



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

NAME & ADDRESS OF FIRM	DATE: February 14, 2020
	REFERENCE: MyRFP_2020_003

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy to design, build and maintain an online city level greenhouse gas (GHG) emission reporting system** .

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

Proposals may be submitted on or before **Thursday, February 27, 2020** and via e-tendering to the address below:

**<https://etendering.partneragencies.org>**  
**MYS10 and Event ID number : 0000005408**

Your Proposal must be expressed in the English Language, 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/cond\\_uct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/cond_uct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Patrick Pee*  
*Assistant Resident Representative (Operations)*  
*2/14/2020*

### Description of Requirements

Context of the Requirement	Consultancy to design, build and maintain an online city level greenhouse gas (GHG) emission reporting system
Implementing Partner of UNDP	Ministry of Energy, Science, Technology, Environment and Climate Change (MESTECC)
Brief Description of the Required Services <sup>1</sup>	To design, build and maintain an online city level greenhouse gas (GHG) emission reporting system, to enable reporting of city level greenhouse gas emission for local authorities/ cities in Malaysia.
List and Description of Expected Outputs to be Delivered	Refer to detailed Terms of Reference.
Person to Supervise the Work/Performance of the Service Provider	GTALCC Project Program Manager, National Project Manager of the GTALCC Project, and UNDP Assistant Resident Representative (Programme).
Frequency of Reporting	Weekly reporting to Program Manager, Monthly reporting to National Project Manager of GTALCC Project and UNDP Assistant Resident Representative (Programme).
Progress Reporting Requirements	Update on progress of consultancy & consultancy deliverables.
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location, with progress meetings in Putrajaya as necessary
Expected duration of work	12 calendar-months from March 2020 to March 2021
Target start date	2 March 2020
Latest completion date	1 March 2021
Travels Expected	Travels to Putrajaya for periodic progress meetings with the GTALCC Project Team will be expected
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 type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>

<sup>1</sup> 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.

excluded from Price Proposal)									
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_Malaysia Ringgit								
Value Added Tax on Price Proposal <sup>2</sup>	<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								
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Upon submission and approval of workplan</td> <td>10%</td> <td>By 15 March 2020</td> <td>Within thirty (30) days from</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Upon submission and approval of workplan	10%	By 15 March 2020	Within thirty (30) days from
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<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> 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.

	<table border="1"> <tr> <td>Upon submission and approval of system architecture</td> <td>10%</td> <td>By 31 March 2020</td> <td rowspan="7"> 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. </td> </tr> <tr> <td>Upon submission of design and development of system</td> <td>25%</td> <td>By 30 June 2020</td> </tr> <tr> <td>Upon completion of acceptance test</td> <td>10%</td> <td>By 31 July 2020</td> </tr> <tr> <td>Upon completion of system deployment</td> <td>10%</td> <td>By 31 August 2020</td> </tr> <tr> <td>Upon submission of training manuals/documentation and completion of training sessions</td> <td>10%</td> <td>By 30 September 2020</td> </tr> <tr> <td>Upon completion of periodic site maintenance (2% per month x 5 months)</td> <td>10%</td> <td>1 September 2020 – 31 January 2021</td> </tr> <tr> <td>Upon completion of handover of system to SEDA Malaysia</td> <td>15%</td> <td>28 February 2021</td> </tr> <tr> <td></td> <td>Total</td> <td>100%</td> <td></td> </tr> </table>	Upon submission and approval of system architecture	10%	By 31 March 2020	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.	Upon submission of design and development of system	25%	By 30 June 2020	Upon completion of acceptance test	10%	By 31 July 2020	Upon completion of system deployment	10%	By 31 August 2020	Upon submission of training manuals/documentation and completion of training sessions	10%	By 30 September 2020	Upon completion of periodic site maintenance (2% per month x 5 months)	10%	1 September 2020 – 31 January 2021	Upon completion of handover of system to SEDA Malaysia	15%	28 February 2021		Total	100%	
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	G TALCC Project Program Manager, National Project Manager of the GTALCC Project, and UNDP Assistant Resident Representative (Programme).																										
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <input type="checkbox"/> Other Type of Contract																										
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of																										

<sup>4</sup> 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.

	services required. <b>Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</b>
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (35%)</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%)</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (25%)</p> <p><b><u>Financial Proposal (30%)</u></b></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:</p>
Contract General Terms and Conditions <sup>5</sup>	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input 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:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP <sup>6</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR</p> <p><input type="checkbox"/> Others<sup>7</sup> [pls. specify]</p>
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p>Procurement.my@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 [pls. specify]	Please refer to the detailed Terms of Reference (TOR) for all other information.

<sup>5</sup> 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.

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

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

<sup>8</sup> 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.

## Terms of Reference

### 1.0 BACKGROUND

The Green Technology Applications for the Development of Low Carbon Cities (GTALCC) project was initiated to generate direct GHG emission reductions from at least five Malaysian cities. The objective of the project is to facilitate the implementation of low carbon initiatives and showcase a clear and integrated approach to low carbon development.

Malaysia intends to reduce its greenhouse gas (GHG) emissions intensity of GDP by 45% by 2030 relative to the emissions intensity of GDP in 2005. The urbanisation rate of Malaysia increased from 66.5% in 2005 to 74.3% in 2015. Cities in Malaysia are significant contributors to the country's GHG emissions. Cities and states have struggled to translate the national GHG emission reduction agenda into local action. This is due to lack of capacity and resources to undertake city-level greenhouse gas inventories. Cities such as Putrajaya, Iskandar Malaysia and Hang Tuah Jaya have developed city-level GHG inventories.

MESTECC through the GTALCC project intends to develop an online city level GHG emissions reporting system which includes a web portal and web application. The web portal will be used to disseminate information on GHG emissions of Malaysian cities to the public. The web application will be used as a platform for local authorities to report their city level GHG emissions on an annual basis. The collected data from the system will be shared across with other ministries and agencies such as Ministry of Housing and Local Government, Ministry of Federal Territories, Ministry of Transport, Ministry of Economic Affairs, PLANMalaysia, Department of Statistics Malaysia and PLANMalaysia

This work is part of Component 1 of the project which is policy support for the promotion of integrated low carbon urban development, which will enable cities to implement and adopt integrated low carbon urban development plans and programmes.

### 2.0 OBJECTIVES

The online city level GHG emission reporting system is intended to achieve the following objectives:

- i. To provide a platform to local authorities to report their city level GHG emissions on annual basis within their administrative boundary
- ii. To enable local authorities to access data from providers i.e Tenaga Nasional Berhad on electricity consumption data.
- iii. To allow local authorities to benchmark their GHG emissions with other cities in Malaysia and globally.
- iv. To support local authorities in formulating low carbon development plans.

### 3.0 DESCRIPTION OF RESPONSIBILITIES

The appointed consultant shall work closely with GTALCC project team and the ICT department at SEDA Malaysia with the support of the ICT department and related departments under the Environment and Climate Change Sector of MESTECC. The web developer will design, develop and deploy the system which consists of a web portal and a web application covering the following:

- Design and develop the system architecture and functionality based on SEDA Malaysia's requirements.
- Installation of content management system (CMS) and necessary modules/plugins for an optimal system performance. SEDA Malaysia shall provide the domain and hosting of the system with guidance from MESTECC's ICT department.
- The CMS/Web Development Framework should be based on a widely used and open license PHP framework to allow future upgrades and modifications in the future.
- Propose the design of the system for SEDA Malaysia's review and approval.
- Perform preventive maintenance from time to time to ensure errors are fixed.
- Develop necessary documentations which describes system architecture, user manuals, system installations, system administrator, technical guides and training materials
- Conduct trainings to local authorities and relevant data providers.
- Continuous technical support and quality control within the period of contract.
- Handover of full source code to SEDA Malaysia before the end of the project.

## **4.0 METHODOLOGY**

### **4.1 Web portal (structure)**

The web portal should have the following:

- General web layout in dual language (English and Bahasa Melayu):
  - Home
  - About
  - Resources
  - Contact us
  - Login page
- Map of Malaysia with state and local authorities' boundaries.
- Search button with drop down list of local authorities e.g Majlis Bandaraya Kuala Lumpur or cities e.g Cyberjaya
- Button linked to the GHG emissions of the selected local authority or city

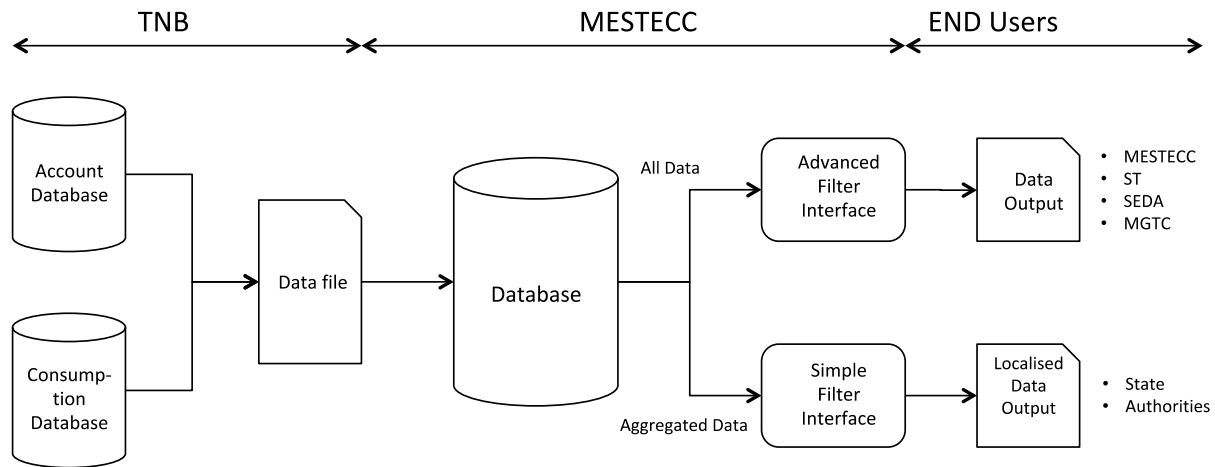
### **4.2 Web application (functionalities)**

The web application should have the following:

- Login page – user name and password
- Entering and control data of the following parameters:
  - o Geographic boundary
  - o Inventory year
  - o Population
  - o Types of greenhouse gases (GHGs) in terms of CO2 equivalent
  - o Grid-supplied electricity consumption
  - o Fuel sales – natural gas, petrol, diesel, etc
  - o Transport activity data – vehicle kilometres travelled (VKT), mode share and energy intensity
  - o Waste (solid waste and wastewater)



- o Amount of production output and raw material consumption of the identified industrial process
- o Amount of identified product use in the inventory year
- o Land use and land change
- Calculation of GHG emissions according to sectors outlined in the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC).
- Import of default values such as emission factors, global warming potential (GWP) of greenhouse gases based on IPCC Guidelines.
- Database management module. (Refer to Figure 1 on data flow and management). Important note: **The scope of work is only limited to the development of the module to allow management of large datasets in the future. This is due to unavailability of the large datasets in the present.**
- Analysis of GHG emission trend according to sectors outlined in the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC).
- Charting of GHG emissions – trendline, year to year reduction/increase, targets
- Tracking of GHG inventory submissions from local authorities
- Import of existing GHG inventories
- Import of data from national agencies such Suruhanjaya Tenaga which hosts the Malaysian Energy Information Hub and Department of Statistics Malaysia
- Excel, pdf data export
- Import of GHG emissions calculation spreadsheets used by local authorities
- Download of GHG emissions calculation template such as CIRIS and manuals



**Figure 1 Data flow and management**

Example of a similar system developed in Denmark : <https://sparenergi.dk/offentlig/vaerktoejer/energi-og-co2-regnskabet>

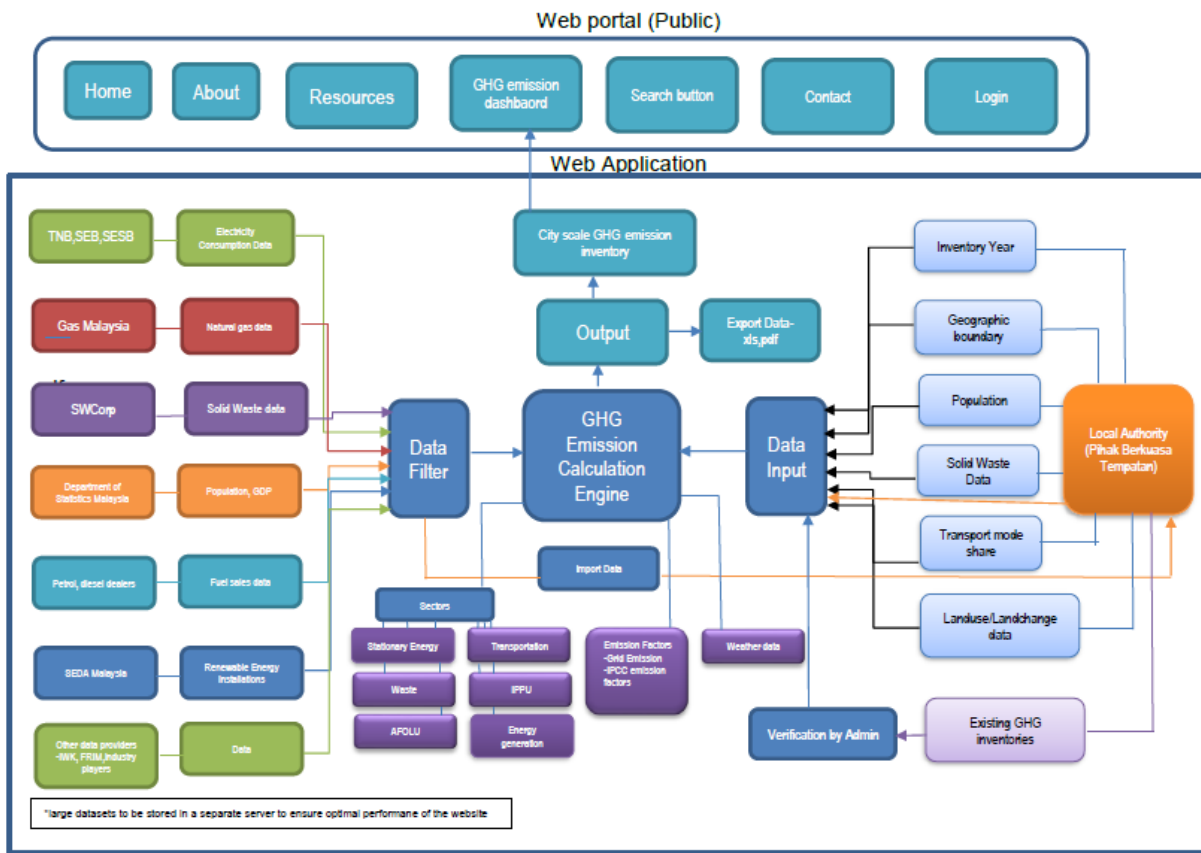


Figure 2 Proposed system architecture

#### 4.3 Access Level

The system shall be able to solely provide information to those stakeholders who can access it. The standard classification of stakeholders is done according to the table below. Access to the respective information shall be given in line with the table below as an example:

Access Level	Information accessible
SEDA Malaysia (administrator)	Full access. Administrator shall be able to manage the group such as create, update, delete and grant the access. Access to raw data and reports
Local authorities	Access by username and password granted by SEDA Malaysia. Access to data required to calculate GHG emissions – electricity data, fuel sales, waste generation. Input of data for calculation of GHG emissions. Upload of calculation spreadsheets
Data providers	Access by username and password granted by SEDA Malaysia. Access only for upload of raw data.
Public	Information dashboard which includes of GHG emissions of cities. Public should be able to download the GHG emissions data in PDF or XLS format.

#### 4.4 TRAINING

The Consultant is required to develop the necessary documentation which describes the internal system architecture, user manuals, technical guides and training materials. The developer is required to carry out training workshops as follows:

- Basic workshop (1 day)

This workshop is targeted at end users of the system which consists of personnel from selected local authorities, federal and state agencies and companies responsible in providing data to the system.

- Advanced workshop (2 days)

This workshop is targeted at personnel from the ICT department of SEDA and MESTECC. This workshop is more technical which covers the internal system architecture and maintenance requirements.

#### 5.0 DELIVERABLES AND TIMELINE

The Consultant shall perform the Services and timeline as described in Terms of Reference.

All outputs will be technically cleared by the GTALCC project team, verified and accepted by the National Project Director and the UNDP Assistant Resident Representative (Programme) before payment for each deliverable will be effected. Each deliverables shall be approved by the GTALCC National Project Manager before proceeding to the next stage of services.

#### 6.0 TERMS OF PAYMENT

The fee is payable upon satisfactory completion and acceptance of the deliverables by SEDA/MESTECC and UNDP Malaysia. Please refer the below schedule of payments. Prices should be in Malaysian Ringgit Per day rate inclusive of all expenses (insurance, local travels and communications) related to the assignment. The consultant is responsible for payment of all relevant taxes. Breakdown and schedule of payments is in **Annex 2**.

#### 7.0 DURATION

The project is expected to be completed in the course of **twelve (12) months** after signing of work contract by successful consultant. The deliverables and timeline are as per the Financial Proposal form. The consultancy will take place from 3 March 2020.

#### 8.0 PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONSULTANT AND ITS KEY PERSONNEL

The team shall have a **minimum number of 2 key personnels** and covering the below roles and shall have demonstrated a successful completion of similar system

1. Project Team Leader (Senior Developer)

- Bachelor's Degree with Information Technology, Computer Science, Management Information System or similar qualification.
- Minimum of 5 years of relevant experience in IT development

- Possess the following skills – HTML/CSS coding; server-side languages (such as Javascript) and back-end languages (such as Node.js, Python, Ruby and PHP)
- Familiarity and relevant experience in using different Content Management Systems (CMS).
- Prior experience in designing web applications related to environment and climate change is an added advantage.
- Possess a broad knowledge of current web development technologies and design tools in the field.
- Expert in the following programming language and standards: PHP, HTML (including version 5), Javascript, CSS (including version 3), AJAX, XML, XHTML, Python
- Expert in the database applications: MySQL
- Expertise in Adobe Illustrator, In-Design and Dreamweaver is an added advantage
- Knowledge in greenhouse gas accounting is an added advantage but not required. The consultant will be given a crash course on greenhouse gas accounting methodologies.

## 2. Project Team Member (Senior/Junior Developer)

- Bachelor’s Degree with Information Technology, Computer Science, Management Information System or similar qualification.
- Minimum of 3 years of relevant experience in IT development
- Possess the following skills – HTML/CSS coding; server-side languages (such as Javascript) and back-end languages (such as Node.js, Python, Ruby and PHP)
- Familiarity and relevant experience in using different Content Management Systems (CMS).
- Prior experience in designing web applications related to environment and climate change is an added advantage.
- Possess a broad knowledge of current web development technologies and design tools in the field.
- Expert in the following programming language and standards: PHP, HTML (including version 5), Javascript, CSS (including version 3), AJAX, XML, XHTML, Python
- Expert in the database applications: MySQL
- Expertise in Adobe Illustrator, In-Design and Dreamweaver is an added advantage

## 9.0 REQUIRED DOCUMENTS

The consultant must provide a link to their completed projects.

## 10.0 PRICE AND SCHEDULE OF PAYMENTS

The contract price is based on professional fee, travel, vehicles and other relevant costs such as allowances, taxes to deliver the outputs. The service provider shall be paid upon satisfactory submission and acceptance of deliverables by GTALCC team and UNDP according to the following schedule.

Outputs	Percentage	Timing
Upon submission and approval of workplan	10%	By 15 March 2020
Upon submission and approval of system architecture	10%	By 31 March 2020

Upon submission of design and development of system	25%	By 30 June 2020
Upon completion of acceptance test	10%	By 31 July 2020
Upon completion of system deployment	10%	By 31 August 2020
Upon submission of training manuals/documentation and completion of training sessions	10%	By 30 September 2020
Upon completion of periodic site maintenance (2% per month x 5 months)	10%	1 September 2020 – 31 January 2021
Upon completion of handover of system to SEDA Malaysia	15%	28 February 2021
Total	100%	

Prices are in MYR and include shall expenses (including local travels) related to the assignment. The service provider is responsible for payment of all relevant taxes.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[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) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

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

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

The service provider must provide a link to portfolio of previous similar work completed.

**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\***

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1.	Upon submission and approval of workplan	10%	
2.	Upon submission and approval of system architecture	10%	
3.	Upon submission of design and development of system	25%	
4.	Upon completion of acceptance test	10%	
5.	Upon completion of system deployment	10%	
6.	Upon submission of training manuals/documentation and completion of training sessions	10%	
7.	Upon completion of periodic site maintenance (2% per month x 5 months)	10%	
8.	Upon completion of handover of system to SEDA Malaysia	15%	
	<b>Total</b>	<b>100%</b>	

\*This shall be the basis of the payment tranches

**E. Cost Breakdown by Cost Component**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Project Team Leader				
b. Project Team Member				

<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

*[Designation]*

*[Date]*