



REQUEST FOR PROPOSAL

Dear Sir / Madam:

We kindly request you to submit your Proposal for JAM-149903B-2021: **Consultancy to develop Jamaica's National Transport Policy, Plan and Strategy.**

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?prcBuId=300000127715297&_af.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCI=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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your proposal



Tender Overview

The UNDP Jamaica Multi-Country Office is seeking the services of a firm/consortia/joint venture to undertake the review and revision of the National Transport Policy and the development of a National Transport Strategy and National Transport Plan. The policy and associated documents are expected to be climate proofed and ensure gender considerations are given primacy.



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1 Overview

1.1 General Information

Title	Consultancy to develop Jamaica's National Transport Policy, Plan and Strategy.
Contact Point	UNDP JAMAICA PROCUREMENT UNIT
Outcome	
Two Stage	Yes
Evaluation	
E-Mail	procurement.jamaica@undp.org
Reference Number	JAM-149903-202
Beneficiary Country	Jamaica
Introduction	The UNDP Jamaica Multi-Country Office is seeking the services of a firm/consortia/joint venture to undertake the review and revision of the National Transport Policy and the development of a National Transport Strategy and National Transport Plan. The policy and associated documents are expected to be climate proofed and ensure gender considerations are given primacy.

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 LAC REGIONAL HUB
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	24/11/21 17:45 PM
Close Date	09/12/21 21:00 PM
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 ()



2 Requirements

**Response is required*

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.

Attachments:

File Name or URL	Type	Description
Annex 1.docx	File	Annex 1: Instructions
Terms of Reference.pdf	File	Terms of Reference

*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)

Attachments:

File Name or URL	Type	Description
PSU_Considerations of Contract	File	GTCs

Target: Confirm acceptance of GTCs

3.

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.?

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?

***4. Reference Letters**

Have you provided at least two reference letters from your past experience?

Target: Reference letters are provided

***5. Past Experience**

Provide information regarding corporate experience within the last ten years relevant to this contract, using the template attached.

Target: Past experience provided

2.3 Section 3. Technical evaluation detailed criteria

***1. Section 1. Expertise of Firm/Consortia/Joint Venture Submitting Proposal**

Reputation of Organization and Staff Credibility / Reliability / Industry Standing

Minimum 5 years of experience in planning, coordination and implementation of multidisciplinary projects at international level.

Minimum of 5 years = 15 point

More than 5 years and up to 10 years = 30 points

More than 10 years = 50 points

At least 5 years of experience in Transport Policy and/or Transport Planning projects.

Minimum of 5 years = 15 points

More than 5 years and up to 10 years = 30 points



***10. Have the risk/limitations been identified and proposal for addressing same proposed?**

***11. Team Leader (Transport Policy Expert)**

a) At least 8 years' experience at a senior management level in policy development and implementation within the transport sector or related field (60 points for 5 years, 10 points for each additional year) Max. 90 points

At least 2 transport or related policies produced as lead author:

*Consultant should provide sample of previous work related to the consultancy. (70 points for 2 policies, 10 points for each additional policy) Max. 90 points

Demonstrated ability to lead a multi-disciplinary and multicultural team - Max. 20 points

Experience working in the Small Island Developing States (SIDS) including the Caribbean - Max. 30 points

Experience working in a multidisciplinary environment spanning Governments, UN Agencies, multilateral partners, NGOs and research institutions - Max. 20 points

Excellent writing and editing skills evidenced by work produced - Max. 50 points

***12. Aviation Expert**

At least 5 years' experience in aviation policy analysis and development = 40 points

At least 5 years' experience working in the aviation field = 30 points

Knowledge of and previous experience in engineering, planning, research and statistics and Geographic Information Systems (GIS) including spatial analysis, network analysis and geospatial statistical analysis = 10 points

Demonstrated ability to work in a multi-disciplinary and multicultural group = 10 points



Experience working in the Small Island Developing States (SIDS) including the Caribbean = 10 points

*13.

Marine and Logistics Specialist

At least 5 years' experience in development of policies and regulations related to Maritime transport and logistics = 40 points

At least 5 years' experience in the Maritime and logistics field = 30 points

Knowledge of and previous experience in engineering, planning, research and statistics and Geographic Information Systems (GIS) including spatial analysis, network analysis and geospatial statistical analysis = 10 points

Demonstrated ability to work in a multi-disciplinary and multicultural group = 10 points

Experience working in the Small Island Developing States (SIDS) including the Caribbean = 10 points

*14.

Land Transport Specialist

At least 5 years' experience in development of policies and regulations related to Land transport = 40 points

At least 5 years' experience in the land transport field = 20 points

Demonstrated knowledge and experience in multimodal transportation = 10 points

Knowledge of and previous experience in engineering, planning, research and statistics and Geographic Information Systems (GIS) including spatial analysis, network analysis and geospatial statistical analysis = 10 points



Demonstrated ability to work in a multi-disciplinary and multicultural group = 10 points

Experience working in the Small Island Developing States (SIDS) including the Caribbean is an asset = 10 points

*15.

Roads and Infrastructure Specialist

At least 5 years' experience in development of policies and regulations related to Roads and infrastructure = 40 points

At least 5 years' experience in technical due diligence and demand forecasting of transport infrastructure = 30 points

Knowledge of and previous experience in engineering, planning, research and statistics and Geographic Information Systems (GIS) including spatial analysis, network analysis and geospatial statistical analysis = 10 points

Demonstrated ability to work in a multi-disciplinary and multicultural group = 10 points

Experience working in the Small Island Developing States (SIDS) including the Caribbean is an asset = 10 points

*16. **Urban Mobility Specialist**

At least 5 years' experience in development of policies and regulations related to Urban Mobility, Public Transport and alternate transport = 40 points

Demonstrated knowledge and experience in multimodal transportation = 30 points

Knowledge of and previous experience in engineering, planning, research and statistics and Geographic Information Systems (GIS) including spatial analysis, network analysis and geospatial statistical analysis =



10 points

Demonstrated ability to work in a multi-disciplinary and multicultural group = 10 points

Experience working in the Small Island Developing States (SIDS) including the Caribbean is an asset = 10 points

***17. Climate Change/Environment/Disaster Risk Specialist**

At least 5 years' experience in developing national policy related documents = 40 points

At least 5 years' experience working in issues of climate change, disaster risk or environmental management and/or related areas = 30 points

Demonstrated knowledge of, or work in the transport sector = 10 points

Demonstrated ability to work in a multi-disciplinary and multicultural group = 10 points

Experience working in the Small Island Developing States (SIDS) including the Caribbean = 10 points

***18. Gender Specialist**

At least 5 years of experience addressing issues specific to gender equality and the mainstreaming of gender into national policies, strategies or and action plans = 50 points

At least 2 years of experience in executing gender specific capacity building initiatives at the policy level and supporting institutional coordination efforts, resulting in the design of strategic guidance documents or strategic re-development of organizations structures which support gender mainstreaming = 30 points

Demonstrated ability to work in a multi-disciplinary and multicultural group = 10 points



Experience working in the Small Island Developing States (SIDS) including the Caribbean is an asset = 10 points

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.

Attachments:

File Name or URL	Type	Description
Annex 2.docx	File	Financial Proposal

Response attachments are required.

2.5 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 2000 points.

3 Lines

Instructions

Expected Outputs and Deliverables:

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverable 1: Deliverable 1: Inception Report documenting methodology to be used in undertaking relevant consultancy including relevant tools and annotated table of contents for the NTP, NTS and NTAP	Transport culture medium						
2-Deliverable 2: Report on Diagnostic/Func tional Review of National Transport Policy including findings of the gender analysis and stakeholder consultations	Transport culture medium						

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
3-Deliverable 3: Draft National Transport Policy, Draft National Transport Strategy and National Transport Action Plan including annexes on the findings of surveys and stakeholder consultations	Transport culture medium						
4-Deliverable 4: Final Draft of National Transport Policy, Final Draft Transport Strategy, Final Draft Transport Action Plan	Transport culture medium						