



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

NAME & ADDRESS OF FIRM	DATE: April 3, 2018
	REFERENCE: Appointment of an ICT Service Provider to build a Product Registration Database and Reporting System for the Department of Energy's Residential Appliance Standards and Labelling (S&L) Programme

Dear Sir / Madam:

We kindly request you to submit your Proposal for the appointment of an **ICT Service Provider to build a Product Registration Database and Reporting System for the Department of Energy's Residential Appliance Standards and Labelling (S&L) Programme.**

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

Proposals may be submitted on or before **Wednesday, April 18, 2018** via email or courier mail to the address below:

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

Your Proposal must be expressed in 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

4/3/2018

Description of Requirements

Context of the Requirement	The South African government through the Department of Energy (DoE) in collaboration with the Department of Trade and Industry (the dti), and the United Nations Development Programme (UNDP) is implementing the project “Market Transformation through the Introduction of Energy Efficiency Standards and the Labelling of Household Appliances in South Africa”. The objectives are removing inefficient electronic appliances from the South African market and encouraging adoption of efficient technologies by implementing measures/interventions such as minimum energy performance standards (MEPS), labelling programs, and incentive programs. The overarching goal is to reduce electricity consumption and the carbon footprint of the residential sector.
Implementing Partner of UNDP	Department of Energy
Brief Description of the Required Services ¹	The Department of Energy have identified a need for improved product registration systems and database within the Standards & Labelling program, in particular improvements in data collection practices and service delivery. To this end, an ICT service provider is being sought to build a database and reporting system.
List and Description of Expected Outputs to be Delivered	Deliverable 1: A report detailing the workplan Deliverable 2: Progress report Deliverable 3: User acceptance testing Deliverable 4: Live system Deliverable 5: System operational
Person to Supervise the Work/Performance of the Service Provider	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 or as agreed in the Inception</i>
Progress Reporting Requirements	Meetings and reports
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	Within 11 months of contract signing
Target start date	1 May 2018
Latest completion date	30 April 2019
Travels Expected	n/a

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.

	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	Pretoria	1 day	Meeting with Project Management Team	Within 14 days of contract signing
	Pretoria	1 day	Meeting with Project Management Team	Within 3 months of contract signing
	Pretoria	1 day	Meeting with Project Management Team	Within 6 months of contract signing
	Pretoria	1 day	Meeting with Project Management Team	Within 7 months of contract signing
	Pretoria	1 day	Meeting with Project Management Team	Within 11 months of contract signing
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 checked="" 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 checked="" type="checkbox"/> Others (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 type="checkbox"/> Euro OR <input checked="" type="checkbox"/> Local Currency (South African Rands)			

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																							
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>Inception report</td> <td>10%</td> <td>Within 14 days of contract signing</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 and certificate of payment from the Service Provider. </td> </tr> <tr> <td>Progress report</td> <td>20%</td> <td>Within 3 months of contract signing</td> </tr> <tr> <td>User acceptance testing</td> <td>20%</td> <td>Within 6 months of contract signing</td> </tr> <tr> <td>Live system</td> <td>30%</td> <td>Within 7 months of contract signing</td> </tr> <tr> <td>Live system and operational</td> <td>20%</td> <td>Within 11 months of contract signing</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Inception report	10%	Within 14 days of contract signing	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 and certificate of payment from the Service Provider.	Progress report	20%	Within 3 months of contract signing	User acceptance testing	20%	Within 6 months of contract signing	Live system	30%	Within 7 months of contract signing	Live system and operational	20%	Within 11 months of contract signing
Outputs	Percentage	Timing	Condition for Payment Release																					
Inception report	10%	Within 14 days of contract signing	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 and certificate of payment from the Service Provider.																					
Progress report	20%	Within 3 months of contract signing																						
User acceptance testing	20%	Within 6 months of contract signing																						
Live system	30%	Within 7 months of contract signing																						
Live system and operational	20%	Within 11 months of contract signing																						

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.

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			
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 <input type="checkbox"/> Other Type of Contract			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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.			
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm (30%) – 240 POINTS <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (50%) – 400 POINTS <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (20%) – 160 POINTS			
	<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 <input type="checkbox"/> One or more Service Providers, depending on the following factors:			

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 \$100,000.00.

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 <input type="checkbox"/> Others ⁷ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁸	<p><i>Procurement Unit</i> procurement.enquiries.za@undp.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>
Other Information: Proposals submission information	<p style="text-align: center;">United Nations Development Programme 351 Francis Baard Street, Pretoria UNDP Procurement Unit procurement.za@undp.org</p> <p>On or before Wednesday, April 18, 2018 via email or courier mail</p>

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.

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.