



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

	DATE: June 2, 2017
	REFERENCE: Development of Website for the Department of Energy's Appliance Standards and Labelling Project

Dear Sir / Madam:

We kindly request you to submit your Proposal for
Development of Website for the Department of Energy's Appliance Standards and Labelling Project

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

Proposals may be submitted on or before Sunday, June 18, 2017 and via email, courier mail or fax to the address below:

United Nations Development Programme
351 Francis Baard Street
UNDP Procurement Unit
procurement.za@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 3 months

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,

UNDP Procurement Unit
UNDP South Africa
6/2/2017

Description of Requirements

Context of the Requirement	<p>The South African government through the Department of Energy in collaboration with the Department of Trade and Industry (the dti), and the United Nations Development Programme (UNDP) is implementing the appliance energy efficiency Standards and Labelling (S&L) Project. The project is designed with the objective of removing inefficient appliances from the South African market and to encourage the adoption of new minimum energy performance standards (MEPS) for energy efficient appliances. The project forms an integral part of the measures / interventions designed to reduce electricity consumption and the carbon footprint of the residential sector. A comprehensive marketing and communications campaign has been planned to introduce the project to the South African consumer and public. The communication channels will include print, television, billboards, radio and advocacy. Research has found a S&L communication campaign to have the desired effect and achieve its objectives it must be supported by an informative and appropriately designed website. Visitors to the website must be able to find the information they are looking for in a format and a language that can be easily navigated and understood. All demographic groups buy appliances meaning that it is imperative that the website can appeal to all visitors and be able to hold their attention. A website has already been designed and a content plan developed.</p>
Implementing Partner of UNDP	Department of Energy
Brief Description of the Required Services ¹	<ol style="list-style-type: none"> 1. To review the existing design and content plan with the project manager, department of energy and any other stakeholders that the department may wish to include, to make changes (if necessary), produce the final content and launch the website. The consultancy is expected to build on what has already been developed. 2. Build and maintain the website for a period of six months (until December 31, 2017). The vendor must then hand over control of the website to an entity to be decided by the department. The website url will be registered under .gov.za and the vendor will be required to assist the department to secure the necessary permissions by satisfying requirements

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.

List and Description of Expected Outputs to be Delivered	<p><u>Deliverable 1: Final Content Plan, Website Content and Website Design:</u> This deliverable will be the outcome of the inception workshop. The plan, design and content must be signed off by the Department of Energy</p> <p><u>Deliverable 2: Website:</u> A fully functional and live website with necessary pages uploaded with content</p> <p><u>Deliverable 3: Monthly Maintenance and Support:</u> This must include monthly reports detailing website performance</p> <p><u>Deliverable 4: Website Handover:</u> Website to be handed over to the Department of Energy or an entity which it nominates</p>
Person to Supervise the Work/Performance of the Service Provider	UNDP is responsible for the administrative remit of managing the contract. The consulting team will report to, and seek approval/acceptance of the deliverables from the Project Manager, UNDP Programme Manager(GEF) and the Department of Energy focal person.
Frequency of Reporting	<i>Monthly</i>
Progress Reporting Requirements	Progress Report
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	6 months from the signing of the contract
Target start date	26 th June 2017
Latest completion date	31 st December 2017
Travels Expected	n/a, unless otherwise indicated in the proposal, which UNDP will need to authorize
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others (n/a)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i> N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars Or <input checked="" type="checkbox"/> Local Currency(ZAR)																				
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>																				
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Website design and content</td><td>20%</td><td>10 days</td><td rowspan="5"> 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>Website launched and publicly accessible</td><td>45%</td><td>3 weeks</td></tr> <tr> <td>payment based on month end reports submitted, completed, maintenance performance</td><td>20%</td><td>2.5 months</td></tr> <tr> <td>Website maintenance taken over by DoE designated entity</td><td>15%</td><td>3 months</td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Website design and content	20%	10 days	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.	Website launched and publicly accessible	45%	3 weeks	payment based on month end reports submitted, completed, maintenance performance	20%	2.5 months	Website maintenance taken over by DoE designated entity	15%	3 months			
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP GEF Programme Manager, UNDP Project Manager & Department of Energy																				

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

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.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> 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	<p><u>Technical Proposal (70%) 800 points of the proposal</u></p> <input type="checkbox"/> Expertise of the Firm 30% <input type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50% <input type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <p><u>Financial Proposal (30%)</u> 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 <input type="checkbox"/> One or more Service Providers, depending on the following factors : <i>[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]</i>
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

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.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

Contact Person for Inquiries (Written inquiries only) ⁸	<p><i>Procurement Unit</i> <i>procurement.za@undp.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 [pls. specify]	

⁸ 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.