



REQUEST FOR PROPOSAL

UNDP-RFP-2022-205

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Technical and Vocational Skills Training for Youth of Balochistan - Rights Based Community Stabilization Project 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&_afrctrl-state=azywmctp_1&_afrLoop=6329722925931702&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1042&_afrMFH=575&_afrMFDW=1280&_afrMFDH=720&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=144&_afrMFG=0&_afrMFS=0&_afrMFO=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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your proposal



Tender Overview

Rights Based Community Stabilization Project Baluchistan



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1 Overview

1.1 General Information

Title	UNDP-RFP-2022-205
Amendment	Correction of criteria, and TORs
Description	
Contact Point	Procurement Unit Pakistan
Outcome	
Two Stage	Yes
Evaluation	
E-Mail	pakistan.procurement.info@undp.org
Reference Number	UNDP-RFP-2022-205
Beneficiary Country	Pakistan

Introduction

UNDP-RFP-2022-205 - Technical and Vocational Skills Training for Youth of Balochistan - Rights Based Community Stabilization Project Balochistan .

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.

UNDP - 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	15/06/22 07:53 AM
Close Date	06/07/22 10:00 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	Terms of Reference
UNDP_General_Terms_and_Conditi	File	UNDP General Terms & Conditions
GUIDE FOR UNDP SUPPLIER - VIDE	File	Supplier Guide for Registration
Proposal Submission Forms.docx	File	Proposal Submission Form



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]

*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 Where the minimum passing score of technical proposal is 70%.

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 30% with 300 Marks out of 1000

Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 40% with 400 Marks out of 1000

Management Structure and Qualification of Key Personnel - 30% with 300 Marks out of 1000

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.

Profile of the company/firm along with details of employee, CVs of key professionals and available facilities/expertise. At least 2 years of work experience in community Stabilization. (Share contracts as evidence)

Target: Company profile provided

***2. Technical Proposal of the Bidder (Please submit)**

Target: Technical Proposal of Firm

***3. Legal Documents**

a). Firm is legally registered entity. Firm's valid registration with Income Tax/Sales Tax Department. (**Sole proprietors are not eligible to apply**).

b). Copy of Certificate of Registration of the Business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation/ or SECP Registration

***4. Financial Statements**

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



2.3 Section 3. Section 1 - Expertise of Firm

***1. Section 1 - Expertise of supplier - Reputation 1**

05 years of demonstrated experience of providing vocational training to youth including the training module development, training hosting facilitation and event management.

Target: 05 years of demonstrated experience

***2. Section 1 - Expertise of supplier - Reputation 2**

Financial stability (last two years Audited Accounts 2019 – 2020 & 2020 – 2021) Quick ratio should be 1 or more than 1.

(30 marks for each Audited statement)

Target: last two years Audited Accounts 2019 – 2020 & 2020 – 2021

***3.**

General Organizational Capability which is likely to affect implementation (loose consortium, holding company or one firm, size of the firm/ organization, strength of project management support e.g. Project financing capacity and project management controls)

Target: Please submit document

***4.**

Experience of providing similar services to major, multilateral, bilateral or UN agencies, INGOs or to Government instruction. Provide copies of at least two contracts.

(Each contract carries 30 marks)

Target: Upload Evidence

***5.**

Well established setup including labs/ workshops and necessary infrastructure and have certificate awarding authority under the rule of the government established entities e.g technical board, TEVTA etc.

Target: Please provide Evidence to claim marks

2.4 Section 4. Section 2 - Proposed Methodology, Work Plan and Approach



- *1. Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of References?

Target: Have the important aspects of the task been addressed in sufficient detail and do they correspond to the Terms of References?

- *2. 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: Work Plan Clarify

- *3. Is the proposal well defined and corresponds to the Terms of Reference? (Clear and Concise approach)

Target: Is the proposal well defined and corresponds to the Terms of Reference? (Clear and Concise approach)

- *4. Project Monitoring: Has the bidder indicated a monitoring plan to effectively monitor the project activities and reflected the resources / services to carry out monitoring?

e.g Monitoring and evaluation strategy

Target: Project Monitoring:

2.5 Section 5. Section 3 - Management Structure & Key Personnel

***1. Project Manager**

Qualification: 30 Marks

Master's degree in social science, economics, project management or related field

Experience: (50 Marks)

At least 7 years of experience working on developing and implementing training for youth. (35 marks)

Professional experience in the area of specialization (15 marks)

Excellent writing skills: 20 Marks

Demonstrated through overall language and grammatical standards of the technical proposal.

Competency: (30 Marks)



1. An individual with a good level of technical expertise and specialist Pakistani/regional experience.
2. Given its central importance, we expect capacity building to be a cross-cutting skill of all experts employed on this project.
3. Excellent knowledge and understanding of roles & responsibilities of provincial/regional governments in delivering the project.
4. Excellent coordination skills with different governments and development agencies etc.

High level of management, facilitation, and representational skills

Target: Project Manager - Please Upload CV

***2. Skill Development Trainers (06 Number – three males and three females) Each trainer carries 10 Marks total**

Qualification: (20 Marks)

Master's degree in Social Science, Business Management, Development, Statistics, or related discipline

Experience: (50 Marks)

At least five years of experience in training of youth (25 marks)

Professional experience in the area of specialization / relevant trade (25 marks)

Target: Skill Development Trainers (06 Numbe) Upload Cvs

***3. Data Management and Reporting Officer**

Qualification: Bachelor's degree in Business Management or any relevant Social Science (20 Marks)

Experience: Minimum three years of experience in the data collection and report writing in a similar context for conducting trainings (30 Marks)

Target: Data Management and Reporting Officer



***4. Admin & Finance Assistant**

Qualification- Bachelor's degree with specialization in finance or accounting or related field. (20 Marks)
 Minimum three years of experience of financial Management including budget making, financial track keeping for incoming and outgoing amount and maintenance of receipts etc. for supporting similar trainings (30 Marks)

Target: Admin & Finance Assistant - Upload CV

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.

Attachments:

File Name or URL	Type	Description
Proposal Submission Forms.docx	File	Financial Proposal Submission Form

Response attachments are required.

2.7 Section I-1.

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

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Rights Based Community Stabilization Project Baluchistan	93141500						