

REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: June 3, 2020
	REFERENCE: RFP-CHN-2020-020

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Event management services on capacity building training***.

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

Proposals may be submitted no later than **12PM, Saturday, June 20, 2020** and via email to bids.china@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:

<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/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Ge Yunyan
Operations Manager
6/3/2020



Description of Requirements

Context of the Requirement	Event Management Service for Capacity Building Training
Brief Description of the Required Services ¹	Please find detailed information in TOR.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> ➤ One fund-raising training session with comprehensive proposal ➤ One public relations training session with comprehensive proposal
Person to Supervise the Work/Performance of the Service Provider	<i>Being LGBTI in Asia Program Officer at UNDP China</i>
Frequency of Reporting	Completion of each output
Progress Reporting Requirements	
Expected duration of work	From July 2020 to December 2020
Target start date	01 Jul 2020
Latest completion date	31 December 2020
Travels Expected	No.
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 type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency, Chinese Yuan (CNY)

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.

Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" 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														
Payment Terms ³	<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>Output 1</td> <td>50%</td> <td>Upon delivery of output 1. Deadline is Jul 31.</td> <td rowspan="2"> Within thirty (30) days from 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>Output 2</td> <td>50%</td> <td>Upon delivery of output 2. Deadline is Oct 31.</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Output 1	50%	Upon delivery of output 1. Deadline is Jul 31.	Within thirty (30) days from 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.	Output 2	50%	Upon delivery of output 2. Deadline is Oct 31.
Outputs	Percentage	Timing	Condition for Payment Release												
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Output 2	50%	Upon delivery of output 2. Deadline is Oct 31.													
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Manager, UNDP														
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services														

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.

Criteria for Contract Award	<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 services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology for the Completion of Services 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <p>Financial Proposal (30%)</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:	<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) <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 ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Han Xu</i> <i>Operation Assistant</i> <i>bids.china@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>
Special note	<p>Your proposal must be encrypted and sent via email to bids.china@undp.org no later than 12PM, Tuesday, Jun 20, 2020</p> <p>Please provide your password to bids.china@undp.org at 9AM on 22 Jun 2020, the scheduled time for bid opening.</p>

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.

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.

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/Expertise of the Firm -30%

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;*
- b) *Track Record – list of related previous experience. The Service Provider should have strong interpersonal skills, able to communicate and work with diverse people. The Service Provider should have more than 5 years' experience in organizing NGO training.*

B. Proposed Methodology for the Completion of Services-40%

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics 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.

C. Qualifications of Key Personnel-30%

If required by the RFP, the Service Provider must provide names and qualifications of the key personnel that will perform the services indicating who is Project Manager, who are team members, etc.;

The team is expected to have -

- *Experience in organizing NGO training.*
- *Proficient in the use of the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.*

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

- *In-house capability in the use of design software such as Adobe Indesign.*
- *Excellent communication skills, including writing, proof reading skills, and speaking.*
- *Excellent interpersonal skills both in person and by phone, with high professionalism.*
- *Ability to accomplish projects with little supervision.*
- *Excellent customer service ethic and high expectations for quality.*
- *Excellent attention to detail.*
- *Skill in public relations.*
- *Skill in organization in order to coordinate several events simultaneously.*
- *Ability to work with a highly creative team.*
- *Self-motivated with energy, drive and enthusiasm.*
- *Demonstrated ability to meet deadlines and work under pressure.*
- *Understanding of UN, including UNDP, development issues and UN reform.*

D. Cost Breakdown per Output

	Output <i>[list them as referred to in the RFP]</i>	Specification	Unit price: CNY	Quantity	Sub-total: CNY
1	Output 1:				
	a)				
	b)				
	c)				
2	Output 2:				
	a)				
	b)				
Total: CNY					

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

TOR of Enterprise Training in Capacity Building and Awareness Raising of Access to and Benefit Sharing of Genetic Resources

I. Background

The United Nations Development Program (UNDP) in China and Being LGBTI in Asia and the Pacific (BLIA) Programme will support a series of capacity building training on fundraising and public relations for LGBTI NGOs in China. The training aims to enhance the capacity of LGBT community organizations on fundraising and public relations, and improve their organizational capacity, better serve LGBT communities, and eliminate social discrimination against LGBT people.

The level of social acceptance of LGBT people has a great impact on the physical and mental health of each LGBT individual. LGBT youth are far more likely than their heterosexual peers to experience depression. The friendly attitude towards LGBT people can also benefit the sustainable development of the economic and culture. China has supported recommendations raised by member states at the United Nations that LGBT people should not face discrimination on the basis of sexual orientation and that LGBT people's health rights will be guaranteed.

Community organization is an indispensable component of social transformation and often provides unique perspective to social development. Community organization plays a crucial role in achieving equal rights for LGBT people. A vibrant and active community is the cornerstone for the advancement of LGBT rights.

Therefore, BLIA will support community organizations to tackle the key question: organizational capacity development. Through the capacity building training on fundraising and public relations, the community organizations will acquire capacity on both strategy development and implementation techniques in fundraising and public relations. Their organizational capacity will be advanced.

Two sessions of training, each lasting for three days, will be respectively organized in July and October in Guangzhou. Forty participants from more than ten organizations, including staff members and active volunteers, will attend the event.

The event will not only focus on training, but also network building of LGBT organizations.

II. Tasks and Objectives

- The service provider shall organize a fund-raising training session in July in Guangzhou, including material purchase, field scenario setting, and anything else caused on the training day. A comprehensive proposal about the overall event planning strategy, with required themes and elements agreed upon with UNDP China.
- The service provider shall organize a public relations training session in October in Guangzhou, including material purchase, field scenario setting, and anything else caused on the training day. A comprehensive proposal about the overall event planning strategy, with required themes and elements agreed upon with UNDP China.

III. Main Contents

The selected service provider will be expected to work together with UNDP China, to give comprehensive suggestions on the capacity building training. Each session of training will last for three days. The selected service provider will be responsible for components including but not limited to the following:

- To fully record the training process;
- To prepare related documents;
- To encourage the trainees to participate actively;
- To invite and coordinate the lecturers.

The service provider shall also provide a detail material list that may be applicable during the event, and other possible cost for the overall event.

- Venue management
 - Ensure the venue is well prepared and decorated;
 - Arrange and ensure all Meeting rooms (Main room and Break away rooms) are arranged according to specifications and ready for the Meetings as required (as per specified meetings' schedule);
 - Ensure all required audio-visual equipment is available for the training sessions;
 - Cross-check possibilities for all related meeting facilities;
 - Ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms.
- Conference guide
 - Prepare and send conference information to all participants.
 - The Contractor shall provide polite, responsive and efficient service at all times to fulfill the respective UNDP's requirements. As a service objective, telephone calls and emails should be answered promptly.
 - Contractor shall be attending all UNDP organizing committee meetings as it may be arranged.
- Quality Control for the Services
 - The Contractor shall monitor the quality of the services provided to UNDP on a regular and continual basis. These procedures shall include a self-inspection system covering all the services to be performed in the Contract, and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service furnished to the respective UNDP.
 - UNDP reserve the right to conduct their own quality control surveys to ensure the adequacy of the services.
 - The Contractor warrants that the personnel assigned to handle UNDP's arrangements shall have a strong event management and hotel reservation skills and experience and shall constantly be trained to be kept up to date.

IV. Activities, Outputs and Timetable

Activity	Output	Location	Expected Starting Time	Output Deadline	Budget Description
Activity 1: Organize fund raising capacity building training session	Output 1: Fund raising training session - Logistic arrangement including transportation, accommodation, food catering - Venue arrangement - Lecturer arrangement - Training materials	Guangzhou	Jul	2020/7/31	Cost on logistic and lecturer arrangement; Cost on lecturer arrangement
Activity 2: Organize public relations capacity building training session	Output 2: Public relations training session - Logistic arrangement including transportation, accommodation, food catering - Venue arrangement - Lecturer arrangement - Training materials	Guangzhou	Oct	2020/10/31	Cost on logistic and lecturer arrangement; Cost on lecturer arrangement