

RFP: PAL-0000083237

REQUEST FOR PROPOSAL

Build Palestinian Agricultural Advisory System (PAAS) for farmers in Palestine

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Project: PAL10-00114501 - Innovation & ICT Development.

Country: State of Palestine

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RFP: PAL-0000083237

Contents

SECTION 1. LETTER OF INVITATION.....	4
SECTION 2. INSTRUCTION TO BIDDERS.....	6
A. GENERAL PROVISIONS	6
1. Introduction.....	6
2. Fraud & Corruption, Gifts and Hospitality.....	6
3. Eligibility.....	6
4. Conflict of Interests.....	7
B. PREPARATION OF PROPOSALS.....	7
5. General Considerations.....	7
6. Cost of Preparation of Proposal.....	7
7. Language.....	8
8. Documents Comprising the Proposal.....	8
9. Documents Establishing the Eligibility and Qualifications of the Bidder.....	8
10. Technical Proposal Format and Content	8
11. Financial Proposals	8
12. Proposal Security.....	8
13. Currencies	9
14. Joint Venture, Consortium or Association.....	9
15. Only One Proposal.....	10
16. Proposal Validity Period.....	10
17. Extension of Proposal Validity Period.....	10
18. Clarification of Proposal.....	11
19. Amendment of Proposals.....	11
20. Alternative Proposals	11
21. Pre-Bid Conference.....	11
C. SUBMISSION AND OPENING OF PROPOSALS.....	12
22. Submission.....	12
23. Deadline for Submission of Proposals and Late Proposals.....	13
24. Withdrawal, Substitution, and Modification of Proposals.....	13
25. Proposal Opening	13
D. EVALUATION OF PROPOSALS	14
26. Confidentiality	14
27. Evaluation of Proposals.....	14
28. Preliminary Examination	14
29. Evaluation of Eligibility and Qualification.....	14
30. Evaluation of Technical and Financial Proposals.....	15
31. Due Diligence	15
32. Clarification of Proposals.....	16
33. Responsiveness of Proposal	16
34. Nonconformities, Reparable Errors and Omissions	16
E. AWARD OF CONTRACT.....	17
35. Right to Accept, Reject, Any or All Proposals.....	17
36. Award Criteria.....	17

RFP: PAL-0000083237

37. Debriefing	17
38. Right to Vary Requirements at the Time of Award	17
39. Contract Signature	17
40. Contract Type and General Terms and Conditions	17
41. Performance Security	17
42. Bank Guarantee for Advanced Payment	18
43. Liquidated Damages	18
44. Payment Provisions	18
45. Vendor Protest	18
46. Other Provisions	18
SECTION 3. BID DATA SHEET	19
SECTION 4. EVALUATION CRITERIA	22
SECTION 5. TERMS OF REFERENCE	25
SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST	36
FORM A: TECHNICAL PROPOSAL SUBMISSION FORM	37
FORM B: BIDDER INFORMATION FORM	39
FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM	41
FORM D: QUALIFICATION FORM	43
FORM E: FORMAT OF TECHNICAL PROPOSAL	46
FORM F: FINANCIAL PROPOSAL SUBMISSION FORM	49
FORM G: FINANCIAL PROPOSAL FORM	50
FORM H: FORM OF PROPOSAL SECURITY	52

RFP: PAL-0000083237

Section 1. Letter of Invitation

Build Palestinian Agricultural Advisory System (PAAS) for farmers in Palestine

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Form of Performance Security

If you are interested in submitting a Bid in response to this RFP, please prepare your Bid in accordance with the requirements and procedure as set out in this RFP and submit it through the e-tendering module by the Deadline for Submission of Bids set out in Bid Data Sheet.

In case your company is not registered in the e-tendering system
<https://etendering.partneragencies.org>

Please use the following temporary username and password to register your company / firm

User name: **event.guest**

Password: **why2change**

Bidders will be able to access and download the bidding documents once registered. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than [18 November 2019]. If that is not

RFP: PAL-0000083237

thecase, UNDP would appreciate your indicating the reason, for our records.

Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Shehadeh Habash

Head of Procurement

UNDP/PAPP

RFP: PAL-0000083237

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture</p>

RFP: PAL-0000083237

	members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or</p>

RFP: PAL-0000083237

Preparation of Proposal	submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Proposal	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical

RFP: PAL-0000083237

	<p>Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV,</p>

RFP: PAL-0000083237

	<p>Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p>

RFP: PAL-0000083237

	<p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>

RFP: PAL-0000083237

C. SUBMISSION AND OPENING OF PROPOSALS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
Email Submission	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS,</p>

RFP: PAL-0000083237

eTendering submission	<p>shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two</p>

RFP: PAL-0000083237

	(2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; They are able to comply fully with UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and

RFP: PAL-0000083237

<p>30. Evaluation of Technical and Financial Proposals</p>	<p>j) They have a record of timely and satisfactory performance with their clients.</p> <p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;

RFP: PAL-0000083237

	<ul style="list-style-type: none"> d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

RFP: PAL-0000083237

	<p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.

RFP: PAL-0000083237

42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

RFP: PAL-0000083237

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted Deadline for clarifications/questions; 15 November 2019 The UNDP focal point for the arrangement is: Procurement Analyst Telephone: 08 2863364 E-mail: proc10.papp@undp.org
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: USD200 / Day (two hundred United States Dollars for every day of delay), up to a maximum duration of 10% of the Contract value. Thereafter, the contract may be terminated.

RFP: PAL-0000083237

9	40	Performance Security	Required in the amount 10% of the resulting contract value and valid for the contract duration plus one month
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	15 November 2019
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Analyst Address: UNDP/PAPP 3 Ya'qubi Street Jerusalem Telephone: 972 2 6268200 Facsimile: 972 2 6268222/3 E-mail address dedicated for this purpose: proc10.papp@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering Will be posted on 19 November 2019
14	23	Deadline for Submission	November 24, 2019 12:00 PM – Jerusalem Time For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org Event ID: 0000004811

RFP: PAL-0000083237

16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. The financial proposal shall be encrypted with password and clearly labelled; Password for financial proposal must not be provided to UNDP until requested by UNDP. Max. File Size per transmission / maximum possible size for any single email as to be able to reach us : 10 MB Mandatory subject of email: RFP: PAL-0000083237
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>December 1, 2019</i>
19		Maximum expected duration of contract	4 Months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	<i>For details please refer to Section-5 of Terms of Reference</i>

RFP: PAL-0000083237

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity as a consulting firm or related field to the assignment.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4..	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
	Any additional criteria if required	

RFP: PAL-0000083237

QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum five (5) years of relevant experience.	Form D: Qualification Form
	Minimum two (2) contracts of similar value, nature and complexity implemented over the last five (5) years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 200,000 for the last five (5) years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Technical Team	Please refer to Section-5 Terms of Reference for details on required team and CVs.	

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

RFP: PAL-0000083237

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Firm Qualification	25%	250
2	Team Qualifications	25%	250
3	Sample Demo from Previous Projects	30%	300
4	Methodology and Adequacy of work plan	20%	200
Total			1000

Technical Proposal Evaluation Form 1		Points obtainable
Firm Qualification		
1.1	Financial standing that exceeds the maximum of the proposed financial offer	50
1.2	Clients base: including governments, and/or International Organizations, and/or large ICT companies;	70
1.3	Technical capacity: The Firm has worked on at least one major project in fields related to the contract in the past three years	80
1.4	Does the organization profile reflect the requirements of the TOR?	50
Total Part 1		250
Technical Proposal Evaluation Form 2		Points Obtainable
Team Qualifications		
2.1	Relevance of experience of the team leader	100
2.2	Experience of the assigned team in the agricultural sector	100
2.3	Is overall staffing plan sufficient to undertake ToR?	50
Total Part 2		250
Technical Proposal Evaluation Form 3		Points Obtainable
Sample Demo from Previous Projects		
3.1	Clearly illustrates user-friendly interactive wire-flows	300
Total Part 3		300
Technical Proposal Evaluation Form 4		Points Obtainable
Adequacy of work plan		
4.1	Clarity in response to the Terms of reference and level of detailed	50
4.2	Reasonable timeframe including clear milestones	50
4.3	Clear linkage between activities and deliverables	50
4.4	Clearly illustrate a sustainable business model to ensure maintenance and longevity of the tools	50
Total Part 4		200

RFP: PAL-0000083237

Section 5. Terms of Reference

Table of Content

1	BACKGROUND INFORMATION
2	OBJECTIVES
3	SCOPE OF WORK
4	DELIVERABLES
5	QUALIFICATIONS
	5.1 FIRMS QUALIFICATIONS
	5.2 PROFILE OF REQUESTED STAFF
6	PROJECT MANAGEMENT & REPORTING MODALITIES
	6.1 UNDP
	6.2 MINISTRY OF AGRICULTURE (MoA)
	6.3 FIRM
	6.4 REPORTING MODALITIES
7	TECHNICAL PROPOSAL
8	FINANCIAL PROPOSAL

RFP: PAL-0000083237

1 BACKGROUND INFORMATION

It has never been more important for farmers and land managers to have a clear understanding of the strength and resilience of their business in the face of future change and market uncertainty. Agronomists and reputable farmers are constantly asked to solve challenges relating to soil and nutrient management; biodiversity, habitat and landscape management and conservation; water pollution; prevention and control; organics; animal welfare; succession planning; farm business efficiency.

Accurate data about Palestinian farms is critical for an evidence-based development program for both farmers and the Ministry of Agriculture. As such, the Ministry of Agriculture hopes to provide advisory services to farmers in exchange for their data through a Palestinian Agricultural Advisory System (PAAS). The success of the pilot in Jericho will serve as precedent to build an agricultural advisory system for all Palestinian farms in the West Bank and Gaza. Collecting and analyzing the conglomerate of that data will inevitably result in a data driven Planning and Policy department at the Ministry which puts farmers first.

2 OBJECTIVES

The proposed interventions will focus on promoting opportunities of the agricultural sector through introducing technological innovations, access, and tools. The activities also facilitate the efforts to reach and build networks among Palestinian farmers which builds comradery, solidarity, and resilience.

Within this context, the project seeks to:

- assist farmers in understanding weather forecast data and requirements for water protection and efficient sustainable water use;
- enable farmers to easily apply for compensation and damage protections services from the MoA;
- shed light on best agricultural practices collated from regional farmers, agronomists, and NGOs active in the sector;
- provide information that will help farmers in areas related to risk management, appropriate preventive actions to address natural disasters, animal and plant diseases;
- facilitate healthier communication between agronomists, agricultural engineers and farmers;
- support the MoA to maintain a regularly updated holder/holding dataset;
- provide farmers with information including but not limited to market prices² for produce and fertilizers;
- make farmers aware of measures at farm level provided for in rural development programs for farm modernization, competitiveness building, sectoral integration, innovation and market orientation as well as for the promotion of entrepreneurship.

More broadly the project aims at building a set of applications to support a Palestinian Agricultural Advisory System (PAAS) for three basic tiers of users: for farmers; agronomists; NGOs and policy-makers.

² Market prices based on existing database which is maintained by the Ministry of Agriculture

RFP: PAL-0000083237

3 SCOPE OF WORK

Through desk research and extensive electronic and face-to-face consultations with the Ministry of Agriculture (MOA), the firm is called for to conduct the following activities:

Activity One: Assessment of technologies and processes implemented at the farmer and Ministry level and define all the ways the relevant MoA systems don't function (e.g. MoA SMS Advisory service).

Activity Two: User Research of the farmers' technical literacy and tech adoption.

With the understanding of key priorities for farmers; agronomists; NGOs and policy-makers, the Firm is asked to synthesize the information gathered about data needs, behaviors, attitudes, and technological literacy during interviews. This research will quintessentially drive the forthcoming activities.

Activity Three: Build a sustainable planning tool for the Ministry of Agriculture to access data on farmers' holdings, field and vegetable crops, horticulture, and livestock.

Data Collection - Data entry is a key feature of the PAAS, and the data entry function of the tool has been designed to be easy to navigate for extension workers, agronomists and statisticians.

Mapping - Geospatial mapping is another key feature of the PAAS, and the data entry function of the tool will be linked to a mapping function depicting the location of agricultural holdings.

Application - The PAAS will be deployed in the field on hand-held tablets and / or mobile in Palestinian localities.

Activity Four: Build a tablet/mobile application for farmers to connect with other farmers and agronomists willing to share advice.

Application - The PAAS will be downloaded as a mobile application where farmers can connect with one another to solve problems, share ideas, and spread innovation, for free. Utilizing the latest machine learning technology, PAAS' service will curate crowd-sourced information to help farmers increase yields, gain insight into pricing, tackle the effects of climate change, source the best quality seeds, fertilizer, and resources and diversify their agricultural interests.

Activity Five: Build a platform for key stakeholders to access data visualizations and analysis tools

Data Visualization/Dissemination – The PAAS will require an online dashboard with the key visualization and analytics functions present. The dashboard will allow users to filter and search data according to their preferences and offer an array of customizable functions designed with the needs of all users in mind.

Activity Six: Build an API to integrate with the Palestinian Central Bureau of Statistics (PCBS) indicators database - www.indicators.ps

RFP: PAL-0000083237

Activity Seven: Build an API to integrate with the Palestinian Land and Water Settlement Commission GIS tool for Tabo with the objective to extract land holding/ownership data -
<https://gis.lwsc.ps/>

Activity Eight: Build a handover plan for the developed systems

Training will build capacity in MoA and cover all functions end users require. The training will emphasize business rules, data analysis/visualization best practices, verification of user data, reporting, and review output. Components of the trainings will include handouts, videos, training web pages, online webinars, and in-person train-the-trainer sessions both to MoA developers, agronomists, extension workers and farmers.

Development repository will include source code transfer to MoA developers upon project completion.

Documentation will include all materials relevant for the establishment, maintenance, and operational support of the PAAS. These documents will include (but are not limited to) requirements, functional specifications, defect logs, knowledge base tip sheets, escalation procedures, and notification requirements. Detailed lists of interfaces, expected outcomes, administrator and user guides, support levels, and contacts will be prepared.

Support to knowledge transfer will take place in progressive iterations in the form of meetings between the project development team and the operational transition team. This process is embedded in the product development through regular engagement between MoA and the Firm to jointly identify, plan, and execute all transition requirements.

Operational procedures related to the knowledge transfer (above) include establishment of processes for data archiving, licenses renewals, IT business functions, and support for functions like security audits and threat analysis.

Production readiness will cover the setup, configuration, and installation of the software. This step will include creation of security profiles, functional spot checking, final hardware configuration, and monitoring systems (reporting/dashboards) setup.

Contingency plans will be developed to proactively address complications in the handover.

End of life support planning will ensure industry-standard formats are in place to extract and migrate data prior to disposing of software.

RFP: PAL-0000083237

4 DELIVERABLES

The expected deliverables from this project are as follows:

- 4.1 Work plan** - In the proposal, the Firm is requested to provide a preliminary proposed project work plan covering all the activities described in Section 4.2 (a GANTT chart showing detailed list of tasks, duration and schedule per task and allotted resources per task shall be included in the bid). It shall also include the Firm's resources as well as other dependencies which affect the project duration. In that respect, the plan shall clearly specify the input (human resources, material etc.). UNDP and (acceptance committee) will have to ensure at each phase of the assignment. Upon contract award, the Firm shall provide UNDP with a revised project work plan, if necessary. Once agreed upon, the revised plan shall be adopted and form the basis for project supervision and monitoring.
- 4.2 Requirements** - Based on the assessment of current situation and pilot, the Firm is expected to build a list of technical requirements before developing the tools.
- 4.3 Prototype** - Develop a blueprint design of the PAAS and interface, including recommendations on user process flows to review with the MoA; test and refine prototype alongside agronomists.
- 4.4 Build and refine** - create a full business product version of the PAAS, refining based on feedback from stakeholders.
- 4.5 Systems development** - provide and implement recommendations on database design, hardware infrastructure, systems management and updates, maintenance, data security, levels of access and login options, and data quality management.

Delivery Schedule

The Firm shall include in his proposal, the time schedule expected to complete and submit the deliverables specified in the above section. Expected overall duration for project completion is four (4) months. The proposed delivery timeline is as follows:

Deliverable	Schedule	Detail
Deliverable 4.1, 4.2, 4.3	<i>1st month after signing</i>	Complete website architecture Database structure Deploy initial alpha version
4.4	<i>2nd month</i>	Complete alpha testing & changes
4.4	<i>3rd month</i>	Deploy initial beta version Complete beta testing and changes
4.5	<i>4th month</i>	Complete pilot testing of tool with agronomists and farmers Market-ready preparation Admin, help, security, optimization, scalable cloud

RFP: PAL-0000083237

The Firm shall note that clearance from the UNDP's project manager is required before starting a new project milestone. Each deliverable shall include all the required supporting documentation.

Level of efforts

The duration of the assignment shall not exceed 4 calendar months.

Expectations

- PAAS should be integrated with existing databases in MoA as well as other ministries' databases through the ongoing National Spatial Data Infrastructure initiative. It will be linked to ongoing mapping/data projects that promote interoperability in datasets;
- PAAS will follow a model of continuous improvements;
- Bugs will exist throughout development cycle, known bugs will be addressed prior to any phase completion. No known bugs would exist prior to market launch. Most bugs will be caught with automated quality control tools;
- Client will be responsible for testing thoroughly and communicating uncaught bugs through project management tool (TBD);
- All data and general system settings will be dynamic and managed through the system; MOA will be responsible for uploading and editing data after functionality is available
- Each phase may have an interim period to allow MOA to collect feedback, test results and revisions from internal team, stakeholders and alpha/beta users; this buffer time should not exceed one month, but may differ based on circumstances;
- All content will be provided by client - including for marketing, help and system labels; UNDP team may create draft content and provide general support/recommendations for content;
- All content will be editable via "God" account by client;
- Majority of development work will be completed remotely; in-person meetings will be primarily limited to strategy/review sessions;
- Market Ready version will be validated by a 3rd party technical team for best practices, security and general review;
- Any subcontracting of work and services by the firm to third parties shall require the prior written approval of UNDP, unless the contract stipulates that such work or services be procured by the firm;
- The firm warrants that the work results are free from any copyright or other third party rights that would prejudice the use of the work results to the extent described above;
- Any and all data relating to the contract as well as any other information of which the firm becomes aware in the course of performing the contract must be treated as confidential during and beyond the term of the contract. The firm shall not be permitted to make use of any such data and information for the firm's own purposes;

RFP: PAL-0000083237

- System will use some open source technologies; licensing will allow full commercial usage without requiring royalties or affecting customizability;
- The firm must notify UNDP in writing without delay of all events and results which delay performance of the firm or make it impossible, or necessitate modification of the contract, the agreed obligations or the conditions;
- A penalty fee will be incurred by the firm if agreed upon deadlines are not met;
- UNDP shall be entitled to review the progress and results of the performance of the firm at any time, including the project accounts and any special accounts connected to the project. The firm must keep the necessary records available and provide the necessary information for this purpose;
- The payment schedule will be based on approved deliverables as specified in the workplan;
- The firm should provide an implementation and handover plan;
- The firm will use GitHub throughout the development phase and handover to MOA all source code upon project completion.

Payment terms

Outputs	%	Timing	Condition for Payment Release
Approved action plan	20%	After two weeks from signing the contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
An Alpha	40%	By the end of the second month from signing the contract	
Final Developed	40%	by the fifth month of signing the contract	

5 QUALIFICATIONS

5.1 Firms Qualifications

Firms wishing to be considered for the services described herein should have the following qualifications:

1. Financial standing: total annual turnover should exceed US \$ 400,000;
2. Clients base: including governments, and/or International Organizations, and/or large ICT companies;
3. Technical capacity: The Firm has worked on at least one major project in fields related to the contract in the past three years.

RFP: PAL-0000083237

5.2 Profile of requested staff

The Firm will include in their offer a proposal regarding the team composition and structure with recent CVs. The requested team should have diversified skills including amongst others a Team Leader, developers, and agricultural expert. The following profiles are requested:

Team Leader

- Academic degree in fields related to IT Management, Computer Science, and Computer Engineering;
- At least 4 years of successful working experience in the area of product management;
- Previous, experience consulting public sector clients;
- Perspective experience and cross-cultural skills that will allow him/her to respond to The State of Palestine needs as expressed in this TOR;
- Experience of leading other projects of a similar nature;
- Experience in Middle East/developing countries.

Developers (minimum 4)

- An academic degree in computer science or relevant field;
- Developer(s) must have 4+ years of functional programming experience and be a reputable company with prior rich experience in the field of data science;
- Demonstrated experience in building APIs and Web Applications using ASP.NET Core or PHP Laravel framework;
- Proven knowledge of performing data analysis using Python or R;
- Experienced in building complex front-end applications using frameworks such as React, Vue, or Angular JS;
- 2+ years of experience in Cloud Technologies such as Amazon Web Services;
- Development of REST web services;
- Strong database skills with technologies such as MySQL, PostgreSQL, et cetera;
- DevOps and Continuous Delivery tools – Jenkins, TravisCI, Docker container repositories;
- Experience working with HTML5 and CSS3;
- Experience with unit testing frameworks and automation testing tools.

Agricultural IT Expert

- An academic degree in sustainability engineering, agribusiness or related field;
- Demonstrated knowledge in agro-tech design and implementation;
- 3+ years liaising between international organizations and governmental institutions;
- 2+ years experience in Middle East/developing countries in the agriculture sector;
- 2+ years working with NGOs and policy-makers in the agricultural sector.

RFP: PAL-0000083237

6 PROJECT MANAGEMENT & REPORTING MODALITIES

A joint Project Committee shall be formed between UNDP, the MoA, and the Firm to supervise the various stages of the project. The roles of each party are identified in the sub-sections below.

6.1 UNDP

The UNDP Project Manager and the direct contact with the Firm, following up on the content of the work. Other roles and responsibilities of UNDP can be summarized as follows:

UNDP Project Manager:

- Supervise assignment implementation and progress; Follow-up the project throughout its cycle;
- Promptly address issues which may hinder or delay the progress of the project. Support in securing information needed for this project;
- Arrange and facilitate meetings prior and during project implementation;
- Receive project deliverables and prepare for any discussions, presentations or meetings with stakeholders;
- Assist the selected Firm in executing tasks in the best way;
- Approve all deliverables and follow-up of contract implementation;
- Keep track of proper submission of deliverables according to terms of the Contract;
- Management of payments according to Contract schedule of payments.

6.2 MINISTRY OF AGRICULTURE (MoA)

Head of Planning and Policy:

- Continuously follow up and ensure that the project progresses in alignment with the workplan.

6.3 THE FIRM

The firm, in addition to fulfilling the requirements specified in this document, is required to:

- Appoint a Team Leader who shall act as a primary counterpart with UNDP in all aspects of the project. He/She shall provide objective high-level supervision of the mission on behalf of the firm. He/She shall be responsible for project planning, follow-up and contingency planning. He/She shall participate in the project committee;
- Maintain an updated work schedule with adequate staffing (count and groups) to perform stated tasks;
- Notify UNDP in writing, upon the successful completion of key milestones and provide all supporting documentation in line with the submitted workplan;
- Document minutes of meetings throughout the project lifecycle. This shall cover all meetings including those where major decisions are taken.

RFP: PAL-0000083237

6.4 REPORTING MODALITIES

Throughout the assignment, the Firm shall present bi-weekly summary progress reports to the UNDP Project Manager and to the Project Advisory Committee. Summary progress reports shall highlight the following:

- Results accomplished during the prior period;
- Cumulative deviations from schedule of progress milestones as specified in the agreed and finalized work plan;
- Corrective actions to be taken to return to planned schedule of progress or proposed revisions to planned schedule;
- Other issues and outstanding problems with proposed actions to be taken;
- Resources that the Firm expects to be provided by the UNDP and/or actions to be taken by the UNDP in the next reporting period;
- Other issues or potential problems the Firm foresees that could impact on project progress and/or effectiveness.

7 TECHNICAL PROPOSALS

The proposal should describe the approach and methodology that will be applied by the firm to meet the objectives and scope of the assignment.

A narrative of proposed actions and strategies of reaching the expected results and a detailed work-plan with separate lines for each proposed action and corresponding timeframes are requested. The timeframe should be represented on a bi-weekly basis.

The proposal should include a sample demo from previous projects which demonstrates a user-friendly feature of the applications and analytical approaches to solve problems.

The proposal should demonstrate responsiveness to the specification mentioned in the ToR, by identifying the specific components proposed, addressing the requirements, as specified, point by point; and demonstrating how the proposed methodology meets or exceeds the specifications. Focus should be made on the followings:

- Well-structured methodology combined with detailed work plan that includes clear benchmarks, including the working days;
- Resumes of Key personnel must be accompanied with this RFQ;
- List of projects undertaken within the last 3 years that are related to this assignment;
- Contact details of three previous clients that can be used for reference purposes to whom a project has been completed in a similar size and scope as this assignment; and,
- Business license and registration papers including the VAT clearance certificate.

RFP: PAL-0000083237

8 FINANCIAL PROPOSALS

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. The financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

The offeror is asked to upload the Price Schedule online under **Financial Proposal** only. The financial proposal shall specify a total lump sum amount all-inclusive for the provision of the requirement.

RFP: PAL-0000083237

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

RFP: PAL-0000083237

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.



Empowered lives.
Resilient nations.

RFP: PAL-0000083237

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

RFP: PAL-0000083237

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured Certificate of Incorporation/ Business Registration Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder Trade name registration papers, if applicable

RFP: PAL-0000083237

- Local Government permit to locate and operate in assignment location, if applicable
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- Power of Attorney

RFP: PAL-0000083237

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____



RFP: PAL-0000083237

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

RFP: PAL-0000083237

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

RFP: PAL-0000083237

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			

RFP: PAL-0000083237

Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

RFP: PAL-0000083237

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

RFP: PAL-0000083237

- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.
- 2.8 Identify the risk factors and mitigation measures that will be adopted.
- 2.9 Identify the main elements of the advocacy and visibility plan

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

RFP: PAL-0000083237

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
Professional certifications	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
References	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

 Signature of Personnel

 Date (Day/Month/Year)

RFP: PAL-0000083237

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

RFP: PAL-0000083237

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

RFP: PAL-0000083237

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

RFP: PAL-0000083237

Form H: Form of Performance Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP
[Insert contact information as provided in Data Sheet]

WHEREAS [*name and address of Contractor*] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. [Click here to enter text](#). dated [Click here to enter a date](#), to execute Services (hereinafter called "the Contract"):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [*amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

1- SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date

Name of Bank

Address