



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

ADVERTISEMENT	DATE: December 24, 2018
	REFERENCE: RFP/07/2018 – Canteen + Catering Services

Dear Sir / Madam:

We kindly request you to submit your Proposal for the **Operations of the UN Cafeteria, and Catering Services**.

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

Proposals may be submitted on or before **Friday, January 18, 2019, 16:00H Cabo Verde time** and one copy via email of the technical proposal:

Escritório Comum do UNDP/UNFPA e UNICEF
Unidade das Operações
Av. OUA, Achada Santo António, Praia
Ref.: RFP/07/2018 – Canteen + Catering Services
Tel. +238 2609600
Email: procurement.cv@cv.jo.un.org

Your Proposal must be expressed in the **English, French or Portuguese Language**, and valid for a minimum period of **90 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/business/protest-and-sanctions.html>

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 :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Jean Pierre Delgado
Officer in Charge
12/24/2018

Description of Requirements

Context of the Requirement	The Joint office of UNDP, UNFPA e UNICEF in Cabo Verde is looking to contract a company, on a long-term agreement (LTA) for Canteen operations and Catering services, for the UN House.
Implementing Partner of UNDP	UN Agencies and projects with office in the UN building in Achada Santo António.
Brief Description of the Required Services ¹	Daily Canteen operations and catering services to meetings, workshop, and events.
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	Operations Management Unit]
Frequency of Reporting	N/A
Progress Reporting Requirements	N/A
Location of work	Avenida OUA, Achada Santo António, Praia, Ilha de Santiago
Expected duration of work	An initial Long-Term Agreement (LTA) will be issued for a period of one year and may be extended for an additional two years by mutual agreement of the parties and subject to satisfactory performance of the Contractor
Target start date	February 2019
Latest completion date	January 2022
Travels Expected	N/A
Special Security Requirements	As per Terms of References – Annex I
Facilities to be Provided by UNDP (i.e., must be	As per Terms of References – Annex I

¹ A detailed TOR may be attached in this Annex to fully describe the nature of the work and other details of the requirements.

excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <i>CVs and copies of certificates if available for the supervisor. The CVs should clearly indicate the qualifications, experience and relevant previous work.</i>
Currency of Proposal	<input checked="" type="checkbox"/> CVE – Cabo Verdean Escudos
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> IVA Must be indicated separately on the financial proposal
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	Monthly, upon certification of the invoice
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Operations Manager with the support of the Administrative Analyst
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long-Term Agreement ² (The document that will trigger the call-off is the PO)
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). This is a mandatory criterion 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.

² Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation.

Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Experience and Expertise (10 points)</p> <p><input checked="" type="checkbox"/> Canteen Services compliance (40 points)</p> <p><input checked="" type="checkbox"/> Overall Response (20 points)</p> <p><u>Financial Proposal (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>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ³	<p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 3)</p> <p><input checked="" type="checkbox"/> Financial Proposal form (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only) ⁴	<p><i>Procurement Unit</i> <i>Tel. +238 2609600, Fax. +238 2621494</i> <i>Email: humanresources.cv@cv.jo.un.org</i></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>
Other Information	Pre-Bid meeting and Site Visit on 7 January 2019, at 11:00H Cabo Verde Time

³ 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.

⁴ 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.