



*Empowered lives.  
Resilient nations.*

# **Communication and media campaign for the 70<sup>th</sup> anniversary of the Universal Declaration of Human Rights**

Fish Bowl Meeting Room  
18 May 2018 at 10:00 am



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# Content

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## 1. Request for Proposal Document

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## Instruction to Bidders

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- Language of Proposal: English
- Validity period of Proposal: 90 days
- Partial Quotes: Not allowed
- UNDP will award the contract to one services provider
- Number of copy of proposal:
  - Original : 1
  - Copies : 1 (PDF file store in CD ROM or USB drive containing of technical proposal should be submitted along with the technical proposal envelop)



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## Instruction to Bidders

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- Preferred Currency of Proposal : United States Dollars (US\$)
- Deadline for submitting request for clarification: 5 days before proposal submission date. The details contact information for submission clarification:
  - Focal Person: Ms. Heng Dalis
  - Email Address: [dalis.heng@undp.org](mailto:dalis.heng@undp.org) and [procurement.kh@undp.org](mailto:procurement.kh@undp.org)
- Manner of Disseminating Supplemental Information to RFP:
  - Procurement Notice Website: [http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=46332](http://procurement-notices.undp.org/view_notice.cfm?notice_id=46332)



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## Instruction to Bidders

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- Deadline for proposal submission: **28 May 2018 by 12:00 p.m., local time. .Late bid will be rejected.**
- Proposal submission address: UNDP Cambodia, Registry Office (Building No. 5), No. 53, Pasteur Street, Boeung Keng Kang I, PO Box 877, Phnom Penh, Cambodia.
- Manner of Submitting Bid: Courier/Hand Delivery





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## Required Documents that must be Submitted

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### **1<sup>st</sup> Inner Envelope: Technical Proposal:**

- Completed and duly signed Form for Submission of Technical Proposal (Annex B)
- Technical Proposal Document:
  1. Qualifications of the Service Provider ( company profile, list of Track Record, Declaration that services provider is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List
  2. Copy of valid business registration and Valid of Patent Certificate.
  3. Proposed Methodology for the Completion of Services
  4. CVs of Key Personnel



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## Required Documents that must be Submitted

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### 2<sup>nd</sup> Inner Envelope: Financial Proposal:

- Completed and duly signed Form for Submission of Financial Proposal (Annex C)

**Important Note:** Technical and Financial Proposals are required to submit in separate sealed envelopes.



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# Criteria for the Award and Evaluation of Bid

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## Award Criteria:

### (1) Preliminary Examination:

Mandatory Pass/Fail Criteria	Compliance (Yes/No)
Proposer is not in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors.	
Legally organization with Business Registration Certificates, or equivalent documents	
Acceptance of the UNDP Contract General Terms and Conditions (GTC)	



## Criteria for the Award and Evaluation of Bid

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### (2) Technical Proposal Evaluation: (refer to page 6 to 7 in RFP)

No.	Summary of Technical Proposal Evaluation Forms	Points Obtainable
1	Expertise of organization	400
2	Proposed Approach and methodology	300
3	Proposed Personnel	300
	Total	1000

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

The minimum score required to pass the evaluation of technical proposal is 70% of the total obtainable score of 1,000 points.

## Criteria for the Award and Evaluation of Bid

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### (3) Financial Proposal Evaluation:

Only technically qualified proposals are eligible for financial evaluation.

- Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

- Total Combined Score:

$$(\text{TP Rating}) \times \text{Weight of TP (70\%)} + (\text{FP Rating}) \times \text{Weight of FP (30\%)}$$

The contract will award to service provider who received the Highest Combined Score.



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**Thank you 😊**