REQUEST FOR PROPOSAL (RFP)

LOCAL (National) Advertisement  DATE: April 6, 2020
REFERENCE: RFP/01/2020 – IP Audit 2019

Dear Sir / Madam:

We kindly request you to submit your Proposal for the following: Financial Audit of Implementing Partners (IP) – 2019 Expenditure (Auditoria Financeira aos Parceiros de Implementação (PI) – Despesas de 2019.

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

Proposals may be submitted on or before Thursday, April 23, 2020, 16:00Hrs to the following addresses:

Email: procurement.cv@cv.jo.un.org
Ref.: RFP/01/2020 – IP Audit 2019

Your Proposal must be expressed in the English, Portuguese, or French language, and valid for a minimum period of Sixty (60) 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/protestandsanctions/

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: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Salette Bettencourt
Salette Bettencourt
Operations Manager
4/6/2020
## Description of Requirements

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<tr>
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<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>N/A</td>
</tr>
<tr>
<td>Brief Description of the Required Services</td>
<td>Please see attached Terms of Reference (ToR).</td>
</tr>
<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>Please see attached Terms of Reference (ToR).</td>
</tr>
<tr>
<td>Person to Supervise the Work/Performance of the Service Provider</td>
<td>PPPI team and HACT committee</td>
</tr>
<tr>
<td>Frequency of Reporting</td>
<td>Reporting is per the timelines indicated in the ToR.</td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
<td>Please see attached Terms of Reference (ToR).</td>
</tr>
</tbody>
</table>
| Location of work | ☒ Implementing Partners Location (attached list of PI to be audited)  
☒ At Contractor’s Location  
☒ UN Office                                                                                                                                  |
| Expected duration of work | 45 Days                                                                                                                                |
| Target start date | May 2, 2020                                                                                                                            |
| Latest completion date | June 30, 2020                                                                                                                          |
| Travels Expected | Please see attached Terms of Reference (ToR).                                                                                                    |
| Special Security Requirements | N/A                                                                                                                                  |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | Please see attached Terms of Reference (ToR).                                                                                                    |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | ☒ Required                                                                                                                               |
| Names and curriculum vitae of individuals who will be involved in completing the services | ☒ Required                                                                                                                               |
| Currency of Proposal | ☒ Local Currency (Cape Verdean Escudos)                                                                                                        |
| Value Added Tax on Price Proposal | ☒ If applicable VAT must be indicated separately from the total Price                                                                 |
| Validity Period of Proposals (Counting for the last day of submission of quotes) | ☒ 60 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                                                                                                                         |

### Payment Terms

<table>
<thead>
<tr>
<th>Outputs</th>
<th>%</th>
<th>Timing</th>
<th>Condition for Payment Release</th>
</tr>
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</table>
| Workplan                                     | 20%| 205/2020  | Within thirty (30) days from the date of meeting the following conditions:  
| Upon Submission and Approval of Draft Report | 20%| 10/06/2020| a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and  
<p>| Upon Submission and Approval of Final Report | 60%| 30/06/2020| b) Receipt of invoice from the Service Provider. |</p>
<table>
<thead>
<tr>
<th><strong>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</strong></th>
<th>PPPI team and HACT committee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Contract to be Signed</strong></td>
<td>☒ Contract Face Sheet for Professional Services</td>
</tr>
</tbody>
</table>
| **Contract General Terms and Conditions**<sup>1</sup> | ☒ General Terms and Conditions for de minimum contracts (services only, less than $50,000)  
Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| **Criteria for Contract Award** | ☒ 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). |
| **Criteria for the Assessment of Proposal** | **Technical Proposal (70%)**  
☑ Expertise of the Firm (Profile) - 15 points  
☑ Methodology, Approach and Implementation Plan - 30 points  
☑ Qualification of Personnel - 25 points  
**Financial Proposal: 30 points (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 |
| **Annexes to this RFP** | ☒ Form for Submission of Proposal (Annex 2)  
☐ Detailed TORs and the attachments |
| **Contact Person for Inquiries (Written inquiries only)**<sup>2</sup> | Contact Person: Procurement Unit  
Email: humanresources.cv@cv.jo.un.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. |

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<sup>1</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>2</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.
A pre-proposal meeting will be held on:  

| Time: 15 Horas  
| Date: 4/14/2020  
| Venue: Virtual Meeting  

If you are interested in participating in the virtual pre-proposal meeting, please send your contact (email) details to the following address: humanresources.cv@cv.jo.un.org no later than 14:00 on April 13, 2020.

### Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)

- ✒ Company Profile, which should not exceed ten (10) pages, including printed brochures and product catalogues relevant to the services being procured  
- ✒ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations  
- ✒ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation  
- ✒ INPS Certification issued by the relevant authority evidencing that the Bidders is updated with its Social Security payments  
- ✒ Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value for the past 2 years  
- ✒ All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded  
- ✒ Written self-declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division or Other Ineligibility List

### Other Information: Conditions and Procedures for electronic submission and opening

- Official email address: procurement.cv@cv.jo.un.org  
- ✒ Free from virus and corrupted files  
- ✒ Format: PDF files only  
- ✒ Financial proposal Password protected, and must not be provided until requested  
- ✒ Password for Financial Proposal will be requested from those Proposers whose Technical proposals found to be Technically Qualified by Technical Evaluation Panel.  
- ✒ For electronically transferred data, the maximum capacity is 8MB.  

**Mandatory email subject line:** your Technical and Financial proposals shall be sent into two separate emails as per the following subject lines: 