

## Instructions to Proposers

### DATA SHEET

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

**TABLE 1: DATA SHEET**

DS No.	Cross Ref. to Instruc-tions	Data	Specific Instructions / Requirements
1		Project Title:	Accelerating the transformational shift to a low-carbon economy in the Republic of Mauritius Project ID: 00106328 Award ID: 00105006
2		Title of Services/Work:	<ul style="list-style-type: none"> <li>LOT 1 - Consultancy services for the Design, Testing and Commissioning of a Management Information System (MIS) for the Mauritius Renewable Energy Agency - MARENA</li> <li>LOT 2 - Consultancy services for the Design, Testing and Commissioning of a Management Information System (MIS) for the Utility Regulatory Authority (URA)</li> </ul>
3		Country / Region of Work Location:	Mauritius
		Client	UNDP Mauritius
4	C.13	Language of the Proposal:	English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<p>Allowed</p> <p>Bidders can submit offers for one or both Lots.</p> <p>All the requirements must be included in the offer for each Lot. <b>Bid containing partially filled lot will be considered incomplete and will not be accepted.</b></p>
6	C.20	Conditions for Submitting Alternative Proposals	Shall not be considered
7	C.22	A pre-proposal conference (Pre-bid meeting) will be held on:	N/A

8	C.21	Period of Proposal Validity commencing on the submission date	120 days
9	B.9.5 C.15.4 b)	Proposal Security	N/A
10	B.9.5	Acceptable forms of Proposal Security <sup>1</sup>	N/A
11	B.9.5 C.15.4 a)	Validity of Proposal Security	N/A
12		Advanced Payment upon signing of contract	N/A
13		Liquidated Damages	Will not be imposed
14	F.37	Performance Security	N/A
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	Mauritian Rupee (MUR) or United States Dollar (USD)  <i>Reference date for determining UN Operational Exchange Rate: <b>Deadline of Submission for Proposals</b></i>
16	B.10.1	Deadline for submitting requests for clarifications/questions	Wednesday 22 August 2018
17	B.10.1	Contact Details for submitting clarifications/questions <sup>2</sup>	Focal Person: (i) Nishi Sewurn, Procurement Assistant; and <b>copy to</b> (ii) <u>Manusen RAGGOO, Project Manager and Ayesha Aumeeruddy, Project Assistant</u>  E-mail address: <a href="mailto:nishi.sewurn@undp.org">nishi.sewurn@undp.org</a> and <a href="mailto:manusen.raggoo@undp.org">manusen.raggoo@undp.org</a> / <a href="mailto:ayesha.aumeeruddy@undp.org">ayesha.aumeeruddy@undp.org</a>
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posting on the CO, Procurement and UNGM Website: CO website: <a href="http://www.mu.undp.org/content/mauritius_and_seychelles/en/home/operations/procurement.html">http://www.mu.undp.org/content/mauritius_and_seychelles/en/home/operations/procurement.html</a> UNGM

<sup>1</sup> Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UNDP.

<sup>2</sup> 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 officially received.



			<a href="https://www.ungm.org/Public/Notice">https://www.ungm.org/Public/Notice</a> UNDP procurement Website <a href="http://procurement-notice.undp.org/">http://procurement-notice.undp.org/</a>
19	D.23.3	No. of copies of Proposal that must be submitted	<p>Original: One (1) Hard Copy (Financial Proposal and Technical Proposal Envelopes must be completely separate and each must be sealed.)</p> <p>Copies: 1 USB or 1 CD Proposals should be submitted in soft copy in file sizes not exceeding 5 MB.</p> <ul style="list-style-type: none"> <li>a) One CD/USB for Technical Proposals and one CD/USB for Financial Proposals in their separate sealed envelopes. The CDs/USB shall be clearly labelled with the name of project, title of Consultancy services, and name of bidder.</li> <li>b) Financial Proposal and Technical Proposal Envelopes must be completely separate and each must be sealed.</li> <li>c) Each envelope shall be clearly labelled "RFPMAR2018/008- Consultancy services for the Design, Testing and Commissioning of a Management Information System (MIS) for the Mauritius Renewable Energy Agency (MARENA - Lot1) and Utility Regulatory Authority (URA - Lot2)" and name of bidder.</li> </ul> <p>Note if the envelopes are not sealed and marked, the procuring UNDP entity will not assume responsibility for the Proposal's misplacement or premature opening.</p>
20	D.23.1 D.23.2 D.24	Proposal Submission Address	UNDP Mauritius and Seychelles Country Office 6th Floor, Anglo Mauritius House Intendance Street P.O Box 253 Port Louis Mauritius Attention: The Head of Procurement Unit
21	C.21 D.24	Deadline of Submission	Date: Friday 31 August 2018 Time : 17 00 hrs (Mauritius Local Time) (GMT+4)
22	D.23.2	Allowable Manner of Submitting Proposals	Courier/Hand Delivery
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	N/A
24	D.23.1	Date, time and venue for	Date: Monday 03 September 2018

		opening of Proposals  (For information only, Not for public)	Time: 10 00 hrs (Mauritius Local Time) (GMT + 4) Venue: UNDP Mauritius 6th Floor, Conference Room, Anglo Mauritius House Port Louis Mauritius
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals for each Lot, respectively, where minimum passing score of technical proposal is 70%.
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Members of the Governing Board and their Designations duly certified by the Corporate Secretary or its equivalent document if proposer is not a corporation</li> <li>▪ List of Shareholders and their entities financially interested in the <b>firm</b> owning 5% or more of the stocks and other interests or, its equipment if proposer is not a corporation.</li> <li>▪ Official Letter of Appointment as local representative, if Proposer is submitting a Proposal on behalf of an entity located outside the country</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if any</li> <li>▪ Patent Registration Certificates, if any of technologies submitted in the Proposal is patented by the Proposer</li> <li>▪ Audited Financial Statement for the last three years (2015 – 2017) (Income Statement and Balance Sheet) including Auditor's Report</li> <li>▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past ten (10) years</li> <li>▪ All information regarding any past and current litigation during the last five (5) years, in which the Proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</li> </ul>
27		Other documents that may be Submitted to Establish Eligibility	All key experts shall provide an original signed letter of availability and association (if they are external to the lead firm) for the duration of the assignment. <b>Note:</b> In the event of their unavailability at execution stage, the Consultant shall be under the obligation to provide a replacement of equal or better calibre at no extra cost to the Client.
28	C.15	Structure of the Technical	N/A



		Proposal ( <i>only if different from the provision of Section 12</i> )	
29	C.15.2	Latest Expected date for commencement of Contract	01 October 2018
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	<ul style="list-style-type: none"> <li>- 60 person-days over a twelve-month period starting in October 2018 and ending in October 2019 for Lot 1</li> <li>- 60 person-days over a twelve-month period starting in October 2018 and ending in October 2019 for Lot 2</li> </ul>
31		UNDP will award the contract to:	<p>One or more bidders, depending on the following factors:</p> <p>Bidders can submit offers for one or both Lots. Each proposed Lot must include all the requirements under this Lot. Partially filled Lots are not accepted and will be considered incomplete.</p> <p>For each Lot, the contract will be awarded according to the Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, where the minimum passing score in technical is 70%.</p>
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below)
33	E.29.4	Post-Qualification Actions	<ul style="list-style-type: none"> <li>▪ Verification of accuracy, correctness and authenticity of the information provided by the Proposer on the legal, technical and financial documents submitted;</li> <li>▪ Validation of extent of compliance to the RFP requirements and evaluation criteria, based on findings of the evaluation team;</li> <li>▪ Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed.</li> </ul>
34		Conditions for Determining Contract Effectivity	Signature of contract
35		Other Information Related to the RFP	<ul style="list-style-type: none"> <li>▪ In case of an international consultancy team, it is mandatory for the consulting team to associate with one or more local experts (Mauritius and/or Rodrigues) so as to have a better appreciation of the local context.</li> <li>▪ The total expected input for the assignment shall not exceed 60 person-days for Lot 1, and 60 person-days for Lot 2.</li> </ul>