



REQUEST FOR PROPOSAL (RFP)

	DATE: August 13, 2019
	REFERENCE : RFP/06/2019 – Printed Communication Materials

Dear Sir / Madam:

We kindly request you to submit your Proposal for the following: ***Produção de Materiais de Comunicação Impressa (Production of Printed Communication Materials)***, as detailed in attached hereto Annex 1 – Description of Requirements, and Annex 4 – Terms of Reference (ToR).

Please be guided by the form attached hereto as Annex 2 and 3, in preparing your Proposal.

Proposals may be submitted on or before **Thursday, August 29, 2019, 16:00Hrs** via email or delivered to the UN House, to the address below:

Email: procurement.cv@cv.jo.un.org

Attn: Operations Unit

Av. OUA, Achada Santo António, Praia, Ilha de Santiago

Ref.: RFP/06/2019 – Printed Communication Materials

Proposals must be submitted signed and stamped.

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.**

The Technical and Financial proposal should be submitted in two (2) separate emails, clearly identified. Free from virus and corrupted files, PDF files only. The Financial proposal should be password locked, and password for Financial Proposal will be requested from those Proposers whose Technical proposals found to be Technically Qualified by Technical Evaluation Panel.

Any proposal sent to the private email addresses of any procurement staff will be automatically disqualified.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Salette Bettencourt
Operations Manager
8/7/2019


Description of Requirements

Context of the Requirement	<i>A empresa deverá conceber, produzir, imprimir e disponibilizar para o MAA, através do acompanhamento de DNA/Unidade de Gestão de Projeto (UGP), e a supervisão do PNUD, criações de produtos originais de comunicação impressa de alta qualidade destinados ao público nacional.</i>
Implementing Partner of UNDP	Direção Nacional do Ambiente
Brief Description of the Required Services	The overall goal of the assignment is to ensure production of communication materials/products as per the Terms of References – Annex 4
List and Description of Expected Outputs to be Delivered	As per the Terms of References – Annex 4
Person to Supervise the Work/Performance of the Service Provider	<i>Portfolio de Energia, Ambiente e Mudanças Climáticas do PNUD e em estreita colaboração com a Coordenação Nacional do Projeto</i>
Frequency of Reporting	As per Terms of References – Annex 4
Progress Reporting Requirements	As per Terms of References – Annex 4
Expected duration of work	6 Months
Target start date	4 October 2019
Latest completion date	31 March 2020
Travels Expected	Yes, to other islands and per the Terms of References – Annex 4
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
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"/> VAT (IVA) and other applicable indirect taxes must be indicated separately from the net amount.																				
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><i>Proposta de plano de trabalho para desenvolver os produtos previstos aprovada.</i></td> <td>20%</td> <td>9/9/2019</td> <td rowspan="4"> 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><i>Briefing na Praia para a apresentação da proposta metodológica; Proposta técnico-metodológica para desenvolver os produtos previstos aprovada.</i></td> <td>30%</td> <td>24/09/2019</td> </tr> <tr> <td><i>Produto-piloto num pacote de 8 tipos diferentes de material finalizados / impressos aprovados.</i></td> <td>15%</td> <td>13/11/2019</td> </tr> <tr> <td><i>Todos os produtos previstos aprovados nas quantidades requeridas. Relatório final aprovado.</i></td> <td>35%</td> <td>31/03/2019</td> </tr> </tbody> </table>				Outputs	%	Timing	Condition for Payment Release	<i>Proposta de plano de trabalho para desenvolver os produtos previstos aprovada.</i>	20%	9/9/2019	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.	<i>Briefing na Praia para a apresentação da proposta metodológica; Proposta técnico-metodológica para desenvolver os produtos previstos aprovada.</i>	30%	24/09/2019	<i>Produto-piloto num pacote de 8 tipos diferentes de material finalizados / impressos aprovados.</i>	15%	13/11/2019	<i>Todos os produtos previstos aprovados nas quantidades requeridas. Relatório final aprovado.</i>	35%	31/03/2019
Outputs	%	Timing	Condition for Payment Release																		
<i>Proposta de plano de trabalho para desenvolver os produtos previstos aprovada.</i>	20%	9/9/2019	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.																		
<i>Briefing na Praia para a apresentação da proposta metodológica; Proposta técnico-metodológica para desenvolver os produtos previstos aprovada.</i>	30%	24/09/2019																			
<i>Produto-piloto num pacote de 8 tipos diferentes de material finalizados / impressos aprovados.</i>	15%	13/11/2019																			
<i>Todos os produtos previstos aprovados nas quantidades requeridas. Relatório final aprovado.</i>	35%	31/03/2019																			
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	PNUD e Coordenação do Projeto / DNA																				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet																				
Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for contracts Applicable Terms and Conditions are available at: https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf																				
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).																				

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.

Criteria for the Assessment of Proposal	<p><u>Mandatory Requirements:</u></p> <ul style="list-style-type: none"> • 5 years' market experience for the company • Bachelor's degree for the Coordinator • 5 years' working experience in the relevant area for the Coordinator <p><u>Technical Proposal 70 points (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm - 30 points</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the ToR - 24 points</p> <p><input checked="" type="checkbox"/> Qualification of the Coordinator - 16 points</p> <p><u>Financial Proposal: 30 points (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>If the offeror does not meet any of the minimum technical qualification criteria/requirements indicated on the ToR, the offeror will be automatically disqualified and no need for further evaluation.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed Terms of Reference (Annex 4)
Contact Person for Inquiries (Written inquiries only) ²	<p><i>Procurement Unit</i> humanresources.cv@cv.jo.un.org</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)	<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 <input checked="" type="checkbox"/> Tax Registration (NIF) <input checked="" type="checkbox"/> Certificate of Registration of the business, <input checked="" type="checkbox"/> Technical and Financial proposal as per Annex 2 and 3 <input checked="" type="checkbox"/> CV of the coordinator
Other Information [pls. specify]	<p><i>Quaisquer pedidos de esclarecimento devem ser enviados, por escrito, para o endereço eletrônico humanresources.cv@cv.jo.un.org que irá responder por escrito ou por correio eletrônico e enviará cópias escritas da resposta, incluindo uma explicação sobre a consulta sem identificar a fonte de consulta, a todos os consultores.</i></p>

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.