



REQUEST FOR PROPOSAL

Dear Sir / Madam:

We kindly request you to submit your Proposal for National Firm Level **Consultancy Services for Providing Training on GIS Data Collection, Management, and for Establishing of a Geodatabase for REDD+ Investment Program (RIP) Project Intervention Areas**. 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/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your proposal



Tender Overview

National Firm Level Consultancy Services for Providing Training on GIS Data Collection, Management, and for Establishing of a Geodatabase for REDD+ Investment Program (RIP) Project Intervention Areas



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1 Overview

1.1 General Information

| | |
|----------------------------|--|
| Title | RFP for Recruitment of National Consultancy Firm to provide Training on GIS. |
| Contact Point | Procurement Staffs-MG |
| Outcome | |
| Two Stage | Yes |
| Evaluation | |
| E-Mail | info.procurementet@undp.org |
| Reference Number | 174961 |
| Beneficiary Country | Ethiopia |
| Introduction | |

The United Nations Development Programme (UNDP), Ethiopia Country Office hereby invites Interested National Consulting Firms to submit their proposals (Technical and Financial proposals) to this Request for Proposal (RFP) **for Firm Level Consultancy Service for Providing Training on GIS Data Collection, Management, and for Establishing of a Geodatabase for REDD+ Investment Program (RIP) Project Intervention Areas.**

Therefore, 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>.

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.

Sincerely your;

Procurement Unit;
UDP Ethiopia Country Office

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

1.2 Tender Timeline

| | |
|---------------------|-------------------|
| Preview Date | |
| Open Date | 09/06/22 13:02 PM |
| Close Date | 12/07/22 12:22 PM |



Time Zone Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

| | Rule |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Suppliers are allowed to revise their submitted response |

1.4 Terms

Negotiation Currency ETB ()

1.5 Attachments

| File Name or URL | Type | Description |
|-------------------------|-------------|--|
| Terms of Reference | File | RFP for Recruitment of National Firm to provide trainings on GIS Data Collection |



2 Requirements

**Response is required*

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

2.1 Section 1. General Provisions

1. General Instructions

Please read carefully the Terms of Reference and other related Instructions describing main scope of the requirements and other provisions to this process, herewith attached.

*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 services.

Target: Confirm acceptance of GTCs

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.?

***3. Financial Statements**

Have you provided latest audited financial statements (2020-2021) - income statement and balance sheet



to indicate financial stability, liquidity, credit standing, and market reputation?

2.3 Section 3. Technical evaluation detailed criteria

*1. Section 1 - Expertise of the Firm :

| Expertise of the Firm | |
|-----------------------|---|
| 1.1 | Reputation of Organization and Staff / Credibility / Reliability / Industry Standing |
| 1.2 | General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control |
| 1.3 | Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized expertise) |
| 1.4 | Quality assurance procedure, warranty |
| 1.5 | Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes |
| SUB TOTAL | |

*2. Section 2 - Proposed Methodology, Approach and Implementation Plan :



| Proposed Methodology, Approach and Implementation Plan | |
|--|--|
| To what degree does the Proposer understand the task? | |
| Have the important aspects of the task been addressed in sufficient detail? | |
| Are the different components of the project adequately weighted relative to one another? | |
| Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal? | |
| Is the conceptual framework adopted appropriate for the task? | |
| Is the scope of task well defined and does it correspond to the TOR? | |
| Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | |
| SUB TOTAL | |

*3.

| Section 3: Management Structure and Key Personnel | |
|--|-------------|
| 3.1 | Team Leader |



| | | | |
|------------|---|--|-----------|
| | General Qualification | | |
| | Suitability for the Project | | |
| | - Consultancy experience | | 2 |
| | - Training experience | | 2 |
| | - Professional experience in the area of specialization | | 4 |
| | - Knowledge of region | | 3 |
| | - Language qualification | | 2 |
| | SUB TOTAL | | 14 |
| 3.2 | GIS Expert(s) | | |
| | General Qualification | | |
| | Suitability for the project | | |
| | - Consultancy experience | | 1 |
| | - Training experience | | 1 |
| | - Professional experience in the area of specialization | | 4 |
| | - Knowledge of the region | | 2 |
| | - Language qualification | | 2 |
| | SUB TOTAL | | 12 |
| 3.3 | Project Staff/ Associate Consultants | | |
| | General Qualification | | |
| | Suitability for the project | | |



| | | |
|---|--|--|
| - Consultancy Experience | | |
| - Training experience | | |
| - Professional experience in the area of specialization | | |
| - Knowledge of the region | | |
| - Language qualification | | |
| SUB TOTAL | | |

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.

2.5 Section I-1.

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

2.6 Section I-2.

I-1. This is an internal criteria. Each evaluator need to put the maximum score based on the scores given in the detailed criteria up to the maximum score allowed, e.g 1000 points.



3 Lines

Instructions Please review the detail Requirements of the Terms of Reference (ToR), when you prepare your Technical and Financial proposals. The Financial proposal requires to provide cost break down for each expert and activity. Please include Value Added Tax (VAT) in your Financial Proposal as the Requirement of the RFP is for National Firm.

3.1 Line Information

| Line | Category Name | Item | UOM | Estimated Quantity | Unit Price | Total Price | Additional Attributes |
|--|---------------|------|-----|--------------------|------------|-------------|-----------------------|
| 1-Expertise 1- Team Leader Professional Fee | 82111500 | | | | | | |
| 2-Expert 2: GIS Expert | 82111500 | | | | | | |
| 3-Expert 3: Project Staffs | 82111500 | | | | | | |
| 4-TRAVEL AND OTHER RELATED COSTS | 82111500 | | | | | | |