



REQUEST FOR PROPOSAL (RFP)

To: All Interested Bidders	DATE: February 10, 2020
	REFERENCE: RFP/UNDP/EU/89710/005/2020 – EAFM assessment and Pre-assessment in Shrimp in Aru District, Maluku Province and Barramundi in Merauke, Papua Province Towards MSC certification

Dear Sir / Madam:

We kindly request you to submit your Proposal for **EAFM assessment and Pre-assessment in Shrimp in Aru District, Maluku Province and Barramundi in Merauke, Papua Province Towards MSC certification**

A bidder's conference will be held on:

Date/Time: Thursday, 13 February 2020 at 11.30 hrs

Place: Aceh Meeting Room, UNDP Office, Menara Thamrin Building 7th Flr. Jl. MH. Thamrin Kav. 3 Jakarta 10250

Detailed Terms of Reference as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system" (<https://etendering.partneragencies.org>) **Event ID: 000005358**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with RFP requirements, through UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE! The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the financial proposal. **NOTE: DO NOT ENTER PROPOSAL PRICE IN THE SYSTEM, INSTEAD ENTER ONE.**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and **FINANCIAL PROPOSAL IS PASSWORD PROTECTED. NOTE! The File name should contain only Latin characters (No Cyrillic or other alphabets).**

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "**Accept Invitation**" button no later than 12 February 2020, If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have not registered in the system before, you can register now by logging in using:

username: event.guest
password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the "Instructions Manual for the Bidders", attached. Should you require any training on the UNDP ATLAS e-Tendering system or face with any difficulties when registering your company or submitting your quotation, please send an email to rida.trisna@undp.org cc: abriliany.kirana@undp.org

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters.
2. At least one capital letter.
3. At least one number.

New bidder registering for first time, system will not accept any password that does not meet the above requirements and thus registration cannot be completed.

For already existing bidders whose current password does not meet the criteria, when signing in, system will prompt you to change the password, and it will not accept a new password that does not meet requirement.

The user guide and videos are made available to bidder in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Bidder can also access below instruction from youtube with link below:
<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

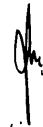
At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

The bidders are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

No hard copy or email submissions will be accepted by UNDP.

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

Sincerely yours,



Martin Stephanus Kurnia
Procurement Analyst
2/10/2020

Annex 1

Description of Requirements

Context of the Requirement	UNDP seeking to engage organization/company to manage EAFM assessment, Fisheries profile and Pre-assessment of Shrimp in Aru District and Barramundi in Merauke based on the Marine Stewardship Council (MSC) certification process by addressing gaps in the indicators against MSC Fisheries standard. The Main focus area are in Aru District, Maluku Province and Merauke, Papua Province			
Implementing Partner of UNDP	Ministry of Marine Affairs and Fisheries			
Brief Description of the Required Services ¹	The overall objective of this assignment is to assess shrimp and barramundi commodities to support people's welfare from Aru and Merauke district with MSC scheme and support the Government of Indonesia to improve fisheries management			
List and Description of Expected Outputs to be Delivered		Deliverables/Outputs	Output Progress	Due Date
	1	a. Initial report on EAFM Assessment for Shrimp commodities b. Initial report on fisheries profile in Shrimp commodities	20%	April 2020
	2	a. Initial report on pre-assessment report for Shrimp commodities b. Final Report on fisheries profile and EAFM for Shrimp commodities c. Initial report on EAFM Assessment for Barramundi commodities d. Initial report on fisheries profile in Barramundi commodities	30%	May 2020
	3	a. Final report on Pre-assessment for Shrimp commodities b. List of potential Fisheries Company and stakeholder mapping for Shrimp commodities c. Initial report on pre-assessment report for barramundi commodities d. Final Report on fisheries profile and EAFM for barramundi commodities	30%	June 2020

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.

	4	a. Final report on Pre-assessment for barramundi commodities b. List of potential Fisheries Company and stakeholder mapping for barramundi commodities	20%	August 2020
		Total	100%	
Person to Supervise the Work/Performance of the Service Provider	[1. Director of the Centre for Fisheries Research, Ministry of Marine Affairs and Fisheries/MMAF; 2. Programme Manager for Natural Resource Management, UNDP; 3. National Project Manager of GMC]			
Frequency of Reporting	<i>Please refer to the TOR</i>			
Progress Reporting Requirements	Please refer to the TOR			
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal			
Expected duration of work	The expected duration of the contract is 6 (six) month calculated based on the contract starting date			
Target start date	March 2020			
Latest completion date	August 2020			
Travels Expected	YES. Detail description are mention below.			
	Destination/s	Estimated Duration (days)	Brief Description of Purpose of the Travel	Target Date/s
	Jakarta	Maximum 3 days / trip (3 trips in total)	Workshop, Coordination meeting and Data Collection through survey to Fisheries Supply chain for Shrimp and barramundi	March – August 2020
	East Java	Maximum 3 days (1 trip)	Data Collection through survey to Fisheries Supply chain for Shrimp and barramundi	March – August 2020

	Bali	Maximum 3 days (1 trip)	Data Collection through survey to Fisheries Supply chain for Shrimp and barramundi	March – August 2020
	Maluku	Maximum 10 days/ trip (3 trips in total)	Coordination meeting, Data Collection through survey to fisheries profile and Fisheries Supply chain for shrimp	March – August 2020
	Papua	Maximum 5 days/ trip (3 trips in total)	Coordination meeting, Data Collection through survey to fisheries profile and Fisheries Supply chain for barramundi	March – August 2020
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	(NA)			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required			

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency for Local Bidder this is a must																							
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																							
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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																							
Payment Terms ³	<table border="1"> <thead> <tr> <th>No</th> <th>Deliverables/ Outputs</th> <th>Output Progress</th> <th>Due Date</th> <th>Payment Schedule</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>a. Initial report on EAFM Assessment for Shrimp commodities b. Initial report on fisheries profile in Shrimp commodities</td> <td>20%</td> <td>April 2020</td> <td>May 2020</td> <td>20%</td> </tr> <tr> <td>2</td> <td>a. Initial report on pre-assessment report for Shrimp commodities b. Final Report on fisheries profile and EAFM for Shrimp</td> <td>30%</td> <td>May 2020</td> <td>June 2020</td> <td>30%</td> </tr> </tbody> </table>						No	Deliverables/ Outputs	Output Progress	Due Date	Payment Schedule	Payment Amount	1	a. Initial report on EAFM Assessment for Shrimp commodities b. Initial report on fisheries profile in Shrimp commodities	20%	April 2020	May 2020	20%	2	a. Initial report on pre-assessment report for Shrimp commodities b. Final Report on fisheries profile and EAFM for Shrimp	30%	May 2020	June 2020	30%
No	Deliverables/ Outputs	Output Progress	Due Date	Payment Schedule	Payment Amount																			
1	a. Initial report on EAFM Assessment for Shrimp commodities b. Initial report on fisheries profile in Shrimp commodities	20%	April 2020	May 2020	20%																			
2	a. Initial report on pre-assessment report for Shrimp commodities b. Final Report on fisheries profile and EAFM for Shrimp	30%	May 2020	June 2020	30%																			

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

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.

		commodities c. Initial report on EAFM Assessment for Barramundi commodities d. Initial report on fisheries profile in Barramundi commodities				
	3	a. Final report on Pre-assessment for Shrimp commodities b. List of potential Fisheries Company and stakeholder mapping for Shrimp commodities c. Initial report on pre-assessment report for barramundi commodities d. Final Report on fisheries profile and EAFM for barramundi commodities	30%	June 2020	July 2020	30%
	4	a. Final report on Pre-assessment for barramundi commodities b. List of potential Fisheries Company and stakeholder mapping for barramundi commodities	20%	August 2020	September 2020	20%
		Total	100%			100%

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	[1. Director of the Centre for Fisheries Research, Ministry of Marine Affairs and Fisheries/MMAF; 2. Programme Manager for Natural Resource Management, UNDP; 3. National Project Manager of GMC]
Type of Contract to be Signed	<input checked="" type="checkbox"/> Professional Service Contract
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) – only bidders who received minimum score of 70 will be requested for password in opening the financial proposal <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Technical Proposal (100%) <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at:

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

	http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Rida Dian trisna and Abriliany Lintang Kirana</i> <i>Procurement Unit</i> <i>Rida.trisna@undp.org cc abriliany.kirana@undp.org</i></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	<p>Bidders Conference will be held on:</p> <p>Day/Date: Thursday, 13 February 2020 Time: 11.30 hrs Venue: Aceh Meeting Room, UNDP Office, Menara Thamrin Building 7th Flr. Jl. MH. Thamrin Kav. 3 Jakarta 10250</p>

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

⁶ 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.

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	<ul style="list-style-type: none"> a. Initial report on EAFM Assessment for Shrimp commodities b. Initial report on fisheries profile in Shrimp commodities 	20%	
2	<ul style="list-style-type: none"> a. Initial report on pre-assessment report for Shrimp commodities b. Final Report on fisheries profile and EAFM for Shrimp commodities c. Initial report on EAFM Assessment for Barramundi commodities d. Initial report on fisheries profile in Barramundi commodities 	30%	
3	<ul style="list-style-type: none"> a. Final report on Pre-assessment for Shrimp commodities b. List of potential Fisheries Company and stakeholder mapping for Shrimp commodities c. Initial report on pre-assessment report for barramundi commodities d. Final Report on fisheries profile and EAFM for barramundi 	30%	

	commodities		
4	a. Final report on Pre-assessment for barramundi commodities b. List of potential Fisheries Company and stakeholder mapping for barramundi commodities	20%	
	Total	100%	

**This shall be the basis of the payment tranches*

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Fisheries Expert (Team Leader)		90 days	1	
b. Fisheries Assessment Specialist		90 days	1	
c. EAFM Specialist		90 days	1	
d. Pre-assessment assessor		40 days	1	
e. (if any)		-		
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Resource Person				
6. Others				
-				
III. Other Related Costs				

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