



REQUEST FOR PROPOSAL (RFP)

	DATE: November 30, 2018
	REFERENCE: PHL-RFP-2018-099

Dear Sir / Madam:

We kindly request you to submit your Proposal for the conduct of "Skills Training on Solar Nightlight and Post Lamp".

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

Proposals may be submitted on or before Friday, December 14, 2018 and via email or courier mail to the address below:

United Nations Development Programme
15th floor, North Tower, Rockwell Business Center Sheridan, Sheridan Street corner United Street,
Highway Hills, 1550 Mandaluyong City, Philippines
Email: procurement.ph@undp.org

Your Proposal must be expressed in English, and valid for a minimum period of 120 days.

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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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:

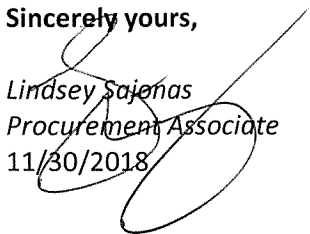
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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,


Lindsey Sajonas
Procurement Associate
11/30/2018

Description of Requirements

Context of the Requirement	Conduct of Skills Training on Solar Nightlight and Post Lamp
Implementing Partner of UNDP	DSWD
Brief Description of the Required Services ¹	<p>The Service Provider is expected to work closely with the LGU/DSWD and UNDP, and will be responsible for the following:</p> <ol style="list-style-type: none"> 1. To equip sixty-five (65) out-of-school youths and their family members with the necessary skills and knowledge on solar power training with entrepreneurship training; and 2. Facilitate the enrolment and learning of identified youth beneficiaries in Batangas City for the conduct of Solar Panel with Entrepreneurship Training.
List and Description of Expected Outputs to be Delivered	<p>The Technical Institution is expected to work closely with UNDP and the LGU/DSWD Office of Batangas City, particularly on the training design. The Institution's major responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Conduct Solar Panel with Entrepreneurship training for selected 65 youths and family members of Batangas City; • Orient the participants, set the course expectation, house rules and overview of the entire training; • Develop training materials and conduct the training through classroom lectures, demonstrations, and actual electrical lessons; • Conduct pre and post evaluations to assess the knowledge and skills of the participants; • Submit reports to UNDP regional team (i.e. accomplishments, attendance sheets, basic demographics of participants, activity photos, etc.); • Provide certificates of competency/training completion to participants; and • Submit final report, documentation and evaluation of the training conducted <p>The Technical Institution is expected to discuss topics such as, but not limited to:</p> <ul style="list-style-type: none"> • Solar Power Major System Components

	<ul style="list-style-type: none"> • Ohms Law (Design and Principles) • Streetlight • Servicing and Installation <p>The Technical Institution will also provide 65 starter kits to each participant containing the following items:</p> <ul style="list-style-type: none"> • 8" Long nose • 8" Pliers • 8" Cutter • Spark detecting screwdriver • Solder sucker • Wire stripper • Mini drill with adaptor • Hand crimping tool • Electric soldering iron (40W) with soldering iron • Flat screwdriver • Philip screwdriver • Bag
Person to Supervise the Work/Performance of the Service Provider	<i>UNDP Regional Project Coordinator for Region 4</i>
Frequency of Reporting	<i>as required, per TOR</i>
Progress Reporting Requirements	<i>as required, per TOR</i>
Location of work	<input checked="" type="checkbox"/> Batangas City, Batangas. Exact location to be determined.
Expected duration of work	The duration of the training shall be conducted within January 07-18, 2019, with a total of 10 training days.
Target start date	07 January 2019
Latest completion date	18 January 2019

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required											
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required											
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency: Philippine Peso											
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes for goods component <input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes for service component.											
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" 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											
Payment Terms ³	<table border="1"> <thead> <tr> <th>Schedule of Payment</th> <th>Activity</th> <th>Review/ Approval of work output</th> </tr> </thead> <tbody> <tr> <td>20%</td> <td>Upon signing of contract and submission of Training Plan</td> <td>Project Management Team</td> </tr> <tr> <td>80%</td> <td>Upon completion of the project and submission of final report</td> <td>Regional Team and Project Management Team</td> </tr> </tbody> </table>	Schedule of Payment	Activity	Review/ Approval of work output	20%	Upon signing of contract and submission of Training Plan	Project Management Team	80%	Upon completion of the project and submission of final report	Regional Team and Project Management Team		
Schedule of Payment	Activity	Review/ Approval of work output										
20%	Upon signing of contract and submission of Training Plan	Project Management Team										
80%	Upon completion of the project and submission of final report	Regional Team and Project Management Team										
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Regional Project Coordinator for Region 4											

Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria 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	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm – 40pts <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan -40pts <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel -20pts Financial Proposal (30%) 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
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only)	Lindsey Sajonas <i>Procurement Associate</i> Lindsey.sajonas@undp.org 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></p>	<p>Service providers are required to submit the following:</p> <ol style="list-style-type: none"> 1. Photocopy of their legal documents such as Business Permit, SEC Registration, TESDA Accreditation and TVET Registrations/Certificates 2. Company profile and/or personal CV of team members indicating all past experiences from similar projects 3. Plan of Approach and Methodology 4. Implementation Schedule (Gantt Chart or PERT/CPM) 5. Financial proposal indicating all-inclusive fixed contract price, supported by a breakdown of costs.
--	--

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide:

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

TERMS OF REFERENCE

- A. POST TITLE:** Training on Assembly of Solar Nightlight and Post Lamp and Entrepreneurship for UNLAD Kabataan
- B. LOCATION:** Batangas City, Batangas
- C. REFERENCE TO THE PROJECT:** Social Enhancement and Practical Skills Training for OSY, CICL, Children in need of Special Protection for Leadership and Social Enhancement for Possible Employment for Job Opportunities
- D. PROJECT ID CODE:** 41005000203
- E. DURATION:** January 7-18, 2019 (10 days training days)
- F. BACKGROUND:**

Education is the backbone of every society. It opens minds and opportunities for our youth to build their lives and stand up to the challenges of our modern world. It is one of the main responsibilities of any government to equip its youth with the knowledge and skills to make a living and contribute to the development of the communities they live in. The youth will be the future leaders of our country, and as such, needs a good and strong foundation to be good leaders and citizens someday.

In Batangas City, approximately 2.5% of youths cannot pursue their high school or college degree due to low income attributed to large family size, unemployment, lack of education, etc.

In light of significant socioeconomic disparity of poor governance systems, the Philippine government launched the Bottom-up Budgeting (BUB) initiative in 2012. The BUB is a national government program designed to facilitate annual participatory planning and budgeting at the city and municipal level with the active participation of civil society organizations (CSOs), grassroots organizations and communities. The BUB has 2 central objectives: (1) support the attainment of the Philippine Development Plan's goal of inclusive growth and poverty reduction by funding relevant projects, and (2) strengthening state-society relationships at the local level by providing incentives for local government units (LGUs) to engage with citizens in the budgeting and planning of such projects.

However, due to weak social infrastructure, financial and administrative bottlenecks, low government and CSO capacities as well as policy gaps, implementation performance has been lackluster. Thus, the Department of Social Welfare and Development (DSWD) has entered into an agreement with the United Nations Development Programme (UNDP), through a government co-financing initiative, for the latter to assist in the implementation of the BUB projects.

The training on "Solar Nightlight and Post Lamp" of the Local Government Unit (LGU) of Batangas City is one of the projects of BUB under the DSWD-UNDP partnership. The project is a capacity-building activity with the following objectives:

1. To equip sixty-five (65) out-of-school youths and their family members with the necessary skills and knowledge on solar power training with entrepreneurship training; and
2. Facilitate the enrolment and learning of identified youth beneficiaries in Batangas City for the conduct of Solar Panel with Entrepreneurship Training.

In that matter, UNDP would like to engage the services of a reputable Technical Institution, with substantive knowledge and commendable expertise to deliver the needed services.

G. SCOPE OF SERVICES:

The Technical Institution is expected to work closely with UNDP and the LGU/DSWD Office of Batangas City, particularly on the training design. The Academic Institution's major responsibilities include, but are not limited to:

- Conduct Solar Panel with Entrepreneurship training for selected 65 youths and family members of Batangas City.
- Orient the participants, set the course expectation, house rules and overview of the entire training;
- Develop training materials and conduct the training through classroom lectures, demonstrations, and actual electrical lessons;
- Conduct pre and post evaluations to assess the knowledge and skills of the participants;
- Submit reports to UNDP regional team (i.e. accomplishments, attendance sheets, basic demographics of participants, activity photos, etc.);
- Provide certificates of competency/training completion to participants; and
- Submit final report, documentation and evaluation of the training conducted

The Technical Institution is expected to discuss topics such as, but not limited to:

- Solar Power Major System Components
- Ohms Law (Design and Principles)
- Streetlight
- Servicing and Installation

The Technical Institution will also provide 65 starter kits to each participant containing the following items:

- 8" Long nose
- 8" Pliers
- 8" Cutter
- Spark detecting screwdriver
- Solder sucker
- Wire stripper
- Mini drill with adaptor
- Hand crimping tool
- Electric soldering iron (40W) with soldering iron
- Flat screwdriver
- Philip screwdriver
- Bag

H. DURATION / PERIOD OF WORK

The training shall be implemented within 7-18 January 2019.

I. QUALIFICATIONS

Technical Institution

- TESDA accredited technical institution;
- Offer technical courses or subjects such as, but not limited to: Solar Panel Training, Entrepreneurship Training, Electrical Training, that is nationally recognized and acknowledged by a government agency;
- Has at least three (3) years of excellent track record and experience in offering courses or subjects such as but not limited to: Solar Panel Training, Entrepreneurship Training, Electrical Training and other related fields.

Instructors/Professors (Team Composition)

- Must have at least a NCII Certificate for electrical courses, solar panel training, or any related courses;
- At least two (2) years of teaching experience in courses such as but not limited to: Solar Panel Training, Entrepreneurship Training, Electrical Training and other related fields;
- Fluent in English and Filipino, both written and spoken.

J. SCHEDULE OF PAYMENT

The Technical Institution will follow the schedule of payments described below upon the accomplishment and submission of requirements.

Schedule of Payment	Activity	Review/ Approval of work output
20%	Upon signing of the contract and submission of course outline	Regional Team and Project Management Team
80%	Upon completion of trainings and submission of final report	Regional Team and Project Management Team

K. RECOMMENDED PRESENTATION OF OFFER

1. Financial proposal
 - all-inclusive fixed contract price supported by a breakdown of costs
2. Workplan and other related documents
 - Copy of legal documents such as Government Accreditation, Business Permits, or similar documents;
 - Company Profile and CV of Team Members, indicating all past experiences from similar projects;
 - Implementation Schedule (i.e. Gantt Chart or PERT/CPM)

L. CRITERIA FOR SELECTION OF THE BEST OFFER:

- Financial Proposal - 30%
- Technical Proposal - 70%

Technical Proposal Evaluation	Allocated Points
1. Expertise of the Firm/ Organization	40
2. Proposed Methodology, approach, and implementation plan	40
3. Qualification of Contractor and team members	20

Approved by:



HARVEY BUENA
BUB Programme Manager