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Resilient nations.*

REQUEST FOR PROPOSAL

HIRING A FIRM TO ORGANIZE “DIGITAL KHICHURI
CHALLENGE COMPETITION” IN DHAKA AND IN OTHER
DIVISIONS - PARTNERSHIP FOR A TOLERANT, INCLUSIVE
BANGLADESH (PTIB) UNDP

RFP No.: [RFP-BD-2018-011]

Project: [Partnerships for a Tolerant, Inclusive Bangladesh (PTIB)]

Country: [Bangladesh]

Issued on: 3 June 2018

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

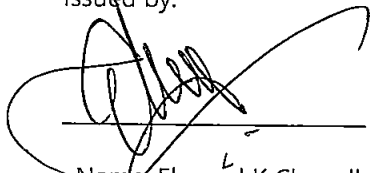
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- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
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 - o Form H: Self Declaration that the company is not in the UN Security Council 1267/1989 List

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by utilizing the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Ehsanul K Chowdhury

Title: Procurement Associate

Date: **June 3, 2018**

Approved by:



Name: Sonia Mehzabeen

Title: Operations Manager

Date: **June 3, 2018**

Section 2. Instruction to Bidders

GENERAL PROVISIONS

1. Introduction
 - 1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d>
 - 1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
 - 1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality
 - 2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
 - 2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
 - 2.3 In pursuance of this policy, UNDP
 - (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;
 - (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
 - 2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility
 - 3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
 - 3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.



4. Conflict of Interests
- 4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
- a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
 - b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
 - c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
- 4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.
- 4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:
- a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
 - b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.
- 4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.

PREPARATION OF PROPOSALS

5. General Considerations
- 5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP
6. Cost of Preparation of Proposal
- 6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language
- 7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents
- 8.1 The Proposal shall comprise of the following documents:

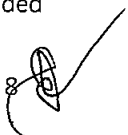
Comprising the Proposal	<ul style="list-style-type: none"> c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; f) Proposal Security, if required by BDS; g) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents section in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	12.1 Not Applicable
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or

Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

- 14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.
- 14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.
- 14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.
- 14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:
 - a) Those that were undertaken together by the JV, Consortium or Association; and
 - b) Those that were undertaken by the individual entities of the JV, Consortium or Association.
- 14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- 14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

15. Only One Proposal

- 15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.
- 15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:
 - a) they have at least one controlling partner, director or shareholder in common; or
 - b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
 - c) they have the same legal representative for purposes of this RFP; or
 - d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;
 - e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or
 - f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.



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| 16. Proposal Validity Period | <p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p> |
| 17. Extension of Proposal Validity Period | <p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p> |
| 18. Clarification of Proposal | <p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p> |
| 19. Amendment of Proposals | <p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p> |
| 20. Alternative Proposals | 20.1 Will not be considered |
| 21. Pre-Bid Conference | <p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p> |

SUBMISSION AND OPENING OF PROPOSALS

- 22.Submission
- 22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
- 22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
- 22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
- eTendering submission**
- 22.4 Electronic submission through eTendering shall be governed as follows:
- a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
 - b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.
 - a) The Financial Proposal file must be **encrypted with a password** so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.
 - c) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:
<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>
23. Deadline for Submission of Proposals and Late Proposals
- 23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP
- 23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
24. Withdrawal, Substitution, and Modification of Proposals
- 24.1 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos (link given below).
- How to use UNDP eTendering system -
<https://www.youtube.com/watch?v=cy34AXsYMrC&sns=em>
25. Proposal Opening
- 25.1 There is no public bid opening for RFPs.
- EVALUATION OF PROPOSALS**
26. Confidentiality
- 26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even

- after publication of the contract award.
- 26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.
27. Evaluation of Proposals
- 27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
- 27.2 Evaluation of proposals is made of the following steps:
- g) Preliminary Examination
 - h) Minimum Eligibility and Qualification (if pre-qualification is not done)
 - i) Evaluation of Technical Proposals
 - j) Evaluation of Financial Proposals
28. Preliminary Examination
- 28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification
- 29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
- 29.2 In general terms, vendors that meet the following criteria may be considered qualified:
- a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;
 - b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,
 - c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;
 - d) They are able to comply fully with UNDP General Terms and Conditions of Contract;
 - e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and
 - f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals
- 30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.
- 30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial

Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.

- 30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.
- 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

<p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p>
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31. Due Diligence

- 31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:
- a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;
 - b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
 - c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;
 - d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;
 - e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;
 - f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

32. Clarification of Proposals

- 32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.
- 32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.

- 32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.
33. Responsiveness of Proposal
- 33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.
- 33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
34. Nonconformities, Reparable Errors and Omissions
- 34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.
- 34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.
- 34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:
- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
- 34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

AWARD OF CONTRACT

35. Right to Accept, Reject, Any or All Proposals
- 35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria
- 36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing
- 37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be

discussed.

- | | | |
|---|------|---|
| 38. Right to Vary Requirements at the Time of Award | 38.1 | At the time of award of Contract, UNDP reserves the right to vary 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. |
| 39. Contract Signature | 39.1 | Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals. |
| 40. Contract Type and General Terms and Conditions | 40.1 | The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| 41. Performance Security | 41.1 | Not Applicable |
| 42. Bank Guarantee for Advanced Payment | 42.1 | Not Applicable |
| 43. Liquidated Damages | 43.1 | If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract. |
| 44. Payment Provisions | 44.1 | Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract. |
| 45. Vendor Protest | 45.1 | UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:
http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html |
| 46. Other Provisions | 46.1 | In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence. |
| | 46.2 | UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. |
| | 46.3 | The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15
http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer |

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will be Conducted Time: [11.00 AM, Bangladesh Standard Time] Date: June 7, 2018 11:00 AM Venue: [UNDP Office, Level-19, UN Offices, IDB Bhaban, Dhaka] The UNDP focal point for the arrangement is: [Ehsanul K Chowdhury] Telephone: [+880255667788; Ext-1925] E-mail: [bd.procurement@undp.org] [Bidders required to carry NID/ Passport/Photo ID for access permission into IDB Bhaban and participate in the Pre-Bid Meeting in time. UNDP will not be responsible for access permission of the prospective bidders.]
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.7%

			Max. number of days of delay 15, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	<u>Local currency BDT</u>
11	31	Deadline for submitting requests for clarifications/ questions	June 7, 2018, 4.30 PM Bangladesh Standard Time
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: [Ehsanul K Chowdhury] E-mail address: [bd.procurement@undp.org]
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering Will be Uploaded in the system (e-Tender, UNDP Procurement Notice and UNGM). Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via system generated email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.
14	23	Deadline for Submission	[June 18, 2018, 4.30 PM Bangladesh time zone] Please follow e-Tendering time zone. For eTendering submission - system time zone is in EST/EDT (New York) time zone. PLEASE NOTE:- 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
14	22	Allowable Manner of Submitting Proposals	✓ e-Tendering
15	22	Proposal Submission Address	<u>[For eTendering method, keep link below and insert Event ID information]</u> <u>https://etendering.partneragencies.org</u> <u>BGD10-RFP-18-011</u>

16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: [Not exceeding 45 MB] ▪ ZIP format files allowed in case large volume of document – but not RAR formats and not to exceed 45 MB
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>July 16, 2018</i>
19		Maximum expected duration of contract	Maximum 52 Weeks from the commencement of Contract
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Contract for Goods and Services on behalf of UN Entities</p> <p>http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/2%20%20Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20on%20behalf%20of%20UN%20Entity%20-%20Sept%202017.doc</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
	Any additional criteria if required	Refer to ToR
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
	Minimum 15 years of relevant experience.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Previous Experience	Minimum 2 contracts of similar value, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of BDT for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> Any additional criteria if required	Form D: Qualification Form



Technical Evaluation Criteria

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. The award of the contract will be made to the tenderer whose offer has been evaluated and determined as:

- a) Responsive/ compliant/ acceptable with reference to this ToR, and;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70:30 respectively (this is to reflect the high-level skills mix required).

Only firms obtaining a minimum of 70% of maximum achievable score (49 points) in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting stage.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	20%	20
2.	Proposed Methodology, Approach and Implementation Plan	30%	30
3.	Expertise of Implementing Team	20%	20
	Technical Total		<u>70</u>
	Financial Proposal		<u>30</u>
	Total		100

Summary of Technical Proposal Evaluation Forms		Breakdown of points	Score Weight	Points Obtainable
1.	Expertise of Firm / Organization			
	1.1. Organizational Strength (Human resources / Credibility / Reliability / Industry Standing)	5	20%	20
	1.2. Media campaign and event management Strength (At least 10 years' demonstrated experiences of working with development partners, government entities especially ICT division/ previous experience in conducting hackathon or related events)	10		
	1.3. Social Awareness and Campaign Capacity (Organizations must have skilled personnel to look after social awareness and campaign and at least 10 years' track record of campaign in Dhaka and other divisions of Bangladesh)	5		

2.	Proposed Methodology, Approach and Implementation Plan			
	2.1. Does the Proposer understand the deliverables required by the Terms of Reference?	5	30%	30
	2.2. Have the important aspects of the task been addressed in sufficient detail?	5		
	2.3. Does the technical proposal show clear understanding of the current platform status and contains a plan of partnership with public and private actors?	10		
	2.4. Does the technical proposal show a clear methodology to conduct activities of the events as per key tasks schedule?	10		
3.	Management Structure and Key Personnel			
	<i>Qualifications of key personnel proposed</i>		20%	20
	3.1 Team Leader and Strategist <ul style="list-style-type: none"> • Educational qualification (2 marks) • Work experience (3 marks) • Professional experience in working with govt., development partners, media and social sector (5 marks) 	10		
	3.2 Head of Content Planner, Writer and Event Activation Planning & Management <ul style="list-style-type: none"> • Educational qualification (1 marks) • Work experience (1.5 marks) • Professional experience in working media and social sector (2.5 marks) 	5		
	3.3 Head of Documentation and PR Team <ul style="list-style-type: none"> • Educational qualification (1 marks) • Work experience (1.5 marks) • Professional experience in working with media and social sector (2.5 marks) 	5		
			Total	70

Section 5. Terms of Reference

A. Project Title:

HIRING A FIRM TO ORGANIZE "DIGITAL KHICHURI CHALLENGE COMPETITION" IN DHAKA AND IN OTHER DIVISIONS - PARTNERSHIP FOR A TOLERANT, INCLUSIVE BANGLADESH (PTIB) UNDP

B. Project Description

"Partnerships for a Tolerant, Inclusive Bangladesh (PTIB)" is a multi-year initiative of UNDP Bangladesh to promote diverse and constructive narratives already present in the country in support of tolerance. The project supports a better understanding of the challenges peaceful narratives face, and help Bangladeshis develop platforms and media for disseminating their ideas. UNDP partners with youth groups, interfaith activists, the private sector, multinational companies (including Google, Facebook, and Twitter), government agencies and international donors to maximize the capacity and appeal of local organizations supportive of peaceful development.

The initiative seeks to support a wide range of activities – Improve knowledge, understanding, and insight into the values of diversity and tolerance in Bangladesh; Enhance social cohesion and inclusivity through citizen engagement activities, both on and offline, with a focus on youth, women, migrants and religious communities and sensitize government agencies to emerging global best practices in promoting social inclusion and tolerance.

C. Description of the Assignment:

Initiated in 2016, Digital Khichuri Challenge (DKC) is the major youth-based activity of UNDP Bangladesh's PTIB programme. DKC is an interactive social hackathon where teams of young people compete to produce digital or non-digital solutions to promote a tolerant or inclusive vision of Bangladeshi society. Such kind of social hackathon empowers local Bangladeshi content creators to recast Bangladesh's tolerant spirit to counter intolerant narratives.

The objectives Digital Khichuri Challenge entails:

- Cultivate collaborations and initiatives that use storytelling, technology, social media, and/or online platforms to promote tolerance and inclusion, and that address pressing social problems.
- Create innovative stories and initiatives that do not require large teams or funding, relying instead on the power of crowds and social networks to succeed.
- Model initiatives and create scalable narratives that can be used by a variety of Bangladeshis willing to push back against hate.

Up to now, UNDP Bangladesh has organized three Digital Khichuri Challenge in Dhaka (2) and Jessore (1) in collaboration with ICT Ministry, Facebook, Google and Microsoft Bangladesh.

For the next episodes of the Digital Khichuri Challenges, UNDP Bangladesh is seeking a proposal from appropriate firm/agencies to organize it in following three phases:

- 1) DKC in Chittagong and Dhaka in 2018
- 2) DKC in Rajshahi and Sylhet in 2019
- 3) DKC in Mymensingh and Barisal in 2020

Continuation of the contract will be dependent upon the successful completion of prior phase.

D. Scope of Work

The selected firm will offer the following services to organize Digital Khichuri Challenge Competition:

1. Coordinate with UNDP team, contact potential attendees and other key organizations
2. Provide outreach campaign strategy, for different type of potential candidates,

3. Organize outreach and awareness campaign activities surrounding the event and receive ideas from participants and selecting top ideas and participants for main competition,
4. Coordinate the selection of the top participants / ideas to compete in the event
5. Organize and administer Six (Dhaka, Sylhet, Chittagong, Mymensingh, Barisal and Rajshai division over next three years) event for participants and distribute prize-money among the winners
6. Develop three PSAs (Public Service Announcements) and campaign material in three years to disseminate message in electronic and print media on tolerance and inclusivity focusing youth and women.
7. Coordinate the mentorship agencies and sponsors for winning projects
8. Provide access and updates to UNDP throughout the event.

E. Key Tasks

Key Tasks in 2018	
Tasks	Timeline (estimated)
Coordinate with UNDP team, contact potential attendees and other key organizations,	3 rd Week of July 2018
Provide comprehensive event design and work plans for events including campaign strategy, develop a dedicated website for DKC, share branding material and design (Website design, Static post for social media, video content for social media, T-shirt, gift items, etc).	1 st Week of August 2018
Outreach campaign for different University Students and youth led clubs, small scale social enterprises and grass root initiatives in Chittagong and Dhaka, for the potential participants	2 nd and 3 rd week of August 2018 in Chittagong and 1 st and 2 nd week of October 2018 in Dhaka
Coordinate with mentors/ third party organization (who will support mentorship) for selecting best effective ideas and participants for hackathon in Chittagong and Dhaka	2 nd week of August 2018
Coordinate with selected top 20 participants 5 ideas to compete in the hackathon event	1 st week of September 2018 in Chittagong and 1 st week of November 2018 in Dhaka
Organize and administer two Hackathon events in Chittagong and Dhaka	4 th week of September 2018 in Chittagong and 2 nd week of November 2018 in Dhaka
Provide access and updates to UNDP throughout the activities in Chittagong and Dhaka	4 th week of September 2018 in Chittagong and 2 nd week of November 2018 in Dhaka
Provide certificates and trophy among the winning ideas/participants	4 th week of September 2018 in Chittagong and 2 nd week of November 2018 in Dhaka
Provide draft event report to UNDP	1 st week of October 2018 for Chittagong event and 4 th week of November 2018 for Dhaka event
Provide final event report to UNDP	2 nd week of October 2018 for Chittagong and 1 st week of December 2018 for Dhaka event

Develop a PSA (Public Service Announcements) and campaign material to disseminate message in electronic and print media on tolerance and inclusivity focusing youth and women.	4 th week of September 2018
Hand over every possible documents and deliverables of DKC to UNDP after completion of task in 2018.	1 st week of December 2018
Sub Total (a)	19 weeks over one year
Key Tasks in 2019	
Tasks	Timeline (estimated)
Outreach campaign for different University Students and youth led clubs, small scale social enterprises and grass root initiatives in Rajshai and Sylhet, for the potential participants	2 nd and 3 rd week of February 2019 in Rajshai and 1 st and 2 nd week of July 2019 in Sylhet
Coordinate with mentors/ third party organization (who will support mentorship) for selecting best effective ideas and participants for hackathon in Rajshai and Sylhet	2 nd week of February 2018
Coordinate with selected top 20 participants 5 ideas/teams to compete in the hackathon event	1 st week of March 2019 in Rajshahi and 1 st week of August 2019 in Sylhet
Organize and administer two Hackathon events in Rajshai and Sylhet	4 th week of March 2019 in Rajshai and 4 th week of August 2019 in Sylhet
Provide access and updates to UNDP throughout the activities in Rajshai and Sylhet	4 th week of March 2019 in Rajshai and 4 th week of August 2019 in Sylhet
Provide certificates and trophy among the winning ideas/participants	4 th week of March 2019 in Rajshai and 4 th week of August 2019 in Sylhet
Provide draft hackathon report to UNDP	2 nd week of April 2019 for Rajshahi event and 2 nd week of September 2019 for Sylhet event
Provide final event report to UNDP	4 th week of April 2019 for Rajshahi event and 4 th week of September 2019 for Sylhet event
Develop a PSA (Public Service Announcements) and campaign material to disseminate message in electronic and print media on tolerance and inclusivity focusing youth and women.	4 th week of September 2019
Hand over every possible documents and deliverables of DKC to UNDP after completion of task in 2019.	2 nd week of October 2019
Sub total (b)	17 weeks over one year
Key Tasks in 2020	
Tasks	Timeline (estimated)
Outreach campaign for different University Students and youth led clubs, small scale social enterprises and grass root initiatives in Mymensingh and Barisal, for the potential participants	2 nd and 3 rd week of February 2020 in Mymensingh and 1 st and 2 nd week of July 2020 in Barisal

Coordinate with mentors/ third party organization (who will support mentorship) for selecting best effective ideas and participants for hackathon in Mymensingh and Barisal	2 nd week of February 2020
Coordinate with selected top 20 participants 5 ideas/teams to compete in the hackathon event	1 st week of March 2020 in Mymensingh and 1 st week of August 2020 in Barisal
Organize and administer two Hackathon events in Mymensingh and Barisal	4 th week of March 2020 in Mymensingh and 4 th week of August 2020 in Barisal
Provide access and updates to UNDP throughout the activities in Mymensingh and Barisal	4 th week of March 2020 in Mymensingh and 4 th week of August 2020 in Barisal
Provide certificates and trophy among the winning ideas/participants	4 th week of March 2020 in Mymensingh and 4 th week of August 2020 in Barisal
Provide draft hackathon report to UNDP	2 nd week of April 2020 for Mymensingh event and 2 nd week of September 2020 for Barisal event
Provide final event report to UNDP	4 th week of April 2020 for Mymensingh event and 4 th week of September 2020 for Barisal event
Develop a PSA (Public Service Announcements) and campaign material to disseminate message in electronic and print media on tolerance and inclusivity focusing youth and women.	4 th week of September 2020
Hand over every possible documents and deliverables of DKC to UNDP after completion of task in 2020.	2 nd week of October 2020
Sub total (c)	17 weeks over one year
In Total (a+b+c)	52 weeks over three Years
F. Impact of Results	
The key results have an impact on the overall success of the country programme and reaching UNDP and PTIB projects Output 2 Citizen Engagement: Enhance inclusivity and tolerance through citizen engagement activities, both online and offline, with a focus on youth, women, migrants and religious communities.	
G. Institutional Arrangement	
The Contracted Organization will work closely with UNDP to host a quality peer-to-peer pro-tolerance event at six division in 2018 to 2020. The organization will be in contact with Advisor Democratic Governance of UNDP Governance Cluster to coordinate the contractual obligations.	
These events will be coordinated and overseen by PTIB Project team under the overall supervision of Democratic Governance Advisor. The Democratic Governance Advisor will certify milestone deliverables.	
H. Duration of the Work and Duty Station	

The duration of the contract will be three years and will split in three phases/year. Continuation of the contract will be dependent upon the successful completion of prior phase and the availability of fund.

This assignment will be based in Dhaka, Bangladesh.

I. Final Products/Services

- Development of Work Plan and event design
- Completion Report for Phase 1
- Completion Report for Phase 2
- Completion Report for Phase 3

J. Scope of Price Proposal and Schedule of Payments

Remuneration of the successful firm will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and will be determined by the specified outputs outlines in this TOR. The price should consider all professional fees, travel costs, DSA, subsistence and ancillary expenses.

UNDP shall effect payments, by bank transfer to the consultancy firm's bank account, upon acceptance by PTIB/UNDP of the deliverables specified in the ToR. Payments will be based on milestone deliverables upon submission of invoice and upon certification of work complete.

Schedule of payment

Phase 1:

Deliverables	Payments (%)	Tentative target date
Complete event design and work plan including campaign strategy, dedicated website for DKC, branding material and design.	30%	1 st week of August 2018
Completion report of first DKC event in Chittagong	30%	1 st week of October 2018
Completion report of second DKC event in Dhaka; Final version of PSA (in DVD and/or other required format); Cumulative report of Digital Khichuri Challenge 2018; Hand over every possible documents and deliverables of DKC to UNDP after completion of task in 2018.	40%	2 nd week of November 2018

Phase 2

Deliverables	Payments (%)	Tentative target date
Report on outreach campaign of DKC event Rajshahi.	20%	4 th week of February 2019
Completion report of DKC event Rajshahi.	30%	4 th week of April 2019
Final version of PSA (in DVD, Beta and/or other required format).	30%	2 nd week of July 2019
Completion report of second DKC event in Sylhet; Cumulative report of Digital Khichuri Challenge 2019;	20%	1 st week of October 2019

Hand over every possible documents and deliverables of DKC to UNDP after completion of task in 2019.		
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Phase 3

Deliverables	Payments (%)	Tentative target date
Report on outreach campaign of DKC event Mymensingh.	20%	4 th week of February 2020
Completion report of first DKC event in Mymensingh	30%	4th week of April 2020
Final version of PSA (in DVD and/or other required format).	30%	2 nd week of July 2020
Completion report of second DKC event in Barisal; Cumulative report of Digital Khichuri Challenge 2020; Hand over every possible documents and deliverables of DKC to UNDP after completion of task in 2020.	20%	1 st week of October 2020

K. Recommended Presentation of Proposal

Interested firms must submit the following: a detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

1. Technical Proposal

- (i) Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements);
- (ii) Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in the required area;
- (iii) List of current and past assignments of the Firm (Report);
- (iv) Methods and approaches to be adopted in delivering this assignment, including implementation timelines;
- (v) CVs of the proposed team leader and experts to be included within the team. Please note that proposing firms will be expected to deploy the consultants listed in the proposal; substitutions will only be accepted with the prior consent of UNDP.

2. Financial Proposal (including fees, travel cost, DSA, and other relevant expenses)

- (i) The financial proposal shall specify a total delivery amount in BDT (including consultancy fees, and all associated costs) i.e. travel cost, subsistence per diems, printing costs, consultation workshop costs and overhead recharges.
- (ii) To assist UNDP in the comparison of financial proposals, the financial proposal will include a breakdown of this amount, disclosing the key assumption employed in costing the working. This must at least specify: the daily rates and number of anticipated working days (for each professional team member), any travel costs and overhead recharges. Payments will be based upon output, i.e. upon delivery of the services specified in the ToR.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable.

Minimum Eligibility Criteria:

- Minimum 15 years working experience in media campaign and event management. (Certification of work completion certificate must be submitted as the evidence of vendors' qualifications)
- Successfully completion at least two (2) similar assignments in the last 5 years with the evidence of Job completion certificate/ Work Order/ Purchase order from competent authority.
- Experience of working with other development partners on issues related to social development, youth/women engagement etc. (description with completion report/final product)
- Good working relation with government entities especially with the ICT Division (description and number of assignments).
- Latest Audited Financial Statement or audited report for last two fiscal years– (income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.)
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder.
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or another UN Ineligibility List.

L. Evaluation

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. The award of the contract will be made to the tenderer whose offer has been evaluated and determined as:

- Responsive/ compliant/ acceptable regarding this ToR, and;
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70: 30 respectively (this is to reflect the high-level skills mix required).

Only firms obtaining a minimum of 70% of maxim achievable score (49 points) in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting.

Basis for Evaluation**Evaluation Point Distribution:**

Summary of Technical Proposal Evaluation Forms		Breakdown of points	Score Weight	Points Obtainable
1.	Expertise of Firm / Organization			
	1.4. Organizational Strength (Human resources / Credibility / Reliability / Industry Standing)	5	20%	20
	1.5. Media campaign and event management Strength (At least 10 years' demonstrated experiences of working with development partners, government entities especially ICT division/ previous experience in conducting hackathon or related events)	10		

	1.6. Social Awareness and Campaign Capacity (Organizations must have skilled personnel to look after social awareness and campaign and at least 10 years' track record of campaign in Dhaka and other divisions of Bangladesh)	5		
	Proposed Methodology, Approach and Implementation Plan			
2.	2.1. Does the Proposer understand the deliverables required by the Terms of Reference?	5	30%	30
	2.2. Have the important aspects of the task been addressed in sufficient detail?	5		
	2.3. Does the technical proposal show clear understanding of the current platform status and contains a plan of partnership with public and private actors?	10		
	2.4. Does the technical proposal show a clear methodology to conduct activities of the events as per key tasks schedule?	10		
	Management Structure and Key Personnel			
3.	Qualifications of key personnel proposed		20%	20
	3.1 Team Leader and Strategist • Educational qualification (2 marks) • Work experience (3 marks) • Professional experience in working with govt., development partners, media and social sector (5 marks)	10		
	3.2 Head of Content Planner, Writer and Event Activation Planning & Management • Educational qualification (1 marks) • Work experience (1.5 marks) • Professional experience in working media and social sector (2.5 marks)	5		
	3.3 Head of Documentation and PR Team • Educational qualification (1 marks) • Work experience (1.5 marks)	5		

	• Professional experience in working with media and social sector (2.5 marks)			
	Technical Proposal Total			70
	Financial Proposal Totala			30
	Grand Totala			100

List of Key Personnel

	Team Leader and Strategist
	Educational Qualification (Post graduation on Management Studies /Strategic Management/ Leadership Development/Social Science)
	Suitability for the assignment
	- at least 7 years of experience as a team leader
	- at least 3 projects successfully finished
	-at least 3 years of experience in working with government and development partners
	Head of Content Planner, Writer and Event Activation Planning & Management
	Educational Qualification (Post graduation on Management Studies /Strategic Management/ Leadership Development/Social Science)
	Suitability for the assignment
	- at least 5 Years of experience
	- at least 2 projects successfully finished
	Head of Documentation and PR Team
	Educational Qualification (Graduation in Creative Design/ Graphics/ Audio-Visual/ Mass Communication and Journalism)
	Suitability for the assignment
	-at least 3 Years of experience
	- at least 2 projects successfully finished
	- at least 2 years' experience in digital marketing

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?

- Form A: Technical Proposal Submission Form (Mandatory) ☐
- Form B: Bidder Information Form (Mandatory) ☐
- Form C: Joint Venture/Consortium/ Association Information Form (if applicable) ☐
- Form D: Qualification Form (Mandatory) ☐
- Form E: Format of Technical Proposal (Mandatory) ☐
- Form H: Proposal Security Form (Not Applicable) ☐
- [Add other forms as necessary] [Refer to ToR] ☐

Have you provided the required documents to establish compliance with the evaluation criteria in Section 4? ☐

Financial Proposal

(Must be submitted in a separate password protected)

- Form F: Financial Proposal Submission Form ☐
- Form G: Financial Proposal Form ☐

Form A: Technical Proposal Submission Form

Name of Bidder: [Insert Name of Bidder]

Date: Select date

RFP reference: [Insert RFP Reference Number]

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

{Stamp with official stamp of the Bidder}

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none">▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured▪ Certificate of Incorporation/ Business Registration▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder▪ Trade name registration papers, if applicable▪ Local Government permit to locate and operate in assignment location, if applicable▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder: [Insert Name of Bidder]

Date: Select date

RFP reference: [Insert RFP Reference Number]

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner

(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) [Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

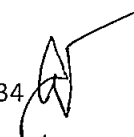
Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____



Form D: Qualification Form

Name of Bidder: [Insert Name of Bidder] Date: Select date

RFP reference: [Insert RFP Reference Number]

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

- ☐ Contract non-performance did not occur for the last 3 years
- ☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in BDT)
Name of Client:			
Address of Client:			
Reason(s) for non-performance:			

Litigation History (including pending litigation)

- ☐ No litigation history for the last 3 years
- ☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in BDT)	Contract Identification	Total Contract Amount (current value in BDT)
Name of Client:			
Address of Client:			
Matter in dispute:			
Party who initiated the dispute:			
Status of dispute:			
Party awarded if resolved:			

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken
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Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	BDT
	Year	BDT
	Year	BDT

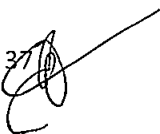
Latest Credit Rating (if any), indicate the source

Financial information (in BDT equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			

Current Ratio

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 - b) Historic financial statements must be audited by a certified public accountant;
 - c) Historic financial statements must correspond to accounting periods already completed and audited.
- No statements for partial periods shall be accepted.

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Form E: Format of Technical Proposal

Name of Bidder: [Insert Name of Bidder]

Date: Select date

RFP reference: [Insert RFP Reference Number]

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder: [Insert Name of Bidder]

Date: Select date

RFP reference: [Insert RFP Reference Number]

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder: [Insert Name of Bidder]

Date: Select date

RFP reference: [Insert RFP Reference Number]

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: BDT

Table 1: Summary of Overall Prices

Amount(s)

Professional Fees (from Table 2)

Other Costs (from Table 3)

Total Amount of Financial Proposal

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B

Subtotal Professional Fees:

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
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Subtotal Other Costs:

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

Form H: Self Declaration that the company is not in the UN Security Council 1267/1989 List

Declaration

Date:

United Nations Development Programme

UNDP Registry, IDB Bhaban, Agargaon

Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment: **HIRING A FIRM TO ORGANIZE “DIGITAL KHICHURI CHALLENGE COMPETITION” IN DHAKA AND IN OTHER DIVISIONS - PARTNERSHIP FOR A TOLERANT, INCLUSIVE BANGLADESH (PTIB) UNDP**

Reference: RE-RFP-BD-2018-011

Dear Sir,

I declare that is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,