



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: October 7, 2019
	REFERENCE: MyRFP_2019_011

Dear Sir / Madam:

We kindly request you to submit your Proposal for Provision of Services for **an Online Open Innovation Platform**.

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

Proposals may be submitted on or before Wednesday, October 16, 2019 10.00am Singapore time) via email, courier mail or fax to the address below:

United Nations Development Programme
Menara PJH, Level 10, Jalan Tun Abdul Razak, Precinct 2, 62100 Putrajaya, Malaysia
Procurement Unit
procurement.my@undp.org, Fax: +603-8881 0458

Your Proposal must be expressed in the English, and valid for a minimum period of 60 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 Provider's 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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Bradley Busetto

*Director, UNDP Global Centre for
Technology, Innovation and
Sustainable Development*

10/07/2019

Description of Requirements

Context of the Requirement	<p><i>The UNDP Global Centre for Technology, Innovation and Sustainable Development in partnership with the Government of Singapore and corporate partners plans to launch “Cultiv@te CoLab” – an innovation initiative that will convene start-ups, corporates, Government agencies and development partners (UN and bilateral agencies) to collaboratively design solutions for sustainability challenges in agriculture. The focus is on connecting global cutting-edge innovation and technology (growth stage start-ups, large corporates and leading research institutions) with stakeholders in developing countries that are keen to promote sustainability agriculture sector (refer to www.undp.org/around-the-world for the list of countries with UNDP presence). The Cultiv@te initiative will be implemented over the course of approximately 1.5 years and will engage 9-12 solution “client” countries on three sub-themes. Participating start-ups will be able to explore the combinatorial value of their products/services with other innovators (potentially leading to joint ventures), learn about market opportunities in emerging markets (with the potential for scaling) and gain visibility for their innovations via the largest UN development agency. To initiate the innovation process, we will call for applications from growth-stage start-ups that have market-ready solutions/innovations. Each application will be evaluated against a set of selection criteria and selected for one of three Co-Labs – groups of 10 participating start-ups. An online open innovation platform and other associated services are therefore sought to scout for and mobilise start-ups with talented innovators, mentors as well as interested corporate partners, and to effectively and efficiently facilitate the selection of the best-fit applications.</i></p>
Implementing Partner of UNDP	n/a (Direct Implementation Modality)
Brief Description of the Required Services	<p>An online open innovation platform will help scout for and mobilise start-ups with talented innovators, mentors as well as interested corporate partners and will effectively and efficiently facilitate the selection of the best-fit applications. Advisory services w.r.t. the formulation of the innovation call, visuals, associated legal documents, FAQs, etc. are also required.</p>
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Inception report (capturing discussion outcomes on detailed requirements and proposed solutions, incl. process flow); 2. Advisory on process and content (written material), incl. FAQs, legal notices; <i>Quality Criteria: high quality advice on refining/finalising the opportunity/challenge statements, treatment and communication of IP rights through all phases of the initiative and for the various actors of the programme;</i> 3. Customisation of functions to meet the agreed requirements; <i>Quality Criteria: user-friendly, stable and functional, both for internal</i>

	<p><i>and external users. Rights management for different user types.</i></p> <p>4. Timely design (visual appearance) of the online platform (in English language) with at least 3 proposed look-and-feel options and subsequent revisions of a selected option <i>Quality Criteria: well-designed, visually attractive, flexible (e.g. sponsorship logos), additional landing pages in French and Spanish</i></p> <p>5. Hosting and maintenance of online platform (4 months after going live at the Singapore Week of Innovation and Technology, starting 11 November 2019) and related technical support; <i>Quality Criteria: regular reporting (stats as per the reporting criteria mentioned below), short response time (max 10 hrs) to troubleshooting needs. Rectification of issues within 24 hours, whenever technical/design/content adjustments are required).</i></p> <p>6. Facilitation and technical support during the onboarding process for administrators and judges; <i>Quality Criteria: short response time (max 10 hrs) to troubleshooting needs.</i></p> <p>7. Documentation and data export: all data submitted by the applicants (and their profile details) to be provided in an easily digestible and editable format to UNDP.</p> <p>Optional (considered an added advantage, if available)</p> <p>8. Provision of judges that are experts in the relevant field (sub-themes under sustainable agriculture) who will evaluate applications. <i>Quality Criteria: thorough, unbiased, fair and time-bound review.</i></p> <p>9. Active promotion and outreach to relevant communities. <i>Quality Criteria: personalized emails with relevant information. Standardized emails to listservs/news groups.</i></p> <p>Initial Brief The platform should facilitate:</p> <ul style="list-style-type: none"> ● Dissemination of information to potential applicants (pipeline 1) about the initiative and provide sufficient background information for an informed submission by growth stage start-ups and research institutions; ● Dissemination of information to potential partners (pipeline 2) about the initiative and provide background on the institutional partnership opportunities for Governments, private sector, academia, etc.; ● Dissemination of information to potential mentors (pipeline 3) about the initiative and provide background on the mentorship and collaboration opportunities for thematic experts, researchers, fund managers, venture capitalists and other interested individuals; ● Access to relevant/topical innovation communities (i.e. pre-existing subscribers or partners of the service provider) that help promote
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	<p>awareness;</p> <ul style="list-style-type: none"> • Promotion of the initiative via social media (share function) in an easy manner; • Interested applicants to create a company/institutional profile and to apply online (incl. attachments); • Administrators to communicate with applicants and interested parties (pipelines 1-3); • Judges and administrators to be onboarded for them to review, score and judge proposals assigned to them to contribute to shortlisting process; • Administrators to remove, add and group applications in order to form the CoLabs; • Export/extract information from the platform database in an easily digestible manner. <p>Provide full consultancy and advisory support, sharing of best practices, experiences and know-hows on designing, running, facilitating and implementing an open innovation initiative and, for all online and offline activities, through the entirety of the contract duration.</p>								
Person to Supervise the Work/Performance of the Service Provider	<i>Director, UNDP Global Centre for Technology, Innovation and Sustainable Development (GCTISD), supported by the Technical Lead (Agricultural Technology)</i>								
Frequency of Reporting	<i>At least weekly.</i>								
Progress Reporting Requirements	<i>Dashboard with user/traffic analytics from the platform.</i>								
Location of work	<input checked="" type="checkbox"/> At Contractor's Location								
Expected duration of work	5 months								
Target start date	20 October 2019								
Latest completion date	15 March 2020								
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>n/a</td><td></td><td></td><td></td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	n/a			
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n/a									
Implementation Schedule indicating breakdown and	<input checked="" type="checkbox"/> Required								

timing of activities/sub-activities																		
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Not Required																	
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars																	
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 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	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Platform launched</td> <td>20%</td> <td>11 November 2019</td> <td rowspan="3"> 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>Final shortlists complete for each of the 3 themes</td> <td>50%</td> <td>29 February 2020</td> </tr> <tr> <td>Final Documentation</td> <td>30%</td> <td>15 March 2019</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Platform launched	20%	11 November 2019	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.	Final shortlists complete for each of the 3 themes	50%	29 February 2020	Final Documentation	30%	15 March 2019
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Person(s) to review/inspect/ approve outputs/completed services and authorize the	Director, UNDP Global Centre for Technology, Innovation and Sustainable Development																	

disbursement of payment	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract of Goods and Services
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).
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm [20%] <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [35%] <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [15%] <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" 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: 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)
Contact Person for Inquiries (Written inquiries only)	<p><i>procurement.my@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]	N/A

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[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.

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² 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]*