

# INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09/13/2017

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**Reference No.:** BBRFP30081  
**Country:** BARBADOS  
**Description of the assignments:** Information Management Systems Consultant – Specification Design  
**Period of assignment/services (if applicable):** 30 days

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## 1. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

To apply interested Individual Consultants (ICs) must submit the following documents/information to demonstrate their qualifications:

- Technical proposal outlining how the evaluation will be conducted;
- Completed letter as per Annex II – *Offeror's Letter*;
- A price proposal quoted in United States dollars, as per Annex III – *Financial Proposal*; and
- A current and complete CV or UNDP P11 form (preferred) in English, with e-mail and phone contact .

### 1.2. Financial Proposal

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diem, and number of anticipated working days).

**Please do not state the lump sum total for the quotation in the technical proposal or any other document (other than the Financial Proposal) unless specifically requested by UNDP.**

## 2. EVALUATION

Applicants will be evaluated based on cumulative analysis of the offers being determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

| Criteria   | Weight     | Max. Points |
|--|------------|-------------|
| <i>Technical Proposal</i>  | <i>70%</i> | <i>70</i>   |
| (i) Expertise of the Consultant (25%)  |            |             |
| (ii) Methodology, its appropriateness to the condition and timeliness of the Implementation Plan (25%) |            |             |
| (iii) Qualifications (20%)   |            |             |
|  |            |             |
| <i>Financial Proposal</i>  | <i>30%</i> | <i>30</i>   |

Only candidates obtaining a minimum of 49 of 70 points (70%) in the technical evaluation will be considered for the financial evaluation.

### 3. PROVISION FOR TRAVEL AND DAILY ALLOWANCES

The Consultant's price proposal should include all expected costs of the assignment, including travel and allowances, as shown in Annex III. All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and Individual Consultant, prior to travel and will be reimbursed.

### 4. SUBMISSION INSTRUCTIONS TO APPLICANTS

#### 4.1. Deadline:

Proposal should be submitted by email ONLY to [procurement.bb@undp.org](mailto:procurement.bb@undp.org) no later than **Tuesday, 26 September, 2017 at 1:00 p.m. Eastern Caribbean Time (GMT-4)**.

#### 4.2. Applications must include:

- Technical proposal outlining how the evaluation will be conducted;
- Completed letter as per **Annex II – Offeror's Letter**;
- A price proposal quoted in United States dollars, as per **Annex III – Financial Proposal**; and
- A current and complete CV or UNDP P11 form (preferred) in English, with e-mail and phone contact .

**Please do not state the lump sum total for the quotation in the technical proposal or any other document (other than the Financial Proposal) unless specifically requested by UNDP.**

Candidates must fulfil the profile minimum requirements and comply with the application instructions to be evaluated. Interviews will be conducted, if necessary, by UNDP with short-listed candidates.

#### 4.3. Electronic submissions ONLY must be provided by email to [procurement.bb@undp.org](mailto:procurement.bb@undp.org), as follows:

- Subject line must contain **"Company/person name – BRBRFP30081 – Consultant – Information Management Systems Specification"**
- Submissions must be one (1) email containing two (2) separate attachments:
  - "Confidential Technical Proposal"
  - "Confidential Financial Proposal"
- Both attachments must be password protected (a different password for each file)
- *Technical Proposal* password should be submitted to [procurement.bb@undp.org](mailto:procurement.bb@undp.org) on: -
  - **09/26/2017 between 1:00 p.m. and 4:00 p.m. Eastern Caribbean Time (GMT-4)** with the following subject line: **[BRBRFP30081 – Technical Password]**

**The *Technical Proposal* password must not be submitted prior to this period**

The password for the financial proposal must be submitted ONLY if requested

### 5. CLARIFICATIONS

Any request for clarification must be sent by standard electronic communication to the email address indicated above by **September 15<sup>th</sup>, 2017**. The UNDP Barbados and the OECS Procurement Unit will respond by posting written copies of the responses to the notice on the UNDP Procurement website (<http://www.bb.undp.org/content/barbados/en/home/operations/procurement/>) including an explanation of the query without identifying the source of inquiry.

## **6. DEADLINE EXTENSIONS AND AMENDMENTS**

UNDP may, at its discretion, extend the deadline for the submission of Quotations. UNDP also reserves the right to cancel any Request for Quotation (RFQ) previously published at any time. Potential bidders will be notified of deadline extensions, amendments or cancellations at

<http://www.bb.undp.org/content/barbados/en/home/operations/procurement/>

### **ANNEXES**

ANNEX I: TERMS OF REFERENCE (TOR) - Information Management Systems Consultant – Specification Design

ANNEX II: OFFEROR'S SUBMISSION LETTER TEMPLATE

ANNEX III: FINANCIAL PROPOSAL TEMPLATE

ANNEX IV: INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX V: UNDP SAMPLE INDIVIDUAL CONSULTANT CONTRACT