



## REQUEST FOR PROPOSAL (RFP) RFPMUS2019/ 004 (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: March 13, 2019
	REFERENCE: RFPMUS2019/ 004 (LTA - Provision of SC Salary Survey for Mauritius and Seychelles)

Dear Sir / Madam:

We kindly request you to submit your Proposal for LTA - Consultancy Services for the Provision of SC Salary Survey for Mauritius and Seychelles.

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

Proposals may be submitted on or before **Wednesday, March 27, 2019 and at 12:00hrs (NOON) (Mauritius Local Time)** via email, below:

**United Nations Development Programme**  
procurement.mu@undp.org  
**The Procurement Unit**

Your Proposal must be expressed in the **English**, and valid for a minimum period of **90 days** and should be clearly marked **"RFPMUS2019/ 004 (LTA - Provision of SC Salary Survey for Mauritius and Seychelles)"**.

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/business/protest-and-sanctions.html>

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 :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

  
Sujitha Sekharan

International Operations Manager

3/13/2019

### Description of Requirements

Context of the Requirement	<i>Management Project 00027534 (Mauritius) and 00081593 (Seychelles)</i>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services <sup>1</sup>	LTA - Consultancy Services for the Provision of SC Salary Survey for Mauritius and Seychelles
List and Description of Expected Outputs to be Delivered	Refer to TOR
Person to Supervise the Work/Performance of the Service Provider	<i>International Operations Manager and Head of Seychelles Unit</i>
Frequency of Reporting	Refer to deliverables in TOR
Progress Reporting Requirements	
Location of work	<input checked="" type="checkbox"/> Exact Address/es Mauritius and Seychelles and/or Homebased <input type="checkbox"/> At Contractor's Location
Expected duration of work	8 weeks for initial period including travel and 4 weeks in subsequent years.
Target start date	15 April 2019
Latest completion date	15 June 2019
Travels Expected	<b>Option 1:</b> On site Survey (Duty station in the initial year and remote in subsequent years): (a) Port Louis, Mauritius (b) Mahe, Seychelles  <b>Option 2:</b> Remote Survey (N/A)
Special Security Requirements	N/A

<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.



Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities								
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 checked="" type="checkbox"/> United States Dollars ( for International firms) <input checked="" type="checkbox"/> Local Currency for Local Firms @ UN prevailing Rate of Exchange(ROE)								
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" 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 checked="" type="checkbox"/> 90 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 <sup>3</sup>	<table border="1"> <thead> <tr> <th>Deliverables</th> <th>Estimated completion date</th> <th>Payment term</th> </tr> </thead> <tbody> <tr> <td>Submission of work plan</td> <td>15 April 2019</td> <td>10%</td> </tr> </tbody> </table>			Deliverables	Estimated completion date	Payment term	Submission of work plan	15 April 2019	10%
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Submission of work plan	15 April 2019	10%							

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

<sup>3</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.

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	<table><tr><td>Draft report on survey findings and proposed salary scale at 40th, 50th and 60th percentiles with Minimum and Maximum Remuneration data for all jobs/level</td><td>15 May 2019</td><td>30%</td></tr><tr><td>Validation &amp; Presentation of the findings</td><td>31 May 2019</td><td>20%</td></tr><tr><td>Final report on survey finding with all deliverables submitted as per V-Deliverables (TOR)</td><td>10 June 2019</td><td>40%</td></tr></table>	Draft report on survey findings and proposed salary scale at 40th, 50th and 60th percentiles with Minimum and Maximum Remuneration data for all jobs/level	15 May 2019	30%	Validation & Presentation of the findings	31 May 2019	20%	Final report on survey finding with all deliverables submitted as per V-Deliverables (TOR)	10 June 2019	40%
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	International Operations Manager and Head of Seychelles Unit									
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long-Term Agreement <sup>4</sup> and PO will trigger the call-off									
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) with passing marks of 70% for technical proposals to be shortlisted. <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><tr><td colspan="2"><b><u>Technical Proposal (70%)</u></b></td></tr><tr><td><b>Criteria</b></td><td><b>Max. Point</b></td></tr><tr><td>Proven track record in the areas of compensation and benefit analysis, with experience working for international organization and good references.</td><td>25</td></tr><tr><td>Consultant assigned should have an advanced degree in management, human resources or related fields with 5 years' experience conducting salary survey related tasks and familiarity with labor market issues and fluency in English.</td><td>25</td></tr></table>		<b><u>Technical Proposal (70%)</u></b>		<b>Criteria</b>	<b>Max. Point</b>	Proven track record in the areas of compensation and benefit analysis, with experience working for international organization and good references.	25	Consultant assigned should have an advanced degree in management, human resources or related fields with 5 years' experience conducting salary survey related tasks and familiarity with labor market issues and fluency in English.	25
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<sup>4</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 \$150,000.00.

	Methodology on how the work will be approached and conducted	35
	Familiarity with the UNDP rules and regulations and experience within UN system for similar surveys.	15
	TOTAL max.	100
<b>Financial Proposal (30%)</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	
Contract General Terms and Conditions <sup>5</sup>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>	
Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR	
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	Nishi Sewsum Procurement Assistant <a href="mailto:nishi.sewsum@undp.org">nishi.sewsum@undp.org</a> 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.  Deadline for submitting requests for clarifications/ questions: <b>Friday 20 March 2017 by 16:00hrs (Mauritian Local Time)</b>  <b>Disseminating Supplemental Information to the RFP and responses/clarifications to queries will be done to prospective Proposers by email, and posting on the CO website</b>	

<sup>5</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>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</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.

<p>Other Information <i>[pls. specify]</i></p>	<p>Proposals (technical and financial) submitted must be limited to a maximum of <b>9 MB</b>, virus-free and no more than <b>three (3) email transmissions and clearly marked Technical or Financial</b> . They must be signed and in the .pdf format, free from any form of virus or corrupted contents, and must be password protected or the proposals shall be rejected. An email will be sent to request password for the technical proposal only after the closing date/time. Only those Technical proposals that passed the 70% threshold, will be considered for financial and password will be requested accordingly.</p> <p>It shall remain your responsibility to ensure that your proposal will reach 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.</p>
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## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[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 :*

*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 (if applicable);
- c) Track Record – similar assignment for the last 5 years
- d) 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.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes





C. **Qualifications of Key Personnel**

*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 of key personnel must be submitted.*

D. **Cost Breakdown per Deliverable\***

**Mauritius**

<b>Deliverables</b>	<b>Estimated completion date</b>	<b>Payment term</b>
Submission of work plan	15 April 2019	10%
Draft report on survey findings and proposed salary scale at 40th, 50th and 60th percentiles with Minimum and Maximum Remuneration data for all jobs/level	15 May 2019	30%
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**Seychelles**

<b>Deliverables</b>	<b>Estimated completion date</b>	<b>Payment term</b>
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*\*This shall be the basis of the payment tranches*



**Price Schedule: (Should be submitted in separate email)**

**Request for Proposals**

- i. The Financial Proposal containing the final and all-inclusive (professional fees, all envisaged travel costs, insurance, telecommunication cost etc.) total price offer for the full range of services required, broken down into all major cost components associated with the services. A price breakdown by comparators (i.e price per comparator to be surveyed) should also be provided.
- ii. Financial proposal for (1) option 1: onsite survey (2) option 2: remote survey shall be submitted.

	Description of Activity/Item	Cost	Person Days	
1.				
2.				
3.				
4.				

- Price proposal for updating the salary scale remotely for 2020 & 2021 to be provided.

The total price shall be in a fixed lump-sum amount, and milestone payments corresponding to outputs shall be indicated in the proposal.

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

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