysis of Snow Leopard from Air and Water Samples ” under the SLF as per enclosed Terms of reference (Annexure-II).

1. **2. Cost of proposal**

The prospective Consulting Firm/ Organization/ University shall bear all costs associated with the preparation and submission of the proposals regardless of the conduct or outcome of the solicitation.

1. **3. Legal Status**

The Consulting Firm/ Organization/ University shall be considered as having the legal status of an independent contractor. The Contractor’s personnel and sub-contractors shall not be considered in any respect as being the employees or agents of SLF.

1. **4. Contractor's Responsibility for Employees**

The Consulting Firm/ Organization/ University shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, and conform to a high standard of moral and ethical conduct.

**B. Solicitation Documents**

**5. Contents of solicitation documents**

Proposals must offer services to meet the complete requirements of the ToRs. Proposals meeting only part of the requirements will be rejected. The interested Consulting Firm/ Organization/ University must comply with the documents contained in the RFP.

**6. Amendments of solicitation documents**

At any time before the deadline for submission of proposals, the SLF may, for any reason modify the solicitation documents by amendment. Any such amendment will be advertised on its website. The SLF may, at its discretion, extend the deadline for the submission of proposals taking the amendments into account to facilitate the Consulting Firm/ Organization/ University.

**C. Preparation of Proposals**

**7. Language of the proposal**

The proposals along with all related documents must be written in the English language. Any printed literature furnished by the Prospective Consulting Firm/ Organization/ University written in another language should accompany its English translation.

**8. Documents comprising the proposal**

The proposal shall comprise the following documents:

**Technical Proposal**

1. Suitability/ Qualification of the Firm/ Organization/ University:

(i) Profile of the Firm/ Organization/ University describing detail of similar kind of services provided.

(ii) If required, SLF will request the consultant to provide the copy of Firm’s (Partnership, Joint venture, Private Limited Company etc.) valid registration document(s) with concerned department/ Authority along-with income tax/sale tax numbers,

1. Technical proposal describing approach and implementation methodology for this work,
2. Activity Plan (timeline), The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

2. **Financial Proposal** (Annexure-V): All prices/costs shall be quoted in USD, and must include all applicable taxes. Amounts should be quoted in both words and figures. The conversion rate of USD at the time of delivery of consultancy amount will be used.

**9. Period of validity of proposals**

Proposals should remain valid up to 31 March 2025. A proposal valid for a shorter period may be rejected by the Project Evaluation Committee on the grounds that it is non-responsive. In exceptional circumstances, SLF may request the Proposer to extend validity of the Proposal beyond what has been initially indicated in this RFP. The Proposer shall then confirm the extension in writing, without any modification whatsoever in the Proposal. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by SLF after it has received the Proposal.

**10. Signing of proposals**

The proposal shall be typed. The authorized person will sign for over-writings, interlineations, erasures, etc.

**11. Payment**

The SLF shall make payments to the Prospective Consulting Firm/ Organization/ University after acceptance of its payment requests and on certification of achievement by the Director, SLF against corresponding milestones as per ToRs.

**D. Submission of Proposals**

**12. Marking of proposals**

1. The technical proposal will be evaluated by the SLF Selection Committee or a technical committee formed by the SLF Selection Committee.
2. Amounts should be quoted in both words and figures in the financial proposal submitted accordingly as per Annexure IV.
   1. **13. Deadline for submission of proposals**

Proposals must be received by the SLF no later than **27 February 2025** by 04:30 PM PST. Any proposal received after the deadline will be rejected.

* 1. **E. Evaluation of Proposals**
  2. **14. Clarification of proposals**

To assist in the examination, evaluation, and comparison of proposals, the SLF may at its discretion, ask the Consulting Firm/ Organization/ University for clarification of its proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered, or permitted.

* 1. **15. Preliminary examination**

SLF will examine the proposals to determine whether these: are complete, do not have any computational errors, and are generally in order. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Consultant does not accept the correction of errors, its proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Before the detailed evaluation, the SLF will determine the substantial responsiveness of each proposal to the RFP. For this purpose, a substantially responsive proposal conforms to all the terms and conditions of the RFP without material deviations. The SLF’s determination of a proposal’s responsiveness is based on the contents of the proposal itself without recourse to extrinsic evidence. A proposal determined as not substantially responsive will be rejected by the SLF and may not subsequently be made responsive by the Prospective Consulting Firm/ Organization/ University by correction of the non-conformity.

1. **F. Award of Contract**
2. **16. Award criteria, award of contract**

The SLF reserves the right to accept or reject any or all proposals, and to annul the solicitation process, at any time before award of contract, without thereby incurring any liability to the affected person or any obligation to inform the affected Prospective Consulting Firm/ Organization/ University. Before the expiration of the period of proposal validity, the SLF will award the contract to the qualified consultant whose proposal after being evaluated is considered to be the most responsive to the needs of the consultancy and activity concerned.

**17. SLF’s right to vary requirements at the time of award**

The SLF reserves the right at the time of award of the contract to vary the quantity of services and tasks specified in the RFP without any change in unit price or other terms and conditions.

**18. Signing of the contract**

The selected Consulting Firm/ Organization/ University shall sign and date the contract and return it to the SLF.

**Annexure II**

**Terms of Reference**

**“Environmental DNA (eDNA) Analysis of Snow Leopard from Air and Water Samples** **”**

* 1. **Introduction**

The Snow Leopard Foundation (SLF) a nonprofit conservation organization aims to conserve viable populations of snow leopards and other wild carnivores as an integral part of landscapes across Pakistan while improving the economic conditions of the people who share habitats with predators. Since its inception in 2008, SLF has been working with remote and disadvantaged mountain communities in the range provinces focusing on four thematic areas—science and research, community-based conservation, capacity building, and conservation education & awareness.

Darwin Initiative Main (DIM) Project is supporting the Community-based conservation of snow leopards and their habitat in Pakistan. SLF is implementing this three-year project in collaboration with the Ministry of Climate Change and Environmental Coordination and the Gilgit Baltistan Wildlife Department. The project has planned to conduct a study to assess the snow leopard population in Pakistan based on molecular analysis of eDNA samples collected from air and water. For this purpose, the consultant will provide required kits that will be used by SLF to collect air and water samples. The consultant will get air and water samples from SLF and analyze eDNA extracted from 50 air and 50 water samples for the presence of snow leopards in the study area. Confirmed snow leopard samples will be further analyzed to identify individuals that will be used in SCR modeling for population assessment of the snow leopard.

* 1. **Objectives of the assignment**

The primary objective of this assignment is to conduct high-sensitivity metabarcoding analysis of eDNA extracted from air and water samples to detect snow leopard presence.

* 1. **Scope of work:**

The Consultant will conduct the following tasks in collaboration with the Director, SLF:

1. Provide necessary sample collection kits and supplies, including air eDNA fans for water and air DNA samples collection.
2. Conduct aquatic metabarcoding analysis of 50 water samples using two primer sets for species and individual identification of snow leopard.
3. Conduct air metabarcoding analysis of 50 air samples using two primer sets for species and individual identification of snow leopard.
4. Handle shipping logistics from Boulder, CO, to Pakistan.
5. **Final Report**: Deliver a comprehensive analysis report to SLF, summarizing methodologies, findings, and key insights.
   1. **Deliverables**
6. Processed eDNA data from air and water samples.
7. Detailed report on the analysis methodology and results.
8. Raw sequencing data for further analysis.

The study remuneration will be provided after the Consultant gets approval of all the above-mentioned deliverable from Director, SLF.

* 1. **Duration/ Timeframe and Duty Station of the assignment**

The duration of the assignment is 31 days. The duty station is lab and/or home-based.

* 1. **Institutional Arrangements/ Reporting**

The consultant will work under the guidance of the Director of SLF.

* 1. **Requirements for Qualification and Experience**

Firm/Institute/ University with staff having more than 3 years experiences in metabarcoding analysis of snow leopard and associated species from water and air samples.

# Annexure III

**Criteria and Guidelines for evaluation of proposals**

The Consulting Firm/ Organization/ University will be evaluated based on the following methodologies/ cumulative analysis. In the total 100 marks, the technical and financial proposals will have weightage of 70% and 30%, respectively. Only firms obtaining a minimum of 60% weightage points in technical proposal evaluation would be considered for financial proposal evaluation.

1. **Technical Proposal Evaluation Criteria**

Summary of Technical Proposal Evaluation

|  |  |  |
| --- | --- | --- |
| **#** | **Description** | **Obtainable points** |
| 1 | **Expertise/Qualification/Experience relevant to the assignment** |  |
| 1.1 | Related qualification, skills, competencies and experience of the firm/ University in metabarcoding analysis of snow leopard and associated species from water and air samples/ of the team of the bidder. | 70 |
|  | **Sub-Total** | **70** |
| 2 | **Adequacy of the proposed methodology & work plan** |  |
| 2.1 | Does the bidder have full understanding of the task? | 8 |
| 2.2 | Have all aspects of the task been addressed and are clearly understandable? | 5 |
| 2.3 | Is the proposed methodology by the vendor correspond to objective of the study | 4 |
| 2.4 | Is the presentation and report writing skills clear? | 3 |
|  | **Sub-Total** | **20** |
| **Total** | | **90** |

1. **Financial Proposal Evaluation Criteria**

The financial proposals of firm/institute short-listed on the basis of technical evaluations will be compared in terms of cost effectiveness by using the following formula:

Suppose the financial proposal of the firm/institute “A” is USD. 3,000; firm/institute “B” USD. 4,000; and firm/institute “C” USD. 5,000; then the firm/institute which has quoted the lowest amount for overall assignment cost i.e.: firm/institute A will get the maximum score of 30.

Firm/institute B will get (30X3,000)/4,000 = 22.5

Firm/institute C will get (30X3,000)/5,000 = 18.0

# Annexure IV

**PROPOSAL SUBMISSION FORM**

**RFP-SLF-2025-03**

**Dear Sir/Madam,**

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we offer to provide consultancy services for **“Environmental DNA (eDNA) Analysis of Snow Leopard from Air and Water Samples”** to SLF Pakistan in accordance with the Price Schedule/ Financial proposal attached herewith and made part of this proposal.

I undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal up to 31 March 2025, and it shall remain binding upon me and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any proposal you may receive.

Dated:

# (Name of the firm/University, name & signature of its representative)

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# Annexure V

**FINANCIAL PROPOSAL[[1]](#footnote-1)**

|  |  |
| --- | --- |
| **Deliverables (1-3)**  *[as referred to in the TORs]* | **Amount in USD.** |
| Consultancy Fee including boarding lodging, transportation and all other costs for the full proposal |  |

Amount in figures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note:

1. The proposal and its total cost mentioned above will remain valid up to 31 March 2025.
2. The cost will include all applicable taxes in Pakistan.

[Name and signature of the Consulting Firm/ Organization/ University]

[Designation and date]

1. The costs should cover the requirements identified in the Terms of Reference (TOR) [↑](#footnote-ref-1)