



REQUEST FOR PROPOSAL

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring a firm to support training and associated service for Training, Exercise and Drill (TED) for DRRF Project**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal. Proposals may be submitted on or before the deadline indicated in the system directly in the portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Offers received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Offers must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.nextgenerp.partneragencies.org/> using the profile you may have in the portal. In case you have never registered before, follow this link to register a profile:

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCl=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

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/business/protest-and-sanctions.html>

UNDP encourages **every** prospective supplier 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 :https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your proposal



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1 Overview

1.1 General Information

Title	support training and associated service for Training, Exercise and Drill (TED)
Amendment	Added Minutes of the Pre-bid meeting.
Description	
Contact Point	BD Procurement
Outcome	
Two Stage	Yes
Evaluation	
E-Mail	bd.procurement@undp.org
Reference Number	UNDP-BGD-00011
Beneficiary Country	Bangladesh
Introduction	Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring a firm to support training and associated service for Training, Exercise and Drill (TED) for DRRF Project**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal. Proposals may be submitted on or before the deadline indicated in the system directly in the portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Offers received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. If you have an account, log in in this link: <http://supplier.nextgenerp.partneragencies.org/> using your username and password. Use the forgotten password/username feature if you do not remember them. If you do not have an account already, you can register one following this link: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271>.

Pre-proposal meeting: 15 June 2022, at 11:00 am (BD Local time)

Meeting Link: <https://undp.zoom.us/j/84199781666?from=addon>

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

PROCUREMENT UNIT
UNDP Bangladesh Office

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Tender Timeline

**Preview Date****Open Date** 16/06/22 11:25 AM**Close Date** 28/06/22 10:30 AM**Time Zone** Coordinated Universal Time**1.3 Response Rules**

This negotiation is governed by all the rules displayed below.

	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms**Negotiation Currency** USD ()**Eligible Response Currencies**

Check the one currency in which you will enter your response.

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	Terms of Reference	2

1.5 Attachments

File Name or URL	Type	Description
Terms of Reference.pdf	File	Terms of Reference
Minutes of the Pre-bid meeting	File	Minutes of the Pre-bid meeting
Cost Breakdown.docx	File	Cost Breakdown



2 Requirements

**Response is required*

Please read the questions carefully and answer the questions by selecting an appropriate response. kindly also upload relevant documents where necessary.

Kindly upload financial proposal documents in financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

2.1 Section 1. General Provisions

1. General Instructions

Please read carefully Annex 1 describing main scope of the requirements and other provisions to this process, herewith attached.

[ATTACH COMPLETED ANNEX 1. YOU CAN USE THE TEMPLATE/EXAMPLE ATTACHED WITH THIS TEMPLATE]

Target: Yes

*2. General Terms and Conditions

Do you confirm acceptance of UNDP General Terms and conditions available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> and herewith attached?

General Terms and Conditions for contracts (goods and/or services)

Target: Yes

3. Criteria for Evaluation and Contract Award

Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

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.

Technical Proposal (70%)

Expertise of the Firm

Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan

Management Structure and Qualification of Key Personnel

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

2.2 Section 2. Documents to be submitted

***1. Company Profile**

Have you provided company profile? It should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.

Target: Company profile provided

***2. Legal Documents**

Have you provided legal documents including company registration certificate, legal representation, etc.?

- Business Licenses – valid trade license, TIN Certificate, VAT Registration Certificate, Certificate of Registration of the business, including Articles of Association (if applicable); the firm must provide documents of relevant country which are appropriate for their office management and operation.
- Updated Tax Registration/Payment Certificate issued by the National Board Revenue 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.

***3. Financial Statements**

Have you provided latest audited financial statements - income statement and balance sheet to indicate financial stability, liquidity, credit standing, and market reputation?

- Firm must submit of the Audit Reports of the organization for the past two years (Financial Year 2019/20 and 2020/21) if applicable of the firm.
- The firm must have a minimum average annual turnover of USD 100,000.00 in the last 3 years (2019, 2020, 2021).

***4. Firm must submit evidence of minimum of 5 years of working experience in training Management. (Please provide a work completion certificate/PO/Agreement).**



- *5. Firm must have professional working experience in conducting international training.
- *6. Firm must have evidence of working with the Government or government officials in terms of training management.
- *7. Experience of Key personnel: Team lead:
 - Minimum master's degree in social science or any other related fields.
 - Minimum 07 years of professional experience in handling training management
 - Professional working experience with Government.
 - Proven Experience in handling overseas training.
- *8. Experience of Key personnel: Training coordinator:
 - Minimum graduate degree in social science or any other related fields.
 - Minimum 5 years of professional experience in handling training coordination.
 - Professional working experience with Government.
 - Proven Experience in handling overseas and filed level training.
- *9. Experience of Key personnel: General admin and logistics officer:
 - Minimum graduate degree in social science or any other related fields.
 - Minimum 5 years professional experience in handling training coordination.
 - Professional working experience with Government.
 - Proven Experience in handling administrative and logistics issues in arranging local and international levels
- *10. Experience of Key personnel: Interpreter for Chinese language, Japanese language, Turkish language, Arabic language (4):
 - Minimum Bachelor degree in social science or any other related fields.
 - Minimum 2 years professional experience as interpreter
 - Proficiency in Bengali in terms of speaking

The firm must propose 4 interpreter in following language (one interpreter in each language):

 - Excellent proficiency in Chinese
 - Excellent proficiency in Japanese
 - Excellent proficiency in Turkish
 - Excellent proficiency in Arabic
- *11. Experience of Key personnel: Videographer:
 - Minimum Bachelor degree in social science or any other related fields.
 - Minimum 4 years professional experience in videography and editing.
 - Experience/Capacity produce final output of the videography
- *12. Experience of Key personnel: Photographer:
 - Minimum Bachelor degree in social science or any other related fields.
 - Minimum 4 years professional experience in photography and editing.
 - Experience/Capacity to produce final output of the videography

2.3 Section 3. Technical evaluation detailed criteria

- *1. Experience of working in managing at national and international training.
Response attachments are required.



- *2. Experience of managing training events with Government of Bangladesh/ Ministry/ City corporation/local government/FSCD etc.
Response attachments are required.
- *3. Organizational Commitment to Sustainability
 - Organization is compliant with ISO 14001 or ISO 14064 or equivalent – (10 points)
 - Organization is a member of the UN Global Compact – (10 points)
 - Organization demonstrates a significant commitment to sustainability through some other means: for example, internal company policy documents on women empowerment, renewable energies, or membership of trade institutions promoting such issues – (10 points)*Response attachments are required.*
- *4. Experience of managing integrated /combined training events involving multiple agencies /stakeholders in home and overseas
Response attachments are required.
- *5. The extent of understanding the project requirement as per the ToR
Response attachments are required.
- *6. Proposed methodology for training event management: training venue preparation, manging trainers and consultants, general & training logistics, training coordination among relevant stakeholders etc.
Response attachments are required.
- *7. Proposed staffing and work plan with detailed staff engagement schedule.
Response attachments are required.
- *8. Details on quality assurance, monitoring, and evaluation mechanism of deliverables.
Response attachments are required.
- *9. Possible risk and its mitigation plan: Training management in COVID Context and alternative measures for business continuity.
Response attachments are required.
- *10. Team Leader: Educational qualification and Professional experience
Response attachments are required.
- *11. Training coordinator: educational qualification and Professional experience
Response attachments are required.
- *12. General admin and logistics officer: educational qualification and Professional experience
Response attachments are required.
- *13. Videographer: educational qualification and Professional experience
Response attachments are required.
- *14. Photographer: educational qualification and Professional experience
Response attachments are required.
- *15. Relevant experience of the other personnel in the bidder proposed team
Response attachments are required.

2.4 Section 4. Financial Evaluation



***1. Financial Proposal**

Please provide the cost breakdown of your financial proposal as per the template and instructions provided. Indicate the total amount here and make sure it matches with the total amount indicated line items.

Response attachments are required.

2.5 Section I-1.

I-1. Total Amount from the Supplier's Response.



3 Lines

Instructions **Kindly upload financial proposal documents in financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.**

Please upload the detailed financial breakdown.

Must be inclusive of VAT and other indirect taxes [The vendor has to mention the VAT & Other applicable taxes percentage and amount in a separate row with the offer, if any]

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Training	86132100						