



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

	DATE: November 12, 2019
	REFERENCE:

Dear Sir / Madam:

We kindly request you to submit your Proposal for **AGRICULTURAL COMMODITY QUANTIFICATION AND ANALYSIS**

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

Proposals may be submitted on or before Monday, December 16, 2019 and via email by 12h00 midday, courier mail or fax to the address below:

United Nations Development Programme
351 Francis Baard Street, Metropark, Pretoria
bid.pretoria@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of **90 days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Yahya Ba
Deputy Country Director -Operations

Description of Requirements

Context of the Requirement	<p>Public procurement is one of the fundamental mechanisms applied by the states globally to strengthen small and medium enterprises (SME). Part of what is procured by the state is food. Food and Agriculture Organisation (FAO) has developed policy guideline on public food procurement. The guidelines emphasized that public food procurement can be an instrument to foster agricultural development by directing government or state food demand to domestic suppliers, particularly smallholder farmers. By expanding smallholder market access, through public food procurement can assist in poverty alleviation and food security as agriculture still represents the most important source of income.</p> <p>In South Africa, facilitating and structuring access to state food procurement opportunities is an area that has not been fully assessed and prepared for. The focus has predominantly been on export markets with insufficient attention to the institutionalized food procurement by the state. The value of state food procurement is estimated in billions per annum in certain departments (e.g. Basic Education, Social Development) and hundreds of millions in others (e.g. South African Defense Force). Thus, opportunities for equity and access to state procurement needs to be urgently and thoroughly explored.</p> <p>Preparation and innovative models for delivery, looking at a sample of state departments, especially at provincial or regional level equipment, shared services, facilities, bulk /cooperative buying practice, aspirations and opportunities need be explored. In addition, a sample or at least one of food processing corporate companies which have an interest in and preference of domestic supply than imports may need to be studied and make recommendations of methods to be employed or learn from. One of the variables to be explored in analysis is socially acceptable net income in relation to competition and household or enterprise income.</p>
Implementing Partner of UNDP	The Department of Agriculture, Land Reform and Rural Development (DALRRD)
Brief Description of the Required Services ¹	The purpose of this assignment is to provide technical support in institutional markets analysis (commodity types, quantities, location and opportunities for access) in relation to key state departments that procure food and corporate company(ies) in food processing.
List and Description of Expected Outputs to be Delivered	<p>Detailed market analysis report</p> <ul style="list-style-type: none"> Government departments demand: analysis of agricultural produce demand including interviews to determine commodities they procure, a locational and regulatory review to understand how rural enterprises can participate. Private company demand: analyse the target big company market for agricultural produce that rural enterprises can access. <p>Market Engagement Plan</p> <ul style="list-style-type: none"> Prioritization and matching opportunities to land reform and producers location; A proposed Implementation Plan;

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

	<ul style="list-style-type: none"> • A Market engagement plan to facilitate and enable rural enterprises market access; and • A support plan to the selected and positioned producers. <p>An Operational Strategy</p> <ul style="list-style-type: none"> • Framework • A roll-out Plan • Proposed areas of basic support to producers <p>A Proposed Set of Tasks going forward.</p> <ul style="list-style-type: none"> • A recommended capacity development approach • A schedule of key delivery tasks (costed) 																
Person to Supervise the Work/Performance of the Service Provider	<p>The Team will be:</p> <p>Briefed by Chief Director Policy Research & Legislation Development-DALRRD and UNDP Project Manager at the start of the assignment and will henceforth report regularly to CD PR&LD-DALRRD and UNDP Project Manager throughout the assignment;</p> <p>Supervised by the Chief Director PR&D- DALRRD.</p>																
Frequency of Reporting	<i>As agreed during the inception meeting</i>																
Progress Reporting Requirements	The project report (s) must be submitted in electronic formats. All such materials shall become the property of the UNDP and its development partner and no document may be reproduced, copied or distributed without prior written consent from UNDP and DRDLR																
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location																
Expected duration of work	4 months																
Target start date	01 st January 2019																
Latest completion date	April 2020																
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s														
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance																

	<input checked="" type="checkbox"/> Others the contractor will take responsibility of its insurance cover
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency - ZAR
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>

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

Payment Terms ³			
	Deliverable	Payment	Timeframe
	1. Project Implementation Plan (PIP) Finalisation	40%	Within one (1) week of contract signing.
	2. 1 st Draft Reports	30%	Within 1½ month after signing of contract.
	3. Final Reports	30%	Within 3½ months and upon approval by the Senior Management
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Project monitoring, control and evaluation will be jointly done by UNDP and the DALRRD. UNDP Project Manager will administer the progress, contractual obligations. of the project and do quality assurance.		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>		
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.		
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 25 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 25 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 50 points		

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

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i></p>
Contract General Terms and Conditions ⁵	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁶	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i></p> <p><input type="checkbox"/> Others⁷ <i>[pls. specify]</i></p>
Contact Person for Inquiries (Written inquiries only) ⁸	<p><i>Procurement Unit</i> <i>[Designation]</i> procurement.enquiries@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information <i>[pls. specify]</i>	

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.