

PRE-PROPOSAL CONFERENCE

Time: 1:30pm

Date: 7/05/2016

Venue: UN House 3A Chancery Lane, Port of Spain



Overview

- Deadline for Submission
- Required Documents to Establish Qualification of Proposers
- Structure of the Technical Proposal
- Financial Proposal
- Bid Submission Forms
- Commencement & Expected duration of contract
- Evaluation of Proposals

Deadline of Submission

- Date and Time : **July 12, 2016 3:00 PM**
- Proposal Submission Address –
Attn. Procurement Unit,
United Nations Development
Programme UN House,
3A Chancery Lane
Port of Spain Trinidad and Tobago

Official Address for e-submission: registry.tt@undp.org

Mandatory subject of mail/email:

- ***RFP FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR THE UNITED NATIONS OF TRINIDAD AND TOBAGO – TECHNICAL PROPOSAL.*** (for submission of the Technical Proposal) and
- ***RFP FOR THE PROVISION OF TRAVEL MANAGEMENT SERVICES FOR THE UNITED NATIONS OF TRINIDAD AND TOBAGO – FINANCIAL PROPOSAL.***(for submission of the Financial Proposal)

Required Documents to Establish Qualification of Proposers

- ✓ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured
- ✓ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- ✓ Certificate of Registration of the business, including Articles of Incorporation (Certified Copy)
- ✓ IATA Certificate (Certified Copy)
- ✓ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2014/2015
- ✓ Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past [indicate number of years of reference]
- ✓ All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.

Structure of the Technical Proposal

■ **Section 1: Provide a brief description of the organization/firm to include:**

- ✓ legal mandates;
- ✓ authorized business activities;
- ✓ the year and country of incorporation;
- ✓ types of activities undertaken
- ✓ approximate annual budget, etc.
- ✓ Include reference to reputation,
- ✓ any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration;

■ **Financial Capacity** – Latest Audited Financial Statements (Income Statement & Balance Sheet)

- **Corporate Experience** – describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring UN entity.

Structure of the Technical Proposal

Cont'd

■ Section 2: Approach and Implementation

- ✓ *This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.*
- ✓ *The operational and technical part of the Proposal **should not contain any pricing information whatsoever on the services offered**. Pricing information shall be separated and only contained in the appropriate Price Schedules.*

■ Section 3

- ✓ *Management Structure: Management Approach; Org Chart – describing relationships of key positions and designations;*
- ✓ *Staff Time Allocation: **Crucial submission** showing activities of each staff member and proposed time allocation;*
- ✓ *Qualification of Key Personnel: CVs demonstrating qualifications relevant to Scope of Services*

Technical Proposal Form

Name of Proposing Organization / Firm:						
Country of Registration:						
Name of Contact Person for this Proposal:						
Address:						
Phone / Fax:						
Email:						
SECTION 1: EXPERTISE OF FIRM/ ORGANISATION						
<p>1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.</p> <p>1.2. Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.</p> <p>1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.</p>						
Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)



SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3 Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

2.10 Other: Any other comments or information regarding the project approach and methodology that will be adopted.



SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note :*This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:



Name:		
Position for this Contract:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References no.1 (minimum of 3):	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Declaration:		
<p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p>		
<hr/> Signature of the Nominated Team Leader/Member		<hr/> Date Signed

Financial Proposal

- The Proposer is required to prepare the Financial Proposal in an envelope **separate** from the rest of the RFP as indicated in the Instruction to Proposers.
- **Proposal prices:** The Offeror shall indicate in the Price Schedule attached as Section 7, the total cost for booking tickets by the various destinations for **ONE** passenger and for the services mentioned, with the exception of VAT
- **Payment Terms:** The United Nations Agencies shall effect payments on a credit basis of Net 30 days to the contractor after acceptance of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

Bid Submission Forms

- Section 4: Proposal Submission Cover Form
- Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6: Technical Proposal Form
- Section 7: Financial Proposal Form
- Any attachments and/or appendices to the Proposal

Commencement & Expected duration of contract

- October 1, 2016
- For an initial period of one year extendable up to a total of three (3) years based on satisfactory performance review by the UN agencies on a semi-annual basis

Evaluation of Proposals

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
	Total		1000

Thank you for attending

