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

<table>
<thead>
<tr>
<th>Interested Companies</th>
<th>DATE: March 16, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>REFERENCE: BBRFP78646</td>
</tr>
</tbody>
</table>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the development of Policy recommendations, Minimum Energy Performance Standards (MEPS), and Certification protocols for auditing and energy certifications protocols.

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

Proposals may be submitted on or before Friday, April 03, 2020 and via email to the address below:

   Procurement.bb@undp.org

   Your Proposal must be expressed in English, and valid for a minimum period of 120 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:

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:

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit
3/16/2020
# Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Provision of Enabling Action Services, re Policy Measures and MEPS, for Low Carbon Development Path Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal</td>
</tr>
<tr>
<td>Brief Description of the Required Services</td>
<td>This consultancy is intended to address the barriers associated with the lack of technical knowledge and capacity in Dominica to plan, design, implement, operate and maintain RE/EE projects. The expected outcome of this work is improved knowledge, awareness and institutional capacity on EE applications and solar PV through demonstrations of their deployment in Dominica.</td>
</tr>
</tbody>
</table>
| List and Description of Expected Outputs to be Delivered | 1. Develop an inception report and work plan to complete assigned tasks within the allotted time frame  
2. Provide recommendations for policy measures and enforcement of EE applications and RETs, to address gaps in existing policies and standards.  
4. Prepare auditing and energy certification protocols for various RE and EE systems (namely solar PV systems, and EE lighting)  
5. Conduct workshop with policymakers, energy professionals and other relevant stakeholders to disseminate information on MEPS, S&L system, Green Building Code |
| Person to Supervise the Work/Performance of the Service Provider | Project Coordinator and the Programme Manager (UNDP Country Office) |
| Frequency of Reporting | Progress Report: Every two weeks  
Delivery Report: After each main deliverable of consultancy |
| Progress Reporting Requirements | Progress Reports should include:  
- Reporting on Progress, including challenges, risk and mitigating measures  
Delivery Reports should include:  
- Methodologies used  
- Key Findings, Results and Results Analysis  
- Lessons Learnt and Recommendations  
- Audio Visual presentation of Consultancy Report (photos, videos, material for communication and dissemination |
### Location of work
- Commonwealth of Dominica
- At Contractor's Location

### Expected duration of work
6 months

### Target start date
20th April, 2020

### Latest completion date
20th October, 2020

### Travels Expected

<table>
<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>Commonwealth of Dominica</td>
<td>1 week</td>
<td>Based on Workplan</td>
<td>Based on Workplan</td>
</tr>
<tr>
<td>Commonwealth of Dominica</td>
<td>1 week</td>
<td>Based on Workplan</td>
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<td>Based on Workplan</td>
</tr>
</tbody>
</table>

### Special Security Requirements
- ☒ Security Clearance from UN prior to travelling
- ☒ Completion of UN’s Basic and Advanced Security Training
- ☒ Comprehensive Travel Insurance
- ☐ Others [pls. specify]

### Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)
- ☐ Office space and facilities
- ☐ Land Transportation
- ☐ Other

### Implementation Schedule indicating breakdown and timing of activities/sub-activities
- ☒ Required
- ☐ Not Required

### Names and curriculum vitae of individuals who will be involved in completing the services
- ☒ Required
- ☐ Not Required

### Currency of Proposal
- ☒ United States Dollars
- ☐ Euro
- ☐ Local Currency

### Value Added Tax on Price Proposal
- ☒ must be inclusive of VAT and other applicable indirect taxes
- ☐ must be exclusive of VAT and other applicable indirect taxes

### Validity Period of
- ☐ 60 days

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¹ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.
### Proposals (Counting for the last day of submission of quotes)

- ☐ 90 days
- ☒ 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

- ☒ Not permitted
- ☐ Permitted

### Payment Terms

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Percentage</th>
<th>Timing</th>
<th>Condition for Payment Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit inception report and work plan</td>
<td>10%</td>
<td>1 week after signature of contract</td>
<td>Within thirty (30) days from the date of meeting the following conditions:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and</td>
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<tr>
<td></td>
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<td></td>
<td>b) Receipt of invoice from the Service Provider.</td>
</tr>
<tr>
<td>Submit report of the policy review, which clearly identifies gaps and synergies, and outline policy recommendations</td>
<td>10%</td>
<td>6 weeks after contract signature</td>
<td></td>
</tr>
<tr>
<td>Submit rules and standards for installation of RE and EE equipment, including draft code of practice</td>
<td>20%</td>
<td>6 weeks after contract signature</td>
<td></td>
</tr>
<tr>
<td>Submit MEPS, S&amp;L, Green Building Codes (with integration plan)</td>
<td>15%</td>
<td>10 weeks after contract signature</td>
<td></td>
</tr>
<tr>
<td>Submit report on auditing and energy certification protocol developed</td>
<td>15%</td>
<td>14 weeks after contract signature</td>
<td></td>
</tr>
<tr>
<td>Conduct workshop with policymakers, energy professionals and other relevant stakeholders</td>
<td>15%</td>
<td>18 weeks after contract signature</td>
<td></td>
</tr>
<tr>
<td>Submission of report vocational workshop conducted with technicians in Code of Practice</td>
<td>15%</td>
<td>21 weeks after contract signature</td>
<td></td>
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</tbody>
</table>

### Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment

- Project Coordinator
- Chief Technical Adviser
- Project Director (where necessary)
- Project Steering Committee (where necessary)
| Type of Contract to be Signed | ☐ Purchase Order  
☒ Contract for General Services  
☐ Long-Term Agreement *(call off triggered by the PO)*  
☐ Other Type of Contract *[pls. specify]* |
| Criteria for Contract Award | ☐ Lowest Price Quote among technically responsive offers  
☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  
☒ 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 (70%)**  
☒ Expertise of the Firm 20%  
☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30%  
☒ Management Structure and Qualification of Key Personnel 20%  
**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: | ☒ One and only one Service Provider  
☐ One or more Service Providers, depending on the following factors |
| Contract General Terms and Conditions² | ☐ General Terms and Conditions for contracts (goods and/or services)  
☒ General Terms and Conditions for de minimis contracts (services only, less than $50,000)  
Applicable Terms and Conditions are available at:  
| Annexes to this RFP | ☒ Form for Submission of Proposal (Annex 2)  
☒ Detailed TOR (Annex 4)  
☐ Others³ *[pls. specify]* |
| Contact Person for Inquiries (Written inquiries only) | Procurement Unit  
[Procurement.bb@undp.org](mailto:Procurement.bb@undp.org)  
Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information | Request for clarifications/questions must be made at least 10 working days before submission date |

² 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.  
³ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.
FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

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

[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, contact 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.

4 This serves as a guide to the Service Provider in preparing the Proposal.
5 Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.
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*

<table>
<thead>
<tr>
<th>Deliverables [list them as referred to in the RFP]</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Deliverable 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Deliverable 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 ...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

*This shall be the basis of the payment tranches

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

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

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