



## REQUEST FOR PROPOSAL (RFP)

LOCAL Advertisement	DATE: September 24, 2018
	REFERENCE: RFP/03/2018 – Elaboração Guia Prática Localização ODS

Dear Sir / Madam:

We kindly request you to submit your Proposal for the following: **Elaboração de uma guia prática de localização dos objetivos de desenvolvimento sustentável e planejamento estratégico municipal articulado, para os municípios de Cabo Verde Verde).**

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

Proposals may be submitted on or before **Wednesday, October 10, 2018, 16:00Hrs** and via email to the address below:

**[procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org)**

**Attn: Operations Unit**

**Ref.: RFP/03/2018 – Elaboração Guia Prática Localização ODS**

Your Proposal must be expressed in the **Portuguese, English 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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours  
  
**Salette Bettencourt**  
Administrative Analyst  
9/24/2018  


## Description of Requirements

Context of the Requirement	<p><i>Cabo Verde está na implementação do Programa Plataformas Locais para o sucesso dos ODS com o intuito de expandir os processos de descentralização e de desenvolvimento sustentável do país, pondo o foco nos municípios, como agentes conhecedores do território e das realidades locais das coletividades cabo-verdianas, cujo objetivo último será melhorar as condições de vida da população dos territórios cabo-verdianos.</i></p> <p><i>O programa das plataformas esta a apoiar os esforços de 9 municípios pilota no processo de localização dos ODS assim comi também no processo de planeamento estratégico articulado e participativo.</i></p> <p><i>Os conteúdos da guia estão baseados no própria experiência de implementação da metodologia do programa nos 9 Municípios pilota.</i></p> <p><i>A guia visa a ser um referente para os municípios de Cabo Verde no que concerne a localização dos ODS a nível local e a sua ligação com o processo de planeamento estratégico articulado com as políticas e programas de Governo nacionais.</i></p> <p><i>A edição/impressão da guia constitui um esboço de inspiração para a condução da Localização dos Objetivos de Desenvolvimento Sustentável e a Planificação do Desenvolvimento das Municipalidades.</i></p>
Implementing Partner of UNDP	Municípios
Brief Description of the Required Services	As per Terms of References – Annex I
List and Description of Expected Outputs to be Delivered	As per Terms of References – Annex I
Person to Supervise the Work/Performance of the Service Provider	Chief Technical Advisor, Local Platforms for achieving SDGs project
Frequency of Reporting	As per Terms of References – Annex I
Progress Reporting Requirements	As per Terms of References – Annex I
Expected duration of work	As per Terms of References – Annex I
Target start date	October 2018
Latest completion date	November 2018
Travels Expected	As per Terms of References – Annex I
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As per Terms of References – Annex I
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"/> Must be exclusive of VAT and other applicable indirect taxes  <i>VAT registered firms from Cabo Verde must indicate the VAT component separately after the net price</i>																
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 border="1"> <thead> <tr> <th>Outputs</th> <th>%</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Aprovação plano de trabalho</td> <td>20%</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>Aprovação Maquetas nas duas línguas</td> <td>30%</td> <td>20 Days after contract signature</td> </tr> <tr> <td>Entrega de todos os produtos e finalização dos trabalhos</td> <td>50%</td> <td>25 Days after contract signature</td> </tr> </tbody> </table>	Outputs	%	Timing	Condition for Payment Release	Aprovação plano de trabalho	20%	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.	Aprovação Maquetas nas duas línguas	30%	20 Days after contract signature	Entrega de todos os produtos e finalização dos trabalhos	50%	25 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 for achieving SDGs project																
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services																
Contract General Terms and Conditions <sup>1</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for de minimum contracts  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>																
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).																

<sup>1</sup> 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.



Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (Profile) - 10 points</p> <p><input checked="" type="checkbox"/> Relevant Experience – 15 points</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 20 points</p> <p><input checked="" type="checkbox"/> Qualification of Personnel - 15 points</p> <p><input checked="" type="checkbox"/> Language (Portuguese, English) 10 points</p> <p><b><u>Financial Proposal: 30 points (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TORs and the attachments (Annex 1)</p>
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<p>Chief Technical Advisor, Local Platforms for achieving SDGs project / Procurement Associate</p> <p><a href="mailto:humanresources.cv@cv.jo.un.org">humanresources.cv@cv.jo.un.org</a></p> <p>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.</p>
Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<p><input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed five (5) pages, including CV, printed brochures and product catalogues relevant to the services being procured</p> <p><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 and NIF</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</p> <p><input checked="" type="checkbox"/> Technical proposal</p> <p><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</p>
Other Information [pls. specify]	

<sup>2</sup>This 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.