



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

TO THE SUPPLIER	DATE: August 23, 2019
	REFERENCE: RFPMUS2019/007

Dear Sir / Madam:

We kindly request you to submit your Proposal for *an ArcGIS Training (Basic) for Seychelles and Mauritius to support the JMA Demonstration Project Marine Spatial Planning Framework*

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Friday, August 30, 2019, 16:00 hrs. Mauritian time, via email to**

United Nations Development Programme
6th Floor, Anglo Mauritius Building, Intendance Street, Port Louis
International Operations Manager
procurement.mu@undp.org

Your Proposal must be expressed in the **English Language**, and valid for a minimum period of **60 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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 must comply with all the requirements, and offers the best value for money

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 Service Provider 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/unscconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Sujitha Sekharan
International Operations Manager
8/23/2019

Description of Requirements

Context of the Requirement	Training in ArcGIS (Basic) for Mauritius and Seychelles to support the JMA Demonstration Project Marine Spatial Planning Framework
Implementing Partner of UNDP	Ministry of Defence and Rodrigues, Department for Continental Shelf, Maritime Zones Administration and Exploration (CMZAE).
Brief Description of the Required Services ¹	The purpose of this training is to retain the services of a consultancy firm to: Carry out ArcGIS (Basic) training in the Republic of Seychelles and the Republic of Mauritius
List and Description of Expected Outputs to be Delivered	The scope of the same ArcGIS (Basic) Training will cover the Republic of Mauritius and the Republic of Seychelles done separately as per below: <ol style="list-style-type: none"> 1. ArcGIS Training in Mauritius over 1 week (23-27 September 2019) 2. ArcGIS training in Seychelles over 1 week (4-8 November 2019) 3. Training Report for Mauritius 4. Training Report for Seychelles
Person to Supervise the Work/Performance of the Service Provider	<i>Head of Environment Unit, UNDP-JMA Project Team</i>
Frequency of Reporting	<i>After each ArcGIS Training</i>
Progress Reporting Requirements	As per attached TOR.
Location of work	<ol style="list-style-type: none"> 1. Mauritius 2. Seychelles
Expected duration of work	The trainings should be completed within 3 months from contract signing.
Target start date	19 September 2019
Latest completion date	30 November 2019
Travels Expected	

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	Mauritius	10 days	Delivery of ArcGIS Training	19 September 2019
	Seychelles	10 days	Delivery of ArcGIS Training	30 October 2019
Special Security Requirements	<input checked="" type="checkbox"/> Comprehensive Travel Insurance			
Facilities to be facilitated by UNDP-JMA Project (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and Certification of trainer who will be involved in completing the services	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars			
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms ³	S No	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates
	1	A work plan for ArcGIS training in Mauritius based on the scope of training above	1 week	23 to 27 September 2019
	2	A work plan for ArcGIS training in Seychelles based on the scope of training above	1 week	4 to 8 November 2019
	3	A short report (2 pages) on the ArcGIS training for Mauritius	2 weeks	15 October 2019
	4	A short report (2 pages) on the ArcGIS training for Seychelles	2 weeks	25 November 2019
	5	Incidentals costing Mauritius		
	6	Incidental costing Seychelles		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Head of Environment Unit, UNDP-JMA Project Manager</i>			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Face Sheet			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> 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.			

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.



Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm, Management Structure and Qualification of Key Personnel</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Terms of Reference for the training (Annex 3) <input checked="" type="checkbox"/> Others ⁶ General Terms and Conditions (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Satyajeet Ramchurn Head of Environment Unit procurement.mu@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: Amanda Serumaga

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- d) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		
4	Deliverable 4		
5	Deliverable 5		
6	Deliverable 6		
	Total		

*This shall be the basis of the payment tranches

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]