



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

DATE: November 9, 2018

REFERENCE: **Provision of destruction, recycling and disposal services for illegal lighting products under the Department of Energy's Standards and Labelling Project**

Dear Sir / Madam:

We kindly request you to submit your Proposal for the appointment of an Accredited Residential Appliance Test Laboratory to Train and Provide Technical Support to the South African Residential Appliance Standards and Labelling Programme.

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

Proposals may be submitted on or before Monday, November 26, 2018 via email or courier mail to the address below:

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

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

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

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit*  
*UNDP South Africa*  
11/9/2018

## Description of Requirements

Context of the Requirement	The South African government through the Department of Energy (DoE) in collaboration with the Department of Trade and Industry (the dti), and the United Nations Development Programme (UNDP) is implementing the project “Market Transformation through the Introduction of Energy Efficiency Standards and the Labelling of Household Appliances in South Africa”. The objectives are removing inefficient electronic appliances from the South African market and encouraging adoption of efficient technologies by implementing measures/interventions such as minimum energy performance standards (MEPS), labeling programs, and incentive programs. The overarching goal is to reduce electricity consumption and the carbon footprint of the residential sector.																	
Implementing Partner of UNDP	Department of Energy																	
Brief Description of the Required Services <sup>1</sup>	<p>The UNDP is seeking the services of a suitably qualified service provider for the (i) destruction and/or recycling, (ii) treatment (as relevant), (iii) transportation and (iv) disposal of all confiscated lamps that are currently held in storage in the indicated cities:</p> <table><tr><th>Area</th><th>No. of ICLs</th><th>No. of CFLs</th></tr><tr><td>Cape Town</td><td>299 566</td><td>78 923</td></tr><tr><td>Port Elizabeth<sup>2</sup></td><td>250 000</td><td>5 000</td></tr><tr><td>Durban / Gauteng<sup>3</sup></td><td>70 000</td><td>20 750</td></tr><tr><td>Total</td><td>619 566</td><td>104 673</td></tr></table>			Area	No. of ICLs	No. of CFLs	Cape Town	299 566	78 923	Port Elizabeth <sup>2</sup>	250 000	5 000	Durban / Gauteng <sup>3</sup>	70 000	20 750	Total	619 566	104 673
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List and Description of Expected Outputs to be Delivered	<p><b><u>Deliverable 1: Lamp destruction and disposal:</u></b> Complete handling, transport, destruction and disposal of lamps in compliance with all relevant legislation.</p> <p><b><u>Deliverable 2: Media events:</u></b> Participation in and demonstration of lamp destruction at media events in each of the indicated cities.</p> <p><b><u>Deliverable 3: Certificates:</u></b> Delivery of all destruction, recycling and/or hazardous waste disposal certificates, as relevant, corresponding with the contracted number of lamps.</p>																	
Person to Supervise the Work/Performance of the Service Provider	Approvals/acceptance of the deliverables will be submitted to Project Manager, who will seek endorsement by UNDP Programme Manager(GEF) and the Department of Energy focal person, to confirm the quality and the authorization to effect payment.																	

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

<sup>2</sup> Includes lamps stored in East London, to be transported to Port Elizabeth by the NRCS.

<sup>3</sup> Combined total of lamps stored in Durban and Gauteng. Can be transported to one location by the NRCS

Frequency of Reporting	<i>As needed</i>
Progress Reporting Requirements	Meetings and reports
Location of work	<input checked="" type="checkbox"/> Port Elizabeth, Cape Town and Durban. <input type="checkbox"/> At Contractor's Location
Expected duration of work	Within 4 months months of contract signing
Target start date	1 December 2018
Latest completion date	31 March 2019
Travels Expected	As indicated in the Terms Of References
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others (N/A)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (N/A)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (South African Rands)
Value Added Tax on Price Proposal <sup>4</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted

<sup>4</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms <sup>5</sup>	<b>Deliverable</b>	<b>Amount (%)</b>	<b>Timeline</b>
	1	10%	Within 2 weeks of agreed and approved destruction timetable
	2	30%	Proof of destruction of lamps Area 1
	3	30%	Proof of destruction of lamps Area 2
	4	30%	Proof of destruction of lamps Area 3
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP GEF Programme Manager, UNDP Project Manager & Department of Energy		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>6</sup> <input type="checkbox"/> Other Type of Contract		
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.		
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> <b>Experience – 30 points</b> <input checked="" type="checkbox"/> <b>Demonstrated capacity and capability to deliver the service – 50 points</b> <input checked="" type="checkbox"/> <b>Relevant references from existing clients and not older than 3 years – 20 points</b>  <b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.		
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:		

<sup>5</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

<sup>6</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

Annexes to this RFP <sup>7</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>8</sup> <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <sup>9</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>10</sup>	<p><i>Procurement Unit</i>  <a href="mailto:procurement.za@undp.org">procurement.za@undp.org</a></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

#### EVALUATION CRITERIA:

<ul style="list-style-type: none"> <li>&gt; 3 years with clear indication of experience related to the legal handling of lighting waste</li> </ul>	10	
1.2 Demonstrated capability and experience providing similar waste (including hazardous waste) handling, transportation, treatment and disposal services.		
<ul style="list-style-type: none"> <li>No relevant experience demonstrated</li> </ul>	0	
<ul style="list-style-type: none"> <li>Experience demonstrated only partially aligns to the required scope or provided only limited evidence of similar contracts</li> </ul>	10	
<ul style="list-style-type: none"> <li>Demonstrated full scope of services provided for multiple contracts / clients</li> </ul>	20	
<ul style="list-style-type: none"> <li>Full scope of services provided for multiple contracts / clients AND demonstrated experience specific to the handling and/or recycling of fluorescent lamps</li> </ul>	30	
<b>1. Demonstrated capacity and capability to deliver the service</b>		<b>50</b>
<b>Understanding:</b> Demonstrate a clear understanding of the scope, magnitude and legal requirements for the service.	5	
<b>Methodology:</b> Describe the proposed approach for complete service delivery from the NRCS storage facilities to safe final disposal. Differentiate between hazardous and non-hazardous waste component, indicating the proposed treatment approach, detail of recycling that will be included and final disposal.	10	

<sup>7</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>8</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>9</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>10</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 received.

<b>Legal Compliance:</b> Confirmed legal compliance with all legislation and regulations for all aspects of the service delivery, including all necessary licenses, accreditations, qualifications, etc.	10	
<b>Capacity:</b> Confirmed capacity to handle, transport, treat, destruct / recycle and dispose the volumes of lamps indicated. Confirm capacity and willingness to attend and participate in media events with a demonstration of the destruction of non-compliant products.	10	
<b>Timelines:</b> Confirmed capacity to deliver the service by end March 2019	5	
<b>2. Relevant references from existing clients and not older than 3 years.</b> The service providers must provide a minimum of three (3) relevant contactable references of similar work done.		<b>20</b>
- Five (5) references	20	
- Three (3) references	15	
- If no reference provided or partial references provided for example 1 or 2 references	0	
<b>Total</b>		<b>100</b>