



## SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

To enable you to submit a proposal, please read the following attached documents carefully.

Section 1: This Letter of Invitation  
Section 2: Instruction to Proposers  
Section 3: Data Sheet  
Section 4: Evaluation Criteria  
Section 5: Terms of Reference  
Section 6: Conditions of Contract and Contract Forms  
Section 7: Proposal Forms

- Form A: Proposal Confirmation
  - Form B: Checklist
- Form C: Technical Proposal Submission
  - Form D: Proposer Information
- Form E: Joint Venture/Consortium/Association Information
  - Form F: Eligibility and Qualification
  - Form G: Format for Technical Proposal
- Form H: Format for CV of proposed key personnel
- Form I: Statement of Exclusivity and Availability
  - Form J: Financial Proposal Submission



- Form K: Format for Financial Proposal

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Should you be interested to submit a proposal, please log in to the online portal and subscribe to this tender following the instructions in the system user guide. Should you require further clarifications, kindly communicate through the system as indicated in Section 3: Data Sheet.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal. In case you have never registered before, follow the [Supplier Portal Registration Link](#) to register a profile in the system. 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.

We look forward to receiving your proposal.

UNDP KOSOVO



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## 1 Overview

### 1.1 General Information

|                            |  |
|----------------------------|--|
| <b>Title</b>               | RFP Development of the GHG inventory and MRV system at local levels associated |
| <b>Contact Point</b>       | UNDP Kosovo  |
| <b>Outcome</b>             |  |
| <b>Two Stage</b>           | Yes  |
| <b>Evaluation</b>          |  |
| <b>E-Mail</b>              | procurement.ks@undp.org  |
| <b>Reference Number</b>    | UNDP-KOS-00004   |
| <b>Beneficiary Country</b> | Kosovo   |

#### Introduction

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.quantum.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.

UNDP OFFICE KOSOVO  
PROCUREMENT UNIT: procurement.ks@undp.org

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

### 1.2 Tender Timeline

|                     |                            |
|---------------------|----------------------------|
| <b>Preview Date</b> |                            |
| <b>Open Date</b>    | 10/06/22 15:16 PM          |
| <b>Close Date</b>   | 24/06/22 15:30 PM          |
| <b>Time Zone</b>    | Coordinated Universal Time |

### 1.3 Response Rules

*This negotiation is governed by all the rules displayed below.*



|                                     | <b>Rule</b>  |
|-------------------------------------|--|
| <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**    EUR ()



## 2 Requirements

*\*Response is required*

### 2.1 Section 1. General Provisions

#### \*1. General Instructions to Proposers

This tender is governed by the provisions in Section 2. General Instructions to Proposers herewith attached. By participating and submitting an offer you confirm to have understood and accepted such provisions.

Attachments:

| File Name or URL               | Type | Description          |
|--------------------------------|------|----------------------|
| Section 2 General Instructions | File | General Instructions |

*Target: Confirm acceptance of instructions and provisions of this tender*

#### \*2. Bid Data Sheet

Bid Data sheet contains information and instructions specific to this Tender. Please confirm to have read, understood, and accepted such provisions, herewith attached.

*Target: Have read and understood provisions in BDS*

### 2.2 Section 2. Evaluation Criteria - Preliminary Examination

#### \*1. General Conditions of Contract

Do you accept the General Conditions of Contract as specified in Section 6

*Target: Accept General Conditions of Contract*

#### \*2. Proposal Validity

Do you accept that your proposal is valid as required in General Instructions and Bid Data Sheet sections?

#### \*3. Form A: Proposal Confirmation

Have you provided Proposal Confirmation as per the form provided, duly signed by a legal representative of your company?

*Target: Technical Proposal Submitted*

#### \*4. Form B: Proposer Information

Have you submitted form B with information on proposer using the template herewith attached?

#### \*5. Form C: Joint Venture/Consortium/Association Information

Have you provided information on Joint Venture/Consortium/Association Information using the template and instructions attached?

Choose the applicable answer from options below.

#### \*6. Form D: Eligibility and Qualifications

Have you submitted the information requires to establish eligibility and qualifications as per Form D herewith



attached?

*Target: Information provided*

**\*7. Form E: Technical Proposal**

Have you submitted technical proposal?

*Target: Technical Proposal Submitted*

**\*8. Form F: CVs of Proposed Key Personnel**

Have you provided CVs of key proposed personnel?

Upload CVs individually in technical evaluation criteria section further below.

*Target: CVs uploaded for all key personnel*

**\*9. Form G: Statement of Exclusivity and Availability**

Have you provided a statement of exclusivity and availability as per the template herewith attached?

Upload forms per each individual as part of technical evaluation criteria further below.

*Target: Statements provided for all key personnel*

**I-1. Overall Assessment on Preliminary Examination**

This is an internal criteria for evaluation team to assess and determine if the offer meets overall the criteria for this section based on information provided in their offer and any subsequent clarifications sought.

Insert 1 for "Pass" and 0 for "Fail"

**2.3 Section 3. Evaluation Criteria - Minimum Eligibility**

**\*1. Legal Registration**

Bidder is a legally registered entity and all relevant information is provided.

Upload scanned copies of legal registration documents according to options listed below and any other relevant document.

**\*2. Sanctions List**

Do you confirm that you are not suspended, nor otherwise identified as ineligible by any UN organization, The World Bank Group or any other International Organization in accordance with section 2 Article 4.

*Target: Not suspended or ineligible*

**\*3. Bankruptcy**

Do you confirm that you have not declared bankruptcy or not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against the company that could impair operations in the foreseeable future.

**I-1. Overall assessment of eligibility**

This is an internal criteria for evaluation team to assess overall whether the offer meets the eligibility criteria.

Insert 1 for "Pass" and 0 for "Fail"

**2.4 Section 4. Evaluation Criteria - Qualifications**

**\*1. History of non-performing contracts**

Provide history of non-performing contracts that did not occur as a result of contractor default within the last 3 years.

Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not



challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully

**I-1. Overall Qualifications Criteria**

This is an internal criteria for evaluation team to assess and determine whether bidder meets overall the qualifications criteria.

Insert 1 for "Pass" and 0 for "Fail"

**2.5 Section 5. Technical evaluation Criteria**

**1. Technical evaluation criteria of the proposal**

The technical proposal will be evaluated based on the criteria set here below following the maximum obtainable points set. Evaluation team will score each criteria based on the information provided in the proposal. To pass the technical evaluation, the proposal must score at least 70% of the maximum total obtainable points.

**\*2. Reputation of the organization and staff Credibility**

Assess reputation of the organization and credibility and reliability of its stand and standing in the industry.

**\*3. General organizational capability**

General Organizational Capability which is likely to affect implementation

- Financial stability (20)
  
- Loose consortium, holding company or one firm (10)
  
- Age/size of the firm (20)
  
- Strength of project management support (10)
  
- Project financing capacity (10)
  
- Project management controls (10)

*Response attachments are optional.*

**\*4. 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**





skills.)

*Response attachments are optional.*

**\*5. Quality assurance procedures, warranty**

*Response attachments are optional.*

**\*6. Organization commitment to Sustainability**

Relevance of:

- Specialized Knowledge (30)

- Experience on Similar Projects (40)

- Work for UNDP/ major multilateral/ or bilateral programs (10)

**\*7. Understanding of Requirement**

Demonstrate diversity within the team for capacity to work with diverse groups including language skills

*Response attachments are optional.*

**\*8. Approach and Methodology**

To what degree does the Offeror understand the task? Have important aspects of the task been addressed in sufficient detail? Company provided detailed information, especially on 3 tasks of the project.

*Response attachments are optional.*

**\*9. Organization of different service elements**

Are the different components of the project adequately weighted relative to one another?

Company provided detailed documentation on understanding of all project tasks and relationships among them.

*Response attachments are optional.*

**\*10. Performance Monitoring**

Is the proposal based on an understanding of the overall context of the local performance management methodologies and approaches?

*Response attachments are optional.*

**\*11. Implementation Plan**

Is the scope of task and work plan well defined? Does it correspond to the TOR? Is the time needed for implementation reasonable?

*Response attachments are optional.*

**\*12. Ability to Plan**

Is the presentation clear? Are project tasks addressed properly? Is the sequence of activities and the planning logical, realistic and well presented on timeline proposal? Does it promise efficient implementation to the project?



*Response attachments are optional.*

**\*13. Qualifications of key personnel - Team Leader**

General Qualification/Suitability for the Project Academic Background and professional certifications (30)

Experience in managing similar projects, (please list all similar projects indicating your role in the project) (30)

Professional experience in the area of specialization (GHG inventories, MRV systems, training development and manuals and reporting on methodologies and results) (40)

Attach CV

*Response attachments are required.*

**\*14. Qualifications of key personnel - Senior Expert**

Academic Background and professional certifications (20)

Certification/Training GHG Inventories (20)

Experience in drafting the GHG inventories, GHG calculation tools & GHG Inventory manuals and training delivery in the respective fields (50)

Gender composition of the team (10)

Attach CV

*Response attachments are required.*

**\*15. Qualifications of key personnel - Junior Expert**

Academic Background and professional certifications (20)

Certifications/Training on MRV systems (20)



Experience in assisting similar projects (please list all similar projects indicating your role in the project) (30)

Professional experience in supporting development of MRV system and supporting training delivery (20)  
Attach CV

*Response attachments are required.*

## **2.6 Section 6. 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.

### **I-1. Commercial offer and cost breakdown**

This is an internal criteria for the evaluation team to analyse and assess the details for the financial offer including cost breakdown and other cost elements.

## **2.7 Section I-1.**

### **I-1. Total score from technical evaluation**

This is an internal criteria. Evaluator has to provide the total points scored by each supplier based on the scores provided each individual evaluation criteria

## **2.8 Section I-2.**

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



### 3 Lines

Instructions

#### 3.1 Line Information

| Line   | Category Name | Item | UOM | Estimated Quantity | Unit Price | Total Price | Additional Attributes |
|--|---------------|------|-----|--------------------|------------|-------------|-----------------------|
| 1-Development of the GHG inventory and MRV system at local levels associated with capacity building to municipal officials | 77101500      |      |     |                    |            |             |                       |