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ETHIOPIA

REQUEST FOR PROPOSALS (RFP)

BID DOCUMENT

Consultancy Service for the completion of the UNDP Impact Investment in Africa Study, organization of a related PPD and development of an Africa Impact Investment Action Plan and Roadmap

Procurement Reference No.: RSC/RFP/2015/01

Published (Posted on): April07, 2015

Submission Deadline: April27, 2015 by CoB i.e., @ 5:30 PM in the evening (UTC+03:00) Addis Ababa/Nairobi Time Zone

**United Nations Development Programme (UNDP)
Addis Ababa, Ethiopia**



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LETTER OF INVITATION

ETHIOPIA

Date: **April 07, 2015**

Procurement Ref. No.: **RSC/RFP/2015/01**

Dear Sir / Madam:

We kindly request you to submit your Proposal for Consultancy Service for the completion of the UNDP Impact Investment in Africa Study, organization of a related PPD and development of an Africa Impact Investment Action Plan and Roadmap

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

Proposals may be submitted on or before **April 27, 2015** and via email, courier mail or fax to the address below:

Attn: Mr. EW

United Nations Development Programme (UNDP)

ECA Compound Old Bld. 6th floor

P.O. Box: 5580

Addis Ababa, Ethiopia

OR

Via our secured mail address: **procurement.et@undp.org**

E-mail address dedicated for this purpose: **info.procurementet@undp.org**

Your Proposal must be expressed in **English** 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 (VFM) 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 (PO) 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 V.

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,



Janvier Wussinu
Deputy Country Director (Operations)
United Nations Development Programme (UNDP)
Addis Ababa, Ethiopia





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ETHIOPIA

DESCRIPTION OF REQUIREMENTS

No.	Data	Specific Instructions / Requirements
1	Context of the Requirement	<input checked="" type="checkbox"/> Consultancy Service for the completion of the UNDP Impact Investment in Africa Study, organization of a related PPD and development of an Africa Impact Investment Action Plan and Roadmap
2	Implementing Partner of UNDP	<input checked="" type="checkbox"/> N/A
3	Brief Description of the Required Services	<input checked="" type="checkbox"/> Consultancy Service for the completion of the UNDP Impact Investment in Africa Study, organization of a related PPD and development of an Africa Impact Investment Action Plan and Roadmap.
4	List and Description of Expected Outputs to be Delivered	<input checked="" type="checkbox"/> Defined in the ToR (Please Refer to Annex I)
5	Person to Supervise the Work/Performance of the Service Provider	<input checked="" type="checkbox"/> AFIM Project Manager
6	Frequency of Reporting	<input checked="" type="checkbox"/> Defined in the ToR (Please Refer to Annex I)
7	Progress Reporting Requirements	<input checked="" type="checkbox"/> Defined in the ToR (Please Refer to Annex I)
8	Location of work	<input checked="" type="checkbox"/> Defined in the ToR (Please Refer to Annex I)
9	Expected duration of work	<input checked="" type="checkbox"/> Approximately Four (4) months (Approximately 50 man days)
10	Target start date	<input checked="" type="checkbox"/> As soon as the contract is signed
11	Latest completion date	<input checked="" type="checkbox"/> Approximately Four (4) months
12	Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: 0.5% of contract for every day of delay, up to a maximum duration of 1 calendar month. After which UNDP may terminate the contract.
13	Travels Expected	<input checked="" type="checkbox"/> Defined in the ToR (Please Refer to Annex I)
14	Special Security Requirements	<input checked="" type="checkbox"/> N/A
15	Facilities to be Provided by UNDP	<input checked="" type="checkbox"/> Defined in the ToR (Please Refer to Annex I)
16	Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
17	Names and Curriculum Vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
18	Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars

19	Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes
20	Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days <input checked="" type="checkbox"/> 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.
21	Partial Quotes	<input checked="" type="checkbox"/> Not permitted
22	Payment Terms	<input checked="" type="checkbox"/> Defined in the ToR (Please Refer to Annex I) <ul style="list-style-type: none"> a. UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b. Receipt of original invoice from the Service Provider.
23	Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<input checked="" type="checkbox"/> Project Manager
24	Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
25	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.
26	Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <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% Please Refer to Annex IV -- Summary of Technical Points <p><u>Financial Proposal (30%)</u></p> <input checked="" type="checkbox"/> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
27	UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
28	Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex I) <input checked="" type="checkbox"/> Technical Proposal Template (Annex II) <input checked="" type="checkbox"/> Financial Proposal Template (Annex III) <input checked="" type="checkbox"/> Summary of Technical Points (Annex IV) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex V) <input type="checkbox"/> Others [specify]

29	Contact Person for Inquiries (Written inquiries only)	<input checked="" type="checkbox"/> Focal Person in UNDP: Mr. EW <input checked="" type="checkbox"/> Designation: Procurement Assistant <input checked="" type="checkbox"/> Address: United Nations Development Programme (UNDP) ECA Compound Old Bld. 6 th Floor Addis Ababa, Ethiopia <input checked="" type="checkbox"/> Facsimile: +251 11 5514599 / +251 11 5515147 <input checked="" type="checkbox"/> P.O. Box: 5580 <input checked="" type="checkbox"/> E-mail address dedicated for this purpose: info.procurementet@undp.org <input checked="" type="checkbox"/> It is advantageous for a prospect Consulting Firm to express its interest in the captioned RFP Bid Notice ahead at info.procurementet@undp.org so that amendments and/or related Supplemental Information on respective RFP could be directly communicated. <input checked="" type="checkbox"/> 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.
30	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: April 27, 2015 by CoB @ 5:30 PM in the Evening <input checked="" type="checkbox"/> Time Zone: (UTC+03:00) Addis Ababa/Nairobi
31	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid (Most Advised)

32	Conditions and Procedures for electronic submission and opening, if allowed	<p><input checked="" type="checkbox"/> Official Address for e-submission: procurement.et@undp.org</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only and password protected</p> <p><input checked="" type="checkbox"/> Password for Technical Proposal must not be provided to UNDP until the date and time of Bid Opening as indicated in the following row (Row No. 33 hereunder). Password for Financial Proposal, however, will be requested from those Proposers whose Technical proposals have been found Technically Qualified by the Technical Evaluation Panel.</p> <p><input checked="" type="checkbox"/> UNDP Ethiopia Office uses Adobe PDF reader version 9 and Microsoft 2007 & Microsoft 2010</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 8MB. Thus, if the file size is greater than 8MB send them in batches and indicate the batch number to easily trace.</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: only One, do not send the proposals time and again to avoid messes of locating the proposals. UNDP/Procurement Unit will not be liable for failing to locate a right proposal owing to repetitively sending proposals.</p> <p><input checked="" type="checkbox"/> Mandatory subject of email: your proposals shall be sent in a separate files or envelopes as Technical and Financial under the following subject line***:</p> <ol style="list-style-type: none"> 1. For Technical – RSC/RFP/2015/01 - Technical Proposal - [insert Proposing Firm Business Name] 2. For Financial – RSC/RFP/2015/01 - Financial Proposal - [insert Proposing Firm Business Name] <p><input checked="" type="checkbox"/> For failing and/or incorrectly state the above subject line may result in failing to exactly locate your proposals as the Procurement Unit processes several of such type bid process and will not be liable for any consequences thereof</p> <p><input checked="" type="checkbox"/> Once you submitted your proposals electronically to designated Secured Email and/or using Courier; kindly confirm same (without attaching the proposals for the purpose keeping its integrity) to the Focal Person the submission of the proposals. The Focal Person Address: Attn: Mr. EW at info.procurementet@undp.org Your confirmation is important in order to ensure all Proposing Firms' proposals are not missed and considered for subsequent Technical Evaluation. ***</p> <p><input type="checkbox"/> Other conditions: [pls. specify]</p> <p>*** Compulsory</p>
33	Date, time and venue for opening of Proposals	<p><input checked="" type="checkbox"/> Date and Time: April 28, 2015 @ 10:00 AM in the Morning</p> <p><input checked="" type="checkbox"/> Time Zone: (UTC+03:00) Addis Ababa/Nairobi</p> <p><input checked="" type="checkbox"/> Venue: United Nations Development Programme (UNDP) ECA Compound Old Bld. 6th Floor, North Wing Red Conference Room Addis Ababa, Ethiopia</p> <p><input checked="" type="checkbox"/> Bidders attendance is not required. Opening will be done on the presence of approved Technical Evaluation Panel</p>

34	Post-Qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; and <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on going or previous contracts completed; <input type="checkbox"/> Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder; <input type="checkbox"/> Testing and sampling of completed goods similar to the requirements of UNDP, where available; and <input type="checkbox"/> Others
35	Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Upon duly signed Contract Agreement by UNDP and Prospect Service Provider which will score the highest in the combined rating (Technical and Financial proposals) <input type="checkbox"/> UNDP's receipt of Professional Indemnity Insurance