



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

Dear Sir / Madam:

We kindly request you to submit your Proposal for services to evaluate and comment on papers submitted for African Economic Conference 2019 and compilation, **REFERENCE # RBA/HQs/RFP/2019/02**.

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

Proposals must be submitted on or before Wednesday 31 July 2019 by CoB 5:30 PM NY Time, via email to the address below:

Rba.procurement@undp.org

Your Proposal must be expressed in the **English Language**, 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:

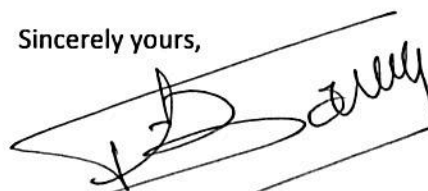
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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,

A handwritten signature in black ink, appearing to read 'Aboubacar Toure', is written over a rectangular box that is tilted slightly to the right.

Aboubacar Toure
Operations Advisor a.i.

United Nations Development Programme (UNDP)
Regional Bureau for Africa (RBA)
New York

Description of Requirements

Context of the Requirement	Review of papers submitted to African Economic Conference 2019.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<p>Firm Level Consultancy Service for Evaluation of and comments on papers submitted for African Economic Conference 2019 and compilation as per attached Terms of Reference (TORs).</p> <p>Scope of work:</p> <p>The specific tasks assigned to the consulting institution will include:</p> <ul style="list-style-type: none"> a. The selected institution is required to draw on its network of researchers, policy makers, resource persons, universities, research institutions, trainers and Africans in the Diaspora to constitute a panel of experts to peer-review and recommend suitable full papers for presentation at the AEC; b. The selected institution is required to provide ratings on all papers submitted via the AEC website within the specified timeframe in the present Terms of Reference; c. The selected institution is required to provide comments on all papers submitted via the AEC website within the timeframe specified in the call for papers; d. The selected institution is required to officially transmit the reviews with a list showing the rating of each full paper along their specific comments/observations to AfDB, ECA and UNDP by 20 September 2019.
List and Description of Expected Outputs to be Delivered	<i>Please refer to the TOR</i>
Person to Supervise the Work/Performance of the Service Provider	Strategic Advisors, Strategy and Analysis Team, HQ/RBA
Frequency of Reporting	<i>Please refer to the TOR</i>
Progress Reporting Requirements	<i>Please refer to the TOR</i>
Location of work	Home-based as defined in the ToR .

Expected duration of work	37 working days
Target start date	8 August 2019
Travels Expected	N/A
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A (home-based as defined in the ToR)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <i>Please refer to the TOR.</i>
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <i>CVs and copies of certificates for at least three key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in the TORs (Annex 3) should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.</i>
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<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"/> 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 ¹	<i>Please refer to the TOR</i>

¹ 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.

	<table><tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td>Submission of plan of work including staff assigned to paper review one week after signature of contract.</td><td>20%</td><td>Within one week after signature of contract.</td><td rowspan="2">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.</td></tr><tr><td>Reviews of all papers submitted via the AEC website within the timeframe specified in the call for papers and a list showing the rating of each full paper along their specific comments/observations</td><td>80%</td><td>14 September 2018</td></tr></table>	Outputs	Percentage	Timing	Condition for Payment Release	Submission of plan of work including staff assigned to paper review one week after signature of contract.	20%	Within one week after signature of contract.	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.	Reviews of all papers submitted via the AEC website within the timeframe specified in the call for papers and a list showing the rating of each full paper along their specific comments/observations	80%	14 September 2018
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Strategic Advisors, Strategy and Analysis Team, HQ/RBA											
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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (30%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (30%) <u>Financial Proposal (30%)</u> 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"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services											

Contract General Terms and Conditions ²	<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 ³	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Others ⁴ - Concept Note
Contact Person for Inquiries (Written inquiries only) ⁵	<p><i>Yechi Bekele</i> <i>yechi.bekele@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 [pls. specify]	

² 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.

³ Where the information is available in the web, a URL for the information may simply be provided.

⁴ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁵ 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.