



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

DATE: September 25, 2015

REFERENCE: Standards & Labelling appliance Project

Dear Sir / Madam:

We kindly request you to submit your Proposal for **The Review and Recalculate the Greenhouse gas emissions reductions attributable to the implementation of the South African Standards and Labelling project.**

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

Proposals may be submitted on or before Friday, October 09, 2015 and courier and/or e-mail to the address below:

**United Nations Development Programme**  
**351 Francis Baard Street, Metropark Bld, Pretoria, 9th Floor**  
procurement.za@undp.org

Your Proposal must be expressed in the **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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurment Unit*  
*South Africa*  
10/9/2015

## Description of Requirements

Context of the Requirement	The South African government through the Department of Energy in collaboration with the Department of Trade and Industry (the dti), is implementing the appliance energy efficiency Standards and Labelling (S&L) Project, which is aimed at removing inefficient household appliances from the South African market and to encourage the adoption of new energy efficient appliances. Replacement of inefficient appliances will contribute towards the reduction of electricity demand and related Greenhouse Gas (GHG) emissions. The project inception documents set a lifetime direct post-project cumulative emissions avoided target of 33.9 million tonnes CO <sub>2</sub> eq. A baseline study conducted in 2014 estimates post-project emissions reduction of 5.5 million tonnes CO <sub>2</sub> eq
Implementing Partner of UNDP	Department of Energy
Brief Description of the Required Services <sup>1</sup>	To review and rationalize the reduction targets against a justifiable baseline year. The service provider will also recalculate the S&L Project's lifetime (direct and indirect) emission reduction targets and determine the emissions avoided due to technological advances in the period between the S&L Project inception in 2011 and the introduction of MEPS in 2015
Deadline for Submission of Proposals and Late Proposals	Proposals must be received by UNDP at the address and no later than the <b>12h00pm on the 09<sup>th</sup> October 2015</b> . UNDP shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by UNDP after the deadline for submission of Proposals shall be declared late, rejected
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>• Analysis of potential source of discrepancy in the reduction emissions targets and recommended actions.</li> <li>• Proposed baseline year and recalculated targets discussed with key stakeholders, including representatives from the Department of Environmental Affairs and Department of Energy</li> <li>• Report on energy savings and emissions avoided due to technological advances.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	Standards and Labelling Project Manager
Frequency of Reporting	Progress meeting feedback will be held twice a month: a brief update in the first two weeks of the month and a detailed meeting at the end of each month
Progress Reporting Requirements	Progress meeting report at the end of each progress meeting to be endorsed by the Standards & Labelling Project Manager
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location

<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.

Expected duration of work	8 weeks
Estimated Target start date	19 <sup>th</sup> October 2015
Estimated Latest completion date	04 <sup>th</sup> December 2015
Special Security Requirements	<p><b>N/A</b></p> <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 type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<p><b>N/A</b></p> <input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency ( ZAR)
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>

<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.

<b>Payment Terms<sup>3</sup></b>	<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>Output 1</td> <td>20%</td> <td>3 weeks</td> <td rowspan="5">           Within thirty (30) days from the date of meeting the following conditions:            a) DoE'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>Output 2</td> <td>50%</td> <td>3 Weeks from inception</td> </tr> <tr> <td>Output 3</td> <td>30%</td> <td>2 weeks</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Output 1	20%	3 weeks	Within thirty (30) days from the date of meeting the following conditions: a) DoE's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Output 2	50%	3 Weeks from inception	Output 3	30%	2 weeks						
Outputs	Percentage	Timing	Condition for Payment Release																		
Output 1	20%	3 weeks	Within thirty (30) days from the date of meeting the following conditions: a) DoE's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.																		
Output 2	50%	3 Weeks from inception																			
Output 3	30%	2 weeks																			
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Standards & Labelling Project Manager																				
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>																				
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm - <b>20 points</b>  <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - <b>40 points</b> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - <b>20 points</b> <input checked="" type="checkbox"/> Experience of Team Leader and Team members - <b>20 points</b>																				

<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.

<sup>4</sup> 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.

	<p><b><u>Financial Proposal (30%)</u></b></p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><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.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors :  <u>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</u></p>
Annexes to this RFP <sup>5</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)<sup>6</sup></p> <p><input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i></p> <p><input type="checkbox"/> Others<sup>7</sup> [pls. specify]</p>
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p>UNDP Procurement, South Africa  <a href="mailto:procurement.za@undp.org">procurement.za@undp.org</a></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]	

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</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>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</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.