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**REQUEST FOR PROPOSAL (RFP)**

**(For Low-Valued Services)**

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| NAME & ADDRESS OF FIRM | DATE: November 5, 2019 |
| REFERENCE: **DEVELOPMENT OF A DIGITAL PLATFORM FOR SOUTH AFRICAN DOMESTIC OBSERVERS NETWORK** |

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **DEVELOPMENT OF A DIGITAL PLATFORM FOR SOUTH AFRICAN DOMESTIC OBSERVERS NETWORK**

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

Proposals may be submitted on or before Wednesday, November 13, 2019 via email or courier mail by 16h00 to the address below:

**United Nations Development Programme**

***351 Francis Baard Street, Pretoria***

 ***UNDP Procurement Unit***

**bid.pretoria@undp.org**

 Your Proposal must be expressed in English, and valid for a minimum period of 3 months

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>

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*UNDP Procurement Unit*

*UNDP South Africa*

11/5/2019

**Description of Requirements**

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| Context of the Requirement | UNDP South Africa and the Independent Electoral Commission have since 2015 partnered on a project to strengthen the capacity of the institution, and more recently, to ensure that the commission explores innovative ways in its electoral management processes. The project ***(herein referred to as U Count: Support to the Elections Commission of SA)*** will utilise all opportunities to build the capacity to strengthen South Africa’s role as a continent leader in elections management. With regards to domestic observation, the project directly speaks to the South African Government’s *Active Citizenry* policy through strengthening the domestic observer sector, and the project will seek ways to support the sector that enrich the sector’s ability to both encourage citizen participation in the electoral process, as well as build a strengthened coalition of domestic observers that can encourage the IEC to ever-improve its performance. One of the objectives of the programme is to grow and strengthen the domestic electoral observation sector, through the use of innovation in the electoral process.  |
| Implementing Partner of UNDP | UNDP South Africa and the Independent Electoral Commission  |
| Brief Description of the Required Services[[1]](#footnote-1) | This call is for a service provider to develop a domestic election observer on-line platform, modelled on tried and tested experiences in countries such as India and Romania. |
| List and Description of Expected Outputs to be Delivered | * Develop a digital platform with multi-dimensional features, to include but not limited to, real time statistical data and narrative reporting, geographical location, upload photo’s, and for observation groups to verify information;
* The platform should be linked to mobile networks and linked to various mobile applications
* Training and skills transfer to a network of domestic observers on the use of the app and its functions;
* Upon development, testing and maintenance of the platform for a subsequent period of three months; and
* Product launch on the functionality and use of the communications tools.
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| Person to Supervise the Work/Performance of the Service Provider  | * Report to the Programme Manager: Governance;
* Regularly interact and liaise with the Manager: Commission Services, at the IEC;
* Work closely with a key focal point in the National Co-ordinating Forum;
* Provide presentations as and when required to the project partners
 |
| Frequency of Reporting | *AS and when required* |
| Progress Reporting Requirements | Meetings and reports as and when required |
| Location of work | [ ]  [x]  At Contractor’s Location  |
| Expected duration of work  | 6 months from signing of the contract |
| Target start date  | November 20th 2019 |
| Latest completion date | April 2020 |
| Travels Expected  | n/a |
| Special Security Requirements  | [ ]  Security Clearance from UN prior to travelling[ ]  Completion of UN’s Basic and Advanced Security Training [ ]  Comprehensive Travel Insurance[x]  Others (N/A) |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | [ ]  Office space and facilities[ ]  Land Transportation [x]  Others (None) |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | [x]  Required[ ]  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | [x]  Required[ ]  Not Required |
| Currency of Proposal | [ ]  United States Dollars[ ]  Euro[x]  Local Currency (South African Rands) |
| Value Added Tax on Price Proposal[[2]](#footnote-2) | [x]  must be inclusive of VAT and other applicable indirect taxes[ ]  must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | [ ]  60 days [x]  90 days [ ]  120 daysIn 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 | [x]  Not permitted[ ]  Permitted  |
| Payment Terms[[3]](#footnote-3) | * Developed a digital platform with multi-dimensional features, to include but not limited to, real time statistical data and narrative reporting, geographical location, upload photo’s, and for observation groups to verify information; 40%
* The platform should be linked to mobile networks and linked to various mobile applications 10%
* Training and skills transfer to a network of domestic observers on the use of the app and its functions;20%
* Upon development, testing and maintenance of the platform for a subsequent period of three months; 10%
* Product launch on the functionality and use of the communications tools. 20%

All payment will be effected within 30 days of receipt onf an invoice and upon approval by the respective authorities of UNDP;NRCS and DOE. |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Programme Manager: Governance; Commission Services, at the IEC; National Co-ordinating Forum; |
| Type of Contract to be Signed | [x]  Purchase Order[x]  Institutional Contract[ ]  Contract for Professional Services[ ]  Long-Term Agreement[[4]](#footnote-4) [ ]  Other Type of Contract  |
| Criteria for Contract Award | [x]  Lowest Price Quote among technically responsive offers[ ]  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) [x]  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  | **Technical Proposal (70% of the overall proposal - 100 points)**

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| **CRITERIA** | **GUIDELINES FOR CRITERIA APPLICATION** | **WEIGHT** |
| **COMPETENCE AND EXPERTISE** | Diploma in digital software development and competency in information management for the team leader and support personnelMinimum 5 years’ experience in the design, layout and maintenance of online-media communications platforms. Technical proposal to include the methodology and approach for the development of the app/digital platform  | 20 points30 points30 points20 points |
| Examples of at least three products developed and client references  |
| **Total points**  | **100** |

 *(minimum qualifying score – 70 points)***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: | [x]  One and only one Service Provider[ ]  One or more Service Providers, depending on the following factors:  |
| Annexes to this RFP[[5]](#footnote-5) | [x]  Form for Submission of Proposal (Annex 2)[x]  General Terms and Conditions / Special Conditions (Annex 3)[[6]](#footnote-6)[x]  Detailed TOR [ ]  Others[[7]](#footnote-7) *[pls. specify]* |
| Contact Person for Inquiries(Written inquiries only)[[8]](#footnote-8) | *Procurement Unit**procurement.za@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. |
| Other Information *[pls. specify]* |  |

1. *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.* [↑](#footnote-ref-1)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-2)
3. *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.* [↑](#footnote-ref-3)
4. *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 $100,000.00.* [↑](#footnote-ref-4)
5. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-5)
6. *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.*  [↑](#footnote-ref-6)
7. *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.* [↑](#footnote-ref-7)
8. *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.* [↑](#footnote-ref-8)