

**Revision no:1 dated 24 June 2019**  
**REQUEST FOR PROPOSAL (RFP)**

	DATE: June 4, 2019
	REFERENCE: UNDP CYP RFP 056 2019

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Production of polling results to assess the levels of trust between the communities.**

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

Proposals may be submitted on or before **Monday, July 01, 2019 at 16:00 Cyprus local time**, via email, to the address below:

**United Nations Development Programme**  
***Solicitations.cy@undp.org***

Your Proposal must be expressed in the English, and valid for a minimum period of 90 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 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 Solicitations

## Description of Requirements

Context of the Requirement	Production of polling results to assess the levels of trust between the communities in Cyprus.																		
Implementing Partner of UNDP	n/a																		
Brief Description of the Required Services <sup>1</sup>	Please see Annex 1.																		
List and Description of Expected Outputs to be Delivered	<table border="1"> <thead> <tr> <th></th> <th>Deliverables/Outputs</th> <th>Deliverable/output name</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Deliverable/Output 1</td> <td>Draft Survey Questions</td> <td>1 week following signature of contract</td> </tr> <tr> <td>2</td> <td>Deliverable/Output 2</td> <td>Report – 1<sup>st</sup> draft</td> <td>4 weeks following signature of contract</td> </tr> <tr> <td>3</td> <td>Deliverable/Output 3</td> <td>Report - Final</td> <td>7 weeks following signature of contract</td> </tr> </tbody> </table>				Deliverables/Outputs	Deliverable/output name	Deadline	1	Deliverable/Output 1	Draft Survey Questions	1 week following signature of contract	2	Deliverable/Output 2	Report – 1 <sup>st</sup> draft	4 weeks following signature of contract	3	Deliverable/Output 3	Report - Final	7 weeks following signature of contract
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3	Deliverable/Output 3	Report - Final	7 weeks following signature of contract																
Person to Supervise the Work/Performance of the Service Provider	UNDP Programme and Communications Analyst																		
Frequency of Reporting	as per Annex 1 -ToR																		
Progress Reporting Requirements	as per Annex 1 - ToR																		
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location																		
Expected duration of work	8 weeks from the commencement of contract signature																		
Target start date	July 2019																		
Latest completion date	September 2019																		
Travels Expected	Local travel only.																		
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"/> n/a																		
Implementation Schedule																			

<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.

indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required as per the ToR – Annex 1.
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <ul style="list-style-type: none"> <li>• Team Leader – GC</li> <li>• Team Leader – TC</li> <li>• Researcher – GC x 2</li> <li>• Researcher – TC x 2</li> </ul>
Currency of Proposal	<input checked="" type="checkbox"/> Euro
Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <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 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
Payment Terms <sup>3</sup>	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	UNDP Cyprus, UNDP Programme and Communication Analyst
Type of Contract to be Signed	<input checked="" type="checkbox"/> Face Sheet Contract <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>

<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.

Criteria for Contract Award	<div><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) The minimum technical score required to pass the technical evaluation is 70%.</div> <div><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.</div>																																																						
Criteria for the Assessment of Proposal	<div><div><div>Technical Proposal (70%)</div><div><input checked="" type="checkbox"/> Expertise of the Firm %30</div><div><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan %40</div><div><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel %30</div></div><div>The minimum technical score required to pass the technical evaluation is 70%.</div><div><div>Financial Proposal (30%)</div><div>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</div><table><tr><th colspan="3">Criteria for the Assessment of Proposals - Evaluation points</th></tr><tr><td>Technical Proposal</td><td></td><td>210 points</td></tr><tr><td>Company profile</td><td>80 points</td><td></td></tr><tr><td>Track record of experience</td><td>100 points</td><td></td></tr><tr><td>Certifications and Accreditations</td><td>20 points</td><td></td></tr><tr><td>Joint Venture/Consortium Agreement</td><td>10 points</td><td></td></tr><tr><td>Methodology</td><td></td><td>280 points</td></tr><tr><td>Proposed methodology</td><td>140 points</td><td></td></tr><tr><td>Quality Assurance</td><td>60 points</td><td></td></tr><tr><td>Context and Local Conditions</td><td>80 points</td><td></td></tr><tr><td>Key Personnel</td><td></td><td>210 points</td></tr><tr><td>Team Leader – GC</td><td>55 points</td><td></td></tr><tr><td>Team Leader - TC</td><td>55 points</td><td></td></tr><tr><td>Researcher - GC</td><td>25 points</td><td></td></tr><tr><td>Researcher - GC</td><td>25 points</td><td></td></tr><tr><td>Researcher - TC</td><td>25 points</td><td></td></tr><tr><td>Researcher - TC</td><td>25 points</td><td></td></tr><tr><td colspan="2">Total</td><td>700 points</td></tr></table></div></div>	Criteria for the Assessment of Proposals - Evaluation points			Technical Proposal		210 points	Company profile	80 points		Track record of experience	100 points		Certifications and Accreditations	20 points		Joint Venture/Consortium Agreement	10 points		Methodology		280 points	Proposed methodology	140 points		Quality Assurance	60 points		Context and Local Conditions	80 points		Key Personnel		210 points	Team Leader – GC	55 points		Team Leader - TC	55 points		Researcher - GC	25 points		Researcher - GC	25 points		Researcher - TC	25 points		Researcher - TC	25 points		Total		700 points
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contract to:	bank account identified by the Joint Venture/Consortium.
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) <sup>5</sup> <input checked="" type="checkbox"/> Detailed TOR – Annex 1 <input type="checkbox"/> Others <sup>6</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<a href="mailto:Solicitations.cy@undp.org">Solicitations.cy@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.
Other Information [pls. specify]	n/a

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

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

<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.

## Annex 2

**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: UNDP Cyprus

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the Request for Proposal referenced UNDP CYP RFP 056 2019 dated **4/6/2019**, 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 (Consortium/Joint Venture) 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/core activities, year of foundation, legal status (for consortiums/joint ventures please provide written confirmation from each member) field of expertise, number of staff, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Registration name/legal address & Registration in Cyprus/actual address*
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Details of the completed minimum 2 similar bicommunal surveys in Cyprus.*
- d) Certificates and Accreditation – including Quality Certificates.*
- e) Joint Venture/Consortium Agreement; The Joint Venture/Consortium must be formed of one Greek Cypriot and Turkish Cypriot Company*
- f) Contact Person(s) of the Consortium/Joint Venture; name, email, phone*
- g) 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.*

<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

**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.*

**C. Qualifications of Key Personnel**

*The Service Provider must provide:*

- a) Names and qualifications of the key personnel (Team Leader(s) and Researcher(s) that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted by the RFP for the 2 team leaders and 4 researchers;*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

	<b>Deliverables/outputs</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable/Output 1 – Draft Survey Questions		
2	Deliverable/Output 2 – Report 1 <sup>st</sup> draft		
3	Deliverable/Output 3 – Report Final		
	<b>Total</b>	<b>100%</b>	

*\*This is not the basis of the payment tranches, only one payment will be done after the successful delivery of all deliverables/outputs (outputs 1,2 and 3).*

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Team Leader 1				
b. Team Leader 2				
2. Services from Field Offices				
a. Researcher 1				
b. Researcher 2				
c. Researcher 3				
d. Researcher 4				
<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]*