



REQUEST FOR PROPOSAL (RFP)

LOCAL Advertisement	DATE: April 22, 2019
	REFERENCE: RFP/03/2019 – Micro Assessment

Dear Sir / Madam:

We kindly request you to submit your Proposal for the following: **Micro-Assessment (Assessment of the Financial Management Capacities) for 13 Municipality.**

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

Proposals may be submitted on or before **Friday, May 10, 2019, 16:00Hrs** to the following addresses:

Escritório Comum do PNUD, UNFPA e UNICEF
Casa das Nações Unidas
AV. OUA, Achada Santo António
Attn: Operations Unit
Ref.: RFP/03/2019 – Micro Assessment

The Technical and Financial proposal should be submitted in two (2) separate envelopes, clearly identified. The 2 envelopes should be sent in one envelope bearing the RFP reference number and sender's information. If they are not submitted in separate sealed envelopes, proposal will be rejected.

Please also provide a copy of the technical proposal and its annexure (scanned copies in ONE PDF FILE) via email to procurement.cv@cv.jo.un.org - PLEASE NOTE THAT the email should not contain the Financial Proposal.

Your Proposal must be expressed in the **English, Portuguese, or French language**, and valid for a minimum period of **Sixty (60) Days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, 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 UNDP 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.

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 3.

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,

Salette Bettencourt
Operations Manager
4/22/2019



Description of Requirements

Context of the Requirement	Micro-Assessment (Assessment of the Financial Management Capacities) for 13 Municipality
Implementing Partner of UNDP	13 Municipality listed in the ToR
Brief Description of the Required Services	The micro assessment is performed by a third-party service provider and includes a site visit to the IP. The assessment primarily consists of interviews with IP personnel and a review of relevant documentation sufficient to complete the micro assessment questionnaire.
List and Description of Expected Outputs to be Delivered	Please see attached Terms of Reference (ToR).
Person to Supervise the Work/Performance of the Service Provider	Chief Technical Advisor Local Platforms Program
Frequency of Reporting	Reporting is per the timelines indicated in the ToR.
Progress Reporting Requirements	<ul style="list-style-type: none"> - Inception Report - Draft Reports - Final Reports
Location of work	<input checked="" type="checkbox"/> Implementing Partners Location (attached list of Institution) <input checked="" type="checkbox"/> UN Office
Expected duration of work	1 Month
Target start date	May 2019
Latest completion date	June 2019
Travels Expected	Please see attached Terms of Reference (ToR).
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please see attached Terms of Reference (ToR).
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (Cape Verdean Escudos)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> If applicable VAT must be indicated separately from the total Price

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 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	<input checked="" type="checkbox"/> Not permitted																	
Payment Terms	<table><tr><th>Outputs</th><th>%</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td>10% - Upon presentation and adoption of the Inception Report</td><td>10%</td><td>5 days after Contract Signature</td><td rowspan="3">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr><tr><td>50% - Upon presentation and acceptance of Draft Reports</td><td>50%</td><td>25 days after contract signature</td></tr><tr><td>40% - Final payment upon satisfactory completion of work and approval of the final reports</td><td>40%</td><td>30 days after contract signature</td></tr></table>				Outputs	%	Timing	Condition for Payment Release	10% - Upon presentation and adoption of the Inception Report	10%	5 days after Contract Signature	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	50% - Upon presentation and acceptance of Draft Reports	50%	25 days after contract signature	40% - Final payment upon satisfactory completion of work and approval of the final reports	40%	30 days after contract signature
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Chief Technical Advisor Local Platforms Program																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet for Professional Services																	
Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for de minimum contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html																	
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC).																	
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (Profile) - 150 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 300 points <input checked="" type="checkbox"/> Qualification of Personnel - 250 points																	

¹ 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.

	Financial Proposal: 300 points (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:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR and the attachments
Contact Person for Inquiries (Written inquiries only) ²	Procurement Unit humanresources.cv@cv.jo.un.org Any delay in UNDP's response shall be not 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.
A pre-proposal meeting will be held on:	Time: 15 Horas Date: May 3, 2019 Venue: UN Office Achada Santo António
Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed ten (10) pages, including printed brochures and product catalogues relevant to the services being procured <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value for the past 2 years <input checked="" type="checkbox"/> Written self-declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division or Other Ineligibility List
Other Information [pls. specify]	Outer envelope should bear RFP reference and sender's name and address

²This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Detail Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm / Profile	21%	150
2	Proposed Methodology, Approach and Implementation Plan	43%	300
3	Qualification of Personnel	36%	250
TOTAL		100%	700

Technical Proposal Evaluation (Form 1)		
Expertise of the Firm / Organization		Points Obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: Age/Size of the Firm - 20, Quality Assurance Procedure – 20, Subcontracting - 10.	50
1.3	Expertise / Experience of the firm and organization:	50
	UN experience, major multilateral or, bilateral organizations – 25	
	Professional experience related to the assignment – 25	
SUB TOTAL		150

Technical Proposal Evaluation (Form 2)		
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task and propose a consistent methodological and approach?	100
2.2	Is the scope of tasks well defined and does it meet the TOR requirements?	100
2.3	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise successful and efficient implementation to audit assignment?	100
SUB TOTAL		300

Technical Proposal Evaluation (Form 3)		
Qualification of the Personnel		
3.1	Team Leader (Task Manager)	
	- Academic Qualification	30
	- Team Leader/coordination experience	20
	- Relevance of competencies and Professional experience	30
	- Language qualification	20
Sub-total		100

Additional team members (for the evaluation purposes the average score of CVs will be applied).		
3.2	Team members	
	- Academic Qualification	40
	- Relevance of competencies and Professional experience	90
	- Language qualification	20
	Sub-total	150
	Total Technical Proposal Points	250

Proposals obtaining a minimum of **490 points** out of 700 points at the technical evaluation will be considered for the financial evaluation.

The financial score for the financial proposal will be calculated in the following manner:

- $S_f = (F_m/F) \times 300$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.
- (Total Financial Maximum points = 300 points);
- Total Score.

The technical score attained by each proposal will be used in determining the Total score as follows:

The weights given to the technical and financial proposals are: $T= 0.7$, $F=0.3$

The Total score will be calculated by formula: $TS = T \times 0.7 + F \times 0.3$

- TS - Is the total score of the proposal under consideration;
- T - Is technical score of the proposal under consideration;
- F - Is financial score of the proposal under consideration.