



REQUEST FOR PROPOSAL

UNDP-RFP-2022-120

Dear Sir / Madam:

We kindly request you to submit your Proposal for the provision of services for **Engagement of Organization/Firm to conduct Policy Research, challenge competition and mentoring youth to promote engagement of university students on SDGs in Balochistan**. 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



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1 Overview

1.1 General Information

Title	UNDP-RFP-2022-120
Amendment	Proposal submission deadline has been extended to 23rd May 2022
Description	
Contact Point	Procurement Unit Pakistan
Outcome	
Two Stage	Yes
Evaluation	
E-Mail	pakistan.procurement.info@undp.org
Reference Number	UNDP-RFP-2022-120
Beneficiary Country	Pakistan
Introduction	UNDP-RFP-2022-120 <i>Engagement of Organization/Firm to conduct Policy Research, challenge competition and mentoring youth to promote engagement of university students on SDGs in Balochistan</i>

Interested suppliers must submit their offer directly in the system following the instructions in the available user guide. The deadline for submitting the offer is indicated in the system. 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 or email pakistan.procurement.info@undp.org.

UNDP OFFICE Pakistan
PROCUREMENT UNIT

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

1.2 Tender Timeline

Preview Date	
Open Date	10/05/22 11:14 AM
Close Date	23/05/22 07:30 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 PKR ()

1.5 Attachments

File Name or URL	Type	Description
Terms of Reference.docx	File	
Submission Forms.docx	File	
general terms and Conditions d	File	



2 Requirements

**Response is required*

Dear Sir/Madam,

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]

*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)

General Terms and Conditions for de minimis contracts (services only, less than \$50,000)

Target: Confirm acceptance of GTCs



3. Criteria for Evaluation and Contract Award

Lowest Price Quote among technically responsive offers

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 40% with 280 marks out of 700

Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% with 280 marks out of 700

Management Structure and Qualification of Key Personnel 20% with 140 marks out of 700

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. (Financial Score= (Lowest Offer/Offer to be evaluated*300)

2.2 Section 2. Documents to be submitted

*1. Company Profile

Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise. At least 3 years of relevant work experience

Target: Company profile provided

*2. Legal Documents

Firm is legally registered entity. Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration.

Target: Legal documents provided

*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?

Target: Financial statements provided

*4. Technical Proposal

Technical proposal submitted as per the format.

Target: Technical proposal uploaded



2.3 Section 3. Technical evaluation detailed criteria

*1. Section 1 - Expertise of Firm

(i) A summarized, 3-page corporate profile, organogram with detailed profiles of senior management staff – 20 Marks

(ii) Details of facilities and resources (offices, employees, linkages), and length of overall experience in conducting incubation, startups and research.

- Incubation/startups experience – 30 marks
- Experience in research activities (among students at M.Phil. and Ph.D. level – 30 marks)

Target: Company profile submitted

*2. Section 1 - Expertise of Firm

(ii) Details of facilities and resources (offices, employees, linkages), and length of overall experience in conducting incubation, startups and research.

- Incubation/startups experience – 30 marks

Target: Relevant documents for facilities and experience

*3. Section 1 - Expertise of Firm

Length of overall experience in conducting incubation, startups and research.

- Experience in research activities (among students at M.Phil. and Ph.D. level – 30 marks)

Target: Experience documents provided

*4. Section 1 - Expertise of Firm

Last two years Audited Accounts OR Financial Statements (2019-2020 and 2020-2021)

Target: Audited financial statements submitted

*5. Section 1 - Expertise of Firm

At least two similar Programme(s)/Project(s)/Intervention(s) implemented, which should be related to incubation/challenge cup/ start up competition

Brief description on similar projects undertaken.

(Each Project implemented Carry 75 Marks)

Share contract copies or project completion certificate as evidence.

Target: Contract copies submitted

*6. Section 1 - Expertise of Firm

Experience of working with UN agencies, international development organizations, multinational organization and government departments.

Please provide Copies of two relevant contracts.

(Each contract Copy carry 25 marks).

Target: Experience documents submitted, UN, international organizations etc.

*7. Section 2- Proposed Work Plan and Approach

To what degree does the proposer understand the objectives, the deliverables, and intended activities within which the assignment is ought to be carried out. Have the important aspects of the task been addressed in enough detail?

Target: Aspects of the task been addressed in enough detail



- *8. Section 2- Proposed Work Plan and Approach**
Is the Implementation methodology for the assignment well defined and does it correspond to the TORs?
e.g. Proposed Methodology & implementation plan
Target: Implementation methodology for the assignment uploaded
- *9. Section 2- Proposed Work Plan and Approach**
Work plan: Clarity of presentation & sequencing of activity are logical, timely and technically realistic. Does it promise efficient implementation of the proposed tasks and demonstrates flexibility to adapt to local context?
e.g. Proposed work plan, level of innovation
Target: Efficient implementation of the proposed tasks and demonstrates flexibility
- *10. Section 2- Proposed Work Plan and Approach**
Sample Implementation Plan
(Implementation and marketing plans along with timelines)
Target: Sample Implementation Plan
- *11. Section 2- Proposed Work Plan and Approach**
Is the proposal well defined and corresponds to the Terms of Reference?
Target: Ensure that the proposal corresponds to the TORs
- *12. Section 2- Proposed Work Plan and Approach**
Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities (outreach to target audience) and also reflected the resources / services to carry out monitoring?
e.g. Monitoring and evaluation strategy
- *13. Section 3- Management Structure and Qualification of Key Personnel**
Team Leader – Overall project management, implementation, and supervision
Qualification
The Team Leader should have at least a master's degree Management, Social Sciences, Computer Science/Engineering or in a related field.
• Master's degree Carry (40 Marks)
Experience:
Demonstrated experience in working with youth and organizing the research and challenge cup competitions with five years of experience.
• 05 or more Years of experience- 60 Marks
• 02-04 Years of experience – 40 Marks
- *14. Section 3- Management Structure and Qualification of Key Personnel**
Design Thinking and Mentoring Expert
Qualification:
Bachelor's degree in Management Science, Computer Science or in related field
• Bachelor's degree Carry (20 Marks)
Experience:
Minimum 3 years of experience in conducting innovation events, film contests, workshops, training around design thinking process, idea challenge competitions
03 or more Years of experience- 30 Marks
1-2 Years of experience- 20 Marks
- *15. Section 3- Management Structure and Qualification of Key Personnel**
Communication and Reporting Officer



Qualification: Bachelor's degree in Social Sciences, Communication, or a related field.
Bachelor Degree Carry (20 Marks)

Experience: Three (03) years of experience in organizing, reporting and/or supporting events highlighting visibility of activities.

03 or more Years of experience- 30 Marks

1-2 Years of experience- 20 Marks

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.

Attachments:

File Name or URL	Type	Description
Cost Break down of financial p	File	Excel template for easy working
Financial proposal documents.d	File	

Response attachments are required.

2.5 Section I-1.

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

2.6 Section I-2.

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.



3 Lines

Instructions

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Social development	93141500						