



REQUEST FOR PROPOSAL (RFP)

DATE: November 13, 2018
REFERENCE: Communication and Event Management Consultancy Services

Dear Sir / Madam:

We kindly request you to submit your Proposal for the appointment of a service provider to **provide effective and professional project communication services and to plan, undertake and implement events as determined in consultation with the SAWEP 2 PCU.**

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

Proposals may be submitted on or before Tuesday, November 27, 2018 via email or courier mail to the address below:

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

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

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

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit
UNDP South Africa
11/13/2018*

Description of Requirements

Context of the Requirement	The South African Wind Energy Project Phase 2 (SAWEP 2) is funded by the Global Environment Facility (GEF) with the Department of Energy (DoE) as the Executing Entity/Implementing Partner and supported by the United Nations Development Program (UNDP) South Africa Country Office. The project objective is to overcome barriers to the attainment of South Africa's 2010 Integrated Resource Plan target of 3,320 MW of wind power generation online by 2018/19. To achieve this, the project focusses on four components: Component 1: Monitoring and Evaluation of the implementation of local content requirements, Component 2: Resource-mapping and wind corridor development support for policy-makers, Component 3: Support for the development of small-scale wind sector and Component 4: Training and human capital development for the wind energy sector. Each component is associated with specific outputs and a set of activities. Implementation of recommendations from an initial review and analysis phase of especially Component 3 Small Scale Wind Sector Development and Comp 4 Wind Energy Training and Capacity Building alongside the implementation of Component 2 Wind Atlas for South Africa (WASA) Phase 3 are currently being undertaken.
Implementing Partner of UNDP	Department of Energy
Brief Description of the Required Services ¹	To provide effective and professional project communication services and to plan, undertake and implement events as determined in consultation with the SAWEP 2 PCU.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Marketing and Communications Strategy developed and implemented • Social media/website presence established and updated regularly • SAWEP 2 knowledge products disseminated locally and internationally through appropriate platforms • SAWEP 2 communication materials developed and published through appropriate media channels • Results and impact of SAWEP 2's work tracked and communicated • Government officials briefed and informed on the work of SAWEP 2 • Performance of any other related tasks as requested by the SAWEP 2 PCU • Successfully held 1 x National Wind Seminar, 2 x high profile project launches and a number of information workshops • Keep all developed material kept in a safe repository and made accessible to all project partners • Video at the end of the project profiling project achievement

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

	<ul style="list-style-type: none"> Any other recommended platform for sustaining the legacy of the SAWEP 2 project
Person to Supervise the Work/Performance of the Service Provider	Work will be overseen by the Project Coordination Unit (PCU) comprising of the Project Manager (SANEDI) and DoE Renewable Energy Project Manager.
Frequency of Reporting	<i>As needed</i>
Progress Reporting Requirements	Meetings and reports
Location of work	<input checked="" type="checkbox"/> At Contractor's Location and will be expected to attend meetings as when required.
Expected duration of work	The contract will for 1 year and services will be requested as and when the need arises
Target start date	10 December 2018
Latest completion date	31 December 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 ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

	indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted								
Payment Terms ³	<p>The service provider will be paid upon approval of the detailed workplan of each quarter with clear workplan on the activities and output(s) targeted for that quarter, indicating time frames and the budget.</p> <p>In addition, monthly payments will be done in arrears upon submission of a short progress report with a time sheet on the achievement of the output(s) targeted for that quarter.</p>								
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Work will be overseen and endorsed by the Project Coordination Unit (PCU) comprising of the Project Manager (SANEDI) and DoE Renewable Energy Project Manager. Disbursement of payment will however be done through UNDP upon approval by the GEF Programme Manager and the Country Director.								
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract								
Criteria for Contract Award	<input 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	<table border="1" data-bbox="570 1270 1360 1465"> <thead> <tr> <th>Criteria</th><th>Weight</th></tr> </thead> <tbody> <tr> <td>Qualification (Team leader)</td><td>20%</td></tr> <tr> <td>Experience (consultancy/consortium)</td><td>60%</td></tr> <tr> <td>Competencies (consultancy/consortium)</td><td>20%</td></tr> </tbody> </table> <ul style="list-style-type: none"> Contract will be awarded to the service provider whose technical proposal has attained a minimum score of 70% with the least costly financial proposal. The service provider MUST also agree to the General Terms and Conditions for Services of the UNDP 	Criteria	Weight	Qualification (Team leader)	20%	Experience (consultancy/consortium)	60%	Competencies (consultancy/consortium)	20%
Criteria	Weight								
Qualification (Team leader)	20%								
Experience (consultancy/consortium)	60%								
Competencies (consultancy/consortium)	20%								

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

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:
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	<p><i>Procurement Unit</i> <i>procurement.za@undp.org</i></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 <i>[pls. specify]</i>	

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

EVALUATION CRITERIA:

Criteria	Points	Weight
Qualification (Team leader)		20%
Educational Qualification in communications, journalism, events planning or other related field *Bachelors 3 *Honors 6 *Master and => 10	10	
Experience (consultancy/consortium)		60%
Proven knowledge and experience in social media management (Facebook, Twitter, blogs) and ICT usage. * 1 year 3 * 3 year's 6 * 5 years and => 10	10	
5 Years of work experience in the field of media relations, journalism or/and Communication, including proofreading and copy editing *1 years 5 *3 years' 15 * 5 years' and => 20	20	
5 Years of work experience in the field of events organization, implementation and management *1 years' 5 *3 years' 15 * 5 years' and => 20	20	
Knowledge/experience of the UNDP, GEF, other similar donor communications, outreach, knowledge dissemination and knowledge management processes are a plus * 1 year 3 * 3 years' 6 * 5 years' and => 10	10	
Knowledge/experience of the Dept. of Energy communications, outreach, knowledge dissemination and knowledge management processes are a plus * 1 year 3 * 3 years' 6 * 5 years' and => 10	10	
Competencies (consultancy/consortium)		20%

<ul style="list-style-type: none"> • Demonstrated experience working with a variety of stakeholders, including senior government officials, civil society organisations, donors, journalists, editors, consultants and academics, private sector and other relevant stakeholders and media outlets in a professional and friendly manner. 	5	
<ul style="list-style-type: none"> • Excellent writing, editing and oral communication skills in English 	5	
<ul style="list-style-type: none"> • Highly motivated and demonstrated ability to take initiative and ability to manage complexities and working under stress 	5	
<ul style="list-style-type: none"> • Excellent computer skills and experience in preparing and maintaining communication and event materials 	5	