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ETHIOPIA

REQUEST FOR PROPOSALS (RFP)

BID DOCUMENT

**International Consultancy Firm Service to undertake SOGIR
Message Testing**

Procurement Reference No.: RSC/RFP/2016/0

Published (Posted on): November 29, 2016

**Submission Deadline: December 20, 2016 by 11:59 PM
(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: **November 29, 2016**

Procurement Ref. No.: **RSC/RFP/2016/09**

Dear Sir / Madam:

We kindly request you to submit your Proposal for **International Consultancy Firm Service to undertake SOGIR Message Testing.**

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

Proposals may be submitted on or before **December 20, 2016** and via email, courier mail or fax to the address below:

Attn: **AG**

**Procurement Unit
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 Wussin
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"/> International Consultancy Firm Service to undertake SOGIR Message Testing.
2	Implementing Partner of UNDP	<input checked="" type="checkbox"/> N/A
3	Brief Description of the Required Services	<input checked="" type="checkbox"/> International Consultancy Firm Service to undertake SOGIR Message Testing.
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"/> Defined in the ToR (Please Refer to Annex I)
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)/Home Based <input type="checkbox"/> At Contractor's Location
9	Expected duration of work	<input checked="" type="checkbox"/> 90 working days over 12 months
10	Target start date	<input checked="" type="checkbox"/> As soon as Contract is Issued
11	Latest completion date	<input checked="" type="checkbox"/> AS per the TOR
12	Liquidated Damages	<input type="checkbox"/> Will not be imposed <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 type="checkbox"/> N/A <input checked="" type="checkbox"/> Defined in the ToR (Please Refer to Annex I)
14	Special Security Requirements	<input checked="" type="checkbox"/> N/A <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 [pls. specify]
15	Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Defined in the ToR (Please Refer to Annex I) <input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others [pls. specify]
16	Implementation Schedule indicating breakdown and timing of activities/sub-	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

	activities.	
17	Names and Curriculum Vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
18	Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency <input type="checkbox"/> Reference date for determining UN Operational Exchange Rate: On the last day of submission of Proposals
19	Value Added Tax on Price Proposal	<input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes <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 type="checkbox"/> 60 days <input type="checkbox"/> 90 days <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 <input type="checkbox"/> Permitted [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]
22	Payment Terms ¹	<input checked="" type="checkbox"/> Defined in the ToR (Please Refer to Annex I) <input checked="" type="checkbox"/> 100% upon completion of the designated service and within thirty (30) days from the date of meeting the following conditions: <ol style="list-style-type: none"> UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and 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"/> Defined in the ToR (Please Refer to Annex I)
24	Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract [pls. specify]
25	Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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.

¹ 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.

26	Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> Expertise of the Firm 30%</p> <p><input checked="" type="checkbox"/> Proposed Methodology, Approach and Implementation Plan 40%</p> <p><input checked="" type="checkbox"/> Management Structure and Key Personnel 30%</p> <p>Please Refer to Annex IV – Summary of Technical Points</p> <p>Financial Proposal (30%)</p> <p><input type="checkbox"/> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
27	UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors: [clarify fully how and why this will be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</p>
28	Annexes to this RFP	<p><input checked="" type="checkbox"/> Detailed TOR (Annex I)</p> <p><input checked="" type="checkbox"/> Technical Proposal Template (Annex II)</p> <p><input checked="" type="checkbox"/> Financial Proposal Template (Annex III)</p> <p><input checked="" type="checkbox"/> Summary of Technical Points (Annex IV)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex V)</p> <p><input type="checkbox"/> Others [specify]</p>
29	Contact Person for Inquiries (Written inquiries only) ²	<p><input checked="" type="checkbox"/> Focal Person in UNDP: AG</p> <p><input checked="" type="checkbox"/> Unit: Procurement Unit</p> <p><input checked="" type="checkbox"/> Address: United Nations Development Programme (UNDP) ECA Compound Old Bld. 6th Floor Addis Ababa, Ethiopia</p> <p><input checked="" type="checkbox"/> Facsimile: +251 11 5514599 / +251 11 5515147</p> <p><input checked="" type="checkbox"/> P.O. Box: 5580</p> <p><input checked="" type="checkbox"/> E-mail address dedicated for this purpose: info.procurementet@undp.org</p> <p><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.</p> <p><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.</p>
30	Deadline of Submission	<p><input checked="" type="checkbox"/> Date and Time: December 20, 2016 by @ 11:59 PM</p> <p><input checked="" type="checkbox"/> Time Zone: (UTC+03:00) Addis Ababa/Nairobi</p>
31	Allowable Manner of Submitting Proposals	<p><input type="checkbox"/> Courier/Hand Delivery</p> <p><input checked="" type="checkbox"/> Electronic submission of Bid³</p>

² 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.

³ If this will be allowed, security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

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 <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only and password protected <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. <input checked="" type="checkbox"/> UNDP Ethiopia Office uses Adobe PDF reader version 9 and Microsoft 2007 & Microsoft 2010 <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. <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. <input checked="" type="checkbox"/> Mandatory subject of email: your proposals shall be sent in a separate files or envelops as Technical and Financial under the following subject line***: <ol style="list-style-type: none"> For Technical – RSC/RFP/2016/09 - Technical Proposal - [insert Proposing Firm Business Name] For Financial – RSC/RFP/2016/09 - Financial Proposal - [insert Proposing Firm Business Name] <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 <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: AG 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. *** <input type="checkbox"/> Other conditions: [pls. specify] *** Compulsory </p>
33	Date, time and venue for opening of Proposals	<p> <input checked="" type="checkbox"/> Date and Time: n/a <input checked="" type="checkbox"/> Time Zone: (UTC+03:00) Addis Ababa/Nairobi <input checked="" type="checkbox"/> Venue: United Nations Development Programme (UNDP) ECA Compound Old Bld. 6th Floor, Addis Ababa, Ethiopia <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 RFP 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 Performance Bond <input type="checkbox"/> UNDP's receipt of Professional Indemnity Insurance <input type="checkbox"/> Note Applicable <input type="checkbox"/> Others [click here to specify]

ANNEX I

Attached as a supporting document in this procurement notice under:
Annex I-ToR - SOGIR Message Testing

ANNEX II

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

Cover Page

International Consultancy Firm Service to undertake SOGIR Message Testing

Procurement Reference No.: **RSC/RFP/2016/09**

Technical Proposal

Legal Name of Proposing [insert here]

Organization / Firm:

Country of Registration: [insert here]

Year of Registration: [insert here]

Name of Signatory for [insert here]

this Proposal:

Designation of the [insert here]

Signatory:

Date of Preparation: [insert here]

Email: [insert here]

Business Address: [insert here]

Phone: [insert here]

Fax: [insert here]

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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 - CV of [Senior Expert \(s\) / Lead consultants \(s\)](#)
 - CV of [Project Staff / Associate Consultants \(s\)](#)
 - CV of [Support Staff – if any](#)

BANK REFERENCE

ANNEXES

- Renewed Company Registration Certificate and/or Business License including Articles of Incorporation or equivalent document if Bidder is not a corporation (Annex 1)
- Tax Registration or TIN/VAT Certificate (Annex 2)
- Tax Payment Certificate or Certificate of Tax Exemption by the Internal Revenue Authority (Annex 3)
- Past Two Years Audited Financial Statements (Annex 4)
- Statement of Satisfactory Performance from Top Three Firms in the Past Five Years (Annex 5)
- Bank Reference (Annex 6)
- Other Certificates and Accreditations – including Quality Certificates, Patent Registration, Environmental Sustainability (if any), etc. (Annex 7 . . .)

Documentation Checklist (please refer to the checklist attached hereto)

Cover Letter

To: **Janvier Wussinu**
Deputy Country Director – Operations
United Nations Development Programme
Addis Ababa, Ethiopia

Dear **Mr. Wussinu**;

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide Individual Consulting services [\[insert the description of the profession/activity for project/programme/office\]](#) as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

I undertake, if my Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated in the Terms of Reference (ToR).

I agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the Individual Consultant Procurement Notice, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

Full Name: _____

Signature: _____

Date Signed: _____

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Statement of Declaration

To: **Janvier Wussinu**
Deputy Country Director – Operations
United Nations Development Programme
Addis Ababa, Ethiopia

Dear **Mr. Wussinu**;

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- i. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- ii. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the **1267/1989 list of the UN Security Council**;
- iii. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- iv. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP. We confirm that we have read, understood and hereby accept the Terms of Reference (ToR) describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in the RFP Data Sheet, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name of Signatory: _____

Title of Signatory: _____

[Please Mark this Letter with your Corporate Seal]

Note: All colored text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

⁶ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Date: [insert the date]

Statement of Full Disclosure

To: **Janvier Wussinu**
Deputy Country Director – Operations
 United Nations Development Programme
 Addis Ababa, Ethiopia

Dear **Mr. Wussinu**;

We hereby declare that we have no conflicts to disclose in accordance with the definition of conflict in this RFP. Specifically, we have not/do not:

- i. Been associated in the present or past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference (ToR) and other documents to be used for the procurement of the goods and services to be purchased in this selection process;
- ii. Been involved in the preparation and/or design of the programme/project related to
- iii. the services requested under this RFP;
- iv. Have owners, officers, directors, controlling shareholders, or key personnel who are related by blood or affinity up to third civil degree to UNDP staff involved in procurement functions and/or the Government of the country receiving services under this RFP;
- v. Submitted more than one Proposal in this RFP, either as an individual entity, or through its membership with a joint venture/consortium/association that is also submitting a Proposal for the same contract.
- vi. Combined functions of consulting and supply of goods, and the advisory services may lead to the procurement of such goods;
- vii. In addition, we are not in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name of Signatory: _____

Title of Signatory: _____

[Please Mark this Letter with your Corporate Seal]

⁸ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TECHNICAL PROPOSAL SUBMISSION FORM¹⁰

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

[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:

SECTION I. QUALIFICATION OF 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:

- Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- Financial capacity and/or standing; and
- Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

You are kindly advised to use the format below:

No.	Client	Contract Value in USD	Period of activity	Types of activities and/or Operations	Status or Date completed	Reference contact details including email*
1						
2						
3						
4						
5						

**Correct email address(es) is compulsory*

SECTION II. 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;
- Implementation timeline and/or work plan using the proposed methodology/approach

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- e. 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. *You are kindly advised to use the format below:*

Phase	Potential Risk	Impact	Significance Level (H, M, L)*	Probability of Occurrence (H, M, L)*	Risk Mitigation Measures to be Taken

- f. Any other information pertinent to it such as risk and its mitigation measures.

SECTION III. QUALIFICATIONS OF KEY PERSONNEL

The Service Provider must provide:

- Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.; and
- 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.
- 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.)*
- 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.
- Written confirmation from each personnel that they are available for the entire duration of the contract.

You are kindly advised to use the format below:

Name:	
Position for this Contract:	
Nationality:	
Contact Information:	
Specialization (field of study):	
Years of relevant Work Experience:	
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:

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.

Signature of the Nominated Team Leader/Member*: _____

Date Signed: _____

** It should be signed by the proposed consultant whose CV to be attached in the Technical Proposal*

Note: All *colored text* is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

- f. The Proposing Firm shall provide the summary of the key personnel who will be engaged in terms of their respective role, specialization, nationality and years of experience as per the following template

No.	Name of the Consultant	Position in the Consultancy Team	Specialization	Nationality	Professional Experience (in years)
1					
2					
3					
4					
5					

BANK REFERENCE DETAILS

In case of winning the designated RFP contract, the Proposing Service Provider hereby authorizes UNDP Ethiopia Country Office to effect all payments to the following Bank account details:

Name of the Bank:	[insert here]
Branch Name:	[insert here]
Bank Address:	City: [insert here] State/Province: [insert here] Country: [insert here] Postal Code: [insert here]
Bank ID Qualifier:	[insert here]
Bank ID/Fed Wire / ABA No. (bank account located in USA)	[insert here]
SWIFT Code:	[insert here]
IBAN (if any)	[insert here]
Bank Account Number:	[insert here]
Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Note: Double click on the respective *Check Box* and click *checked* in the dialogue box of your choice.

Documentation Checklist

SN	Documentation Requirement	Yes	No	If "No" Reason
1	Renewed Business License and/or Company Registration Certificate with Articles of Incorporation or equivalent document if Bidder is not a corporation	<input type="checkbox"/>	<input type="checkbox"/>	
2	Tax Registration or TIN/VAT Certificate – for business firms	<input type="checkbox"/>	<input type="checkbox"/>	
3	Tax Payment Certificate or Certificate of Tax Exemption by the Internal Revenue Authority – for business firms	<input type="checkbox"/>	<input type="checkbox"/>	
4	The Service Provider has the minimum years of experience in the area indicated in the ToR	<input type="checkbox"/>	<input type="checkbox"/>	
5	Past Two Years Audited Financial Statements – for business firms	<input type="checkbox"/>	<input type="checkbox"/>	
6	Statement of Satisfactory Performance from Top Three Firms/organizations in the Past Five Years	<input type="checkbox"/>	<input type="checkbox"/>	
7	Completed Detailed Bank Reference	<input type="checkbox"/>	<input type="checkbox"/>	
8	Duly Signed CV of Task Manager / Team Leader	<input type="checkbox"/>	<input type="checkbox"/>	
9	Duly Signed CV of Senior Expert (s) / Lead Consultant (s)	<input type="checkbox"/>	<input type="checkbox"/>	
10	Duly Signed CV of Project Staff / Associate Consultant (s)	<input type="checkbox"/>	<input type="checkbox"/>	
11	Acceptance of Request for Proposal (RFP) General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	
12	Other Certificates and Accreditation – including Quality Certificates, Patent Registration, Environmental Sustainability (if any), etc.	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Double click on the respective **Check Box** and click **checked** in the dialogue box of your choice.

All other information and documentations that we have not provided automatically implies our fully compliance with the requirements, terms and conditions of the RFP.

Full Name: _____

Designation: _____

Signature: _____

Date Signed: _____

Company Seal: _____

ANNEX III

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹²)

Cover Page

International Consultancy Firm Service to undertake SOGIR Message Testing

Procurement Reference No.: RSC/RFP/2016/09

Financial Proposal

Name of Proposing [insert here]

Organization / Firm:

Country of Registration: [insert here]

Name of Signatory for [insert here]

this Proposal:

Date of Preparation: [insert here]

Email: [insert here]

Address: [insert here]

Phone: [insert here]

Fax: [insert here]

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Cover Letter

To: **Janvier Wussinu**
Deputy Country Director – Operations
United Nations Development Programme
Addis Ababa, Ethiopia

Dear **Mr. Wussinu**;

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide Individual Consulting services **[insert the description of the profession/activity for project/programme/office]** for the lump sum amount of **[insert the lump sum amount in figures and words including the currency]** as may be ascertained **in accordance with the Price Schedule attached herewith** and made part of this Proposal.

I undertake, if my Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated in the Terms of Reference (ToR).

I agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in the Individual Consultant Procurement Notice, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

Full Name: _____

Signature: _____

Date Signed: _____

Corporate Seal: _____

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

FINANCIAL PROPOSAL FORM¹⁴

Directions:

- The financial proposal shall specify a **total lump sum amount** [including professional fees, travel, per diems, and other relevant expenses and/or costs to offer the specified consultancy service] which **UNDP Ethiopia Country Office will be obligated to pay to Prospect Service Provider upon Contract Award and successful completion of the consultancy assignment.**
- **Do not include** any conditional statement(s) about your financial lump sum amount to be quoted for each LOT.
- For **VAT registered Ethiopian Firm**, its financial proposal must be VAT inclusive. If it is not separately indicated, UNDP Ethiopia will consider its lump sum financial quote **includes VAT**.
- The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.
- In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.
- The format shown below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.
- In case of physical submission, the Proposer is required to prepare the Financial Proposal in an **envelope separate** from the rest of the Technical Proposal. In case of **electronic submission**, the Technical and Financial proposals shall be submitted in **two separate email**.
- **Do not forget to indicate the Procurement Reference no. as the Subject Line as indicated in the Instruction to Proposers.**
- You must send your proposal separately through our **secured email** procurement.et@undp.org in a **PDF FORMAT**

I. BREAKDOWN OF COST BY COMPONENTS:

Cost Components	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate in USD (Lump Sum, All Inclusive)
Personnel costs				
Professional Fees for:				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices [if any]				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas [if any]				
a. Expertise 1				
b. Expertise 2				
Others [pls. specify]				
Out of Pocket Expenses				
1. Reproduction				

¹⁴ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

2. Equipment Lease [if you find it applicable]				
3. Others [pls. specify]				
Travel Expenses to Join duty station				
Round Trip Airfares to and from duty station [if you find it applicable]				
Living Allowance [if you find it applicable]				
Travel Insurance [if you find it applicable]				
Terminal Expenses [if you find it applicable]				
Others [pls. specify]				
Duty Travel				
Round Trip Airfares [if you find it applicable]				
Living Allowance [if you find it applicable]				
Travel Insurance [if you find it applicable]				
Terminal Expenses [if you find it applicable]				
Others [pls. specify]				
AGGREGATE AMOUNT in USD				

Amount in Words: [Insert the total amount in words]

II. BREAKDOWN OF COST BY DELIVERABLES*

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

SN	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Price in USD (Lump Sum, <i>All Inclusive</i>)
1		20%	
2		30%	
3		20%	
4		30%	
Total		100%	

*Basis for payment tranches

Full Name: _____

Signature: _____

Date Signed: _____

ANNEX IV

SUMMARY OF TECHNICAL POINTS

Attached as a supporting document in this procurement notice under:

Annex IV-Summary of Technical Points

ANNEX V

GENERAL TERMS AND CONDITIONS FOR SERVICES

Attached as a supporting document in this procurement notice.

Annex V-General Conditions of Contract-Services