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**REQUEST FOR PROPOSAL (FOR LESS THAN USD 100,000.00)**

**INSTRUCTIONS TO USERS OF THIS DOCUMENT**

1. This document is UNDP’s standard for Request for Proposal (RFP) to be used when UNDP solicits Proposals for the procurement of a broad range of **relatively low-valued services**, i.e., when the expected **contract value will NOT exceed USD 100,000.00.**
2. In lieu of writing a full Terms of Reference (TOR), the Requisitioner may simply fill out the appropriate sections of Annex I (***Description of Requirements)***. If the information requested by a specific row in the data table in Annex I is not relevant to the required services, or are already clearly stated in a comprehensive TOR provided by the Requisitioner, then the said row may be deleted.
3. Only UNDP staff who are familiar with UNDP’s procurement principles, policies and procedures, specifically Procurement Officers, must finalize this RFP, after the Requisitioner has defined their requirements. In the unlikely event that a non-procurement staff will be tasked to finalize this RFP, he/she must be guided by a Procurement Officer knowledgeable on the UNDP procurement principles, policies and procedures.
4. UNDP staff preparing this RFP must fill up the spaces and table cells provided with the necessary and correct information, indicating “N/A” if not applicable to the RFP. Where there are choices listed, the appropriate choice must be checked/ticked, and the non-applicable options deleted from the list. Additional information may be provided as and when the circumstances and the nature of the services and arrangements require.
5. It is important that the General Terms and Conditions (Annex IV) be attached at all times to any and all RFPs of this nature to be released by UNDP.
6. Other instructions pertaining to specific pages and sections of the RFP have been indicated as footnotes on that same page. UNDP staff who will be tasked to finalize this RFP are requested to pay close attention to them and be guided accordingly.
7. For any questions regarding the use of this RFP, Procurement Officers may send an email to [pso.info@undp.org](mailto:pso.info@undp.org)

**This first page of the document is intended for UNDP staff only. UNDP staff preparing the final RFP must ensure that this page is not included in the RFP that will be transmitted to Prospective Service Providers**



**REQUEST FOR PROPOSAL (RFP)**

**(For Low-Valued Services)**

**[BRBRFP0254]**

Dear Sir / Madam:

We kindly request you to submit your Proposal for Consultancy for the design and implementation of Community-based advocacy activities to promote inclusion of Vulnerable Groups in Community, National and Sub-regional decision making fora for the Multi-Dimensional Approaches to Poverty Eradication in the Eastern Caribbean Project (MDAPP)

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

Your Proposal must be expressed in English, and valid for a minimum period indicated in Annex I below.

All *Requests for Clarifications* should be submitted by email only to UNDP Procurement Unit ([procurement.bb@undp.org](mailto:procurement.bb@undp.org)) no later than 2 days after the publication of this notice. Any delay in UNDP’s response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the “pdf” format, and free from any virus or corrupted files.

The Technical Proposal (Annex II) and the Financial Proposal (Annex III) files MUST BE COMPLETELY SEPARATE and uploaded separately in the system, and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. **Each file submitted shall include the Proposer’s name.** The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. Please do not encrypt the Technical Proposal. The Proposer shall assume the responsibility for failing to encrypt the financial proposal.

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.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex IV.

Please be advised that UNDP 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.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Service Provider to** prevent and avoid conflicts of interest, by disclosing to UNDP 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.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*UNDP Procurement Unit*

November 18, 2016

**Annex I**

**Description of Requirements**

|  |  |
| --- | --- |
| Context of the Requirement | [Multi-Dimensional Approaches to Poverty Eradication in the Eastern Caribbean Project: Consultancy for Design and Implementation of Community-based advocacy activities] |
| Implementing Partner of UNDP | Organisation of Eastern Caribbean States |
| Brief Description of the Required Services[[1]](#footnote-1) | See attached TORs |
| List and Description of Expected Outputs to be Delivered | 1. Collection of multi-dimensional poverty research and compilation of learning materials based on the lived realities of specific vulnerable and marginalised groups in project countries. 2. Design and develop effective advocacy strategies based on multi-dimensional poverty research findings. These strategies should be designed to influence and access various national and regional social economic and political stakeholders. 3. Design and implementation of a comprehensive Information Education Communication (IEC) Strategy. This should include the development of associated didactic materials and activities, to promote inclusion and participation of vulnerable groups in processes aimed at overcoming multi-dimensional poverty in specific national contexts. |
| Person to Supervise the Work/Performance of the Service Provider | *UNDP Project Coordinator, Multi-Dimensional Approaches to Poverty Eradication Project* |
| Frequency of Reporting | *Every other month, as indicated in TORs* |
| Progress Reporting Requirements | Submission of following reports:   * Inception Report * Report on Data Collection * Report on Advocacy and IEC strategies * Final report |
| Location of work | Antigua and Barbuda, the Commonwealth of Dominica, Grenada, Saint Lucia and St. Vincent and the Grenadines  At Contractor’s Location |
| Expected duration of work | Approx. 6 months |
| Target start date | January 9 |
| Latest completion date | June 30, 2017 |
| Travels Expected | |  |  |  |  | | --- | --- | --- | --- | | **Destination/s** | **Estimated Duration** | **Brief Description of Purpose of the Travel** | **Target Date/s** | | Antigua and Barbuda | 4 days | Data collection | 23 Jan to 24 Feb | | 5 days | Roll out Advocacy and IEC strategies | 6 Mar to 14 Apr | | Commonwealth of Dominica | 4 days | Data collection | 23 Jan to 24 Feb | | 5 days | Roll out Advocacy and IEC strategies | 6 Mar to 14 Apr | | Grenada | 4 days | Data collection | 23 Jan to 24 Feb | | 5 days | Roll out Advocacy and IEC strategies | 6 Mar to 14 Apr | | Saint Lucia | 4 days | Data collection | 23 Jan to 24 Feb | | 5 days | Roll out Advocacy and IEC strategies | 6 Mar to 14 Apr | | St. Vincent and the Grenadines | 4 days | Data collection | 23 Jan to 24 Feb | | 5 days | Roll out Advocacy and IEC strategies | 6 Mar to 14 Apr | |
| Special Security Requirements | Security Clearance from UN prior to travelling  Completion of UN’s Basic and Advanced Security Training  Comprehensive Travel Insurance  Others *[pls. specify]* |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | Office space and facilities  Land Transportation  Others *[pls. specify]* |

|  |  |
| --- | --- |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Required  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | Required  Not Required |
| Currency of Proposal | United States Dollars  Euro  Local Currency |
| Value Added Tax on Price Proposal[[2]](#footnote-2) | must be inclusive of VAT and other applicable indirect taxes  must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 60 days  90 days  120 days  In exceptional circumstances, UNDP may request the Proposer 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 | Not permitted  Permitted *[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]* |
| Payment Terms[[3]](#footnote-3) | |  |  |  |  | | --- | --- | --- | --- | | Outputs | Percentage | Timing | Condition for Payment Release | | Inception report | 15% | Within 14 days after contract signature | Within thirty (30) days from the date of meeting the following conditions:   1. UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and 2. Receipt of invoice from the Service Provider. | | Report on data collection exercises | 30% | Within 2 months after contract signature | | Report on Advocacy and IEC Strategies | 30% | Within 4 months after contract signature | | Final report | 25% | Within 5 months after contract signature | |  |  |  | |

|  |  |
| --- | --- |
| Allowable Manner of Submitting Proposals | Online bidding in eTendering module.  Electronic submission of Bid[[4]](#footnote-4) (**ONLY ACCEPTED IF THIS BOX IS CHECKED)**  If allowed, email to [procurement.bb@undp.org](mailto:procurement.bb@undp.org)  *Note: Subject line of email must be stated as follows:* “**[BRBRFP0### - Company Name]**” (*delete above lines if not allowed*) |
| Type of Contract to be Signed (*one type only*) | Purchase Order  Individual Contract  Institutional Contract  Contract for Professional Services  Other Type of Contract *[pls. specify]* |
| Criteria for Contract Award | Lowest Price Quote among technically responsive offers  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | **Technical Proposal (70%)**  Specific Experience of the Firm Relevant to Assignment 10  Adequacy of Proposed Methodology and Workplan in responding to TORs 45  Key Experts’ Qualifications and Competencies 30  Sensitivity to Needs of Vulnerable Groups 15  **Financial Proposal (30%)**  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | One and only one Service Provider  One or more Service Providers, depending on the following factors: *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]* |
| Annexes to this RFP[[5]](#footnote-5) | Sample Form for Submission of Technical Proposal (Annex II)  Form for Submission of Financial Proposal (Annex III)  Sample Contract & General Terms and Conditions (Annex IV)[[6]](#footnote-6)  Detailed TOR (Annex V)  Others[[7]](#footnote-7) *[pls. specify]* |
| Other Information *[pls. specify]* |  |

**Annex II**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[8]](#footnote-8)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[9]](#footnote-9))***

[insert: *Location]*.

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal in separate files. Financial Proposal is password protected as required by UNDP.

We hereby declare that:

1. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP’s Contract for Professional Services.

We agree to abide by this Proposal for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

***[See Terms of Reference (Annex V) for details]***

1. **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 UNDP by indicating the following:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
7. **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.* |

1. **Qualifications of Key Personnel**

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

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

*[Please mark this letter with your corporate seal, if available]*

**Annex III**

**BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**Name of Person/Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Breakdown of Cost by Components:** *If details required, see “C” below*

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost** | **Quantity** | **Total Rate for the Contract Duration** |
| 1. **Personnel Costs** |  |  |  |
| Professional Fees |  |  |  |
| Life Insurance |  |  |  |
| Medical Insurance |  |  |  |
| Communications |  |  |  |
| Land Transportation |  |  |  |
| Others (pls. specify) |  |  |  |
| 1. **Duty Travel** |  |  |  |
| Round Trip Airfares |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  | **TOTAL (USD)** |  |

1. **Breakdown of Cost by Deliverables\***

|  |  |  |
| --- | --- | --- |
| **Deliverables**  **[list *them as referred to in the TOR*]** | **Percentage of Total Price [*weight for payment as per TOR*]** | **Amount**  **USD** |
| Deliverable 1 |  |  |
| Deliverable 2 |  |  |
| …. |  |  |
|  |  |  |
|  |  |  |
| Total (Must be the same as TOTAL above) | 100% |  |

*\*Basis for payment tranches*

1. **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. Duty Travel** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 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]*

1. *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.* [↑](#footnote-ref-1)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-2)
3. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-3)
4. *If this will be allowed, security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.*  [↑](#footnote-ref-4)
5. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-5)
6. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-6)
7. *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.* [↑](#footnote-ref-7)
8. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-8)
9. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-9)