



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

**DATE: June 9, 2020**

**REFERENCE: UNDP/IRH-202005-RFP-11**

Dear Sir / Madam:

We kindly request you to submit your proposal for **Provision of Website Development**.

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

Proposals may be submitted on or before **Friday, June 26, 2020 COB 530 pm Istanbul Time** and via email to the address below:

**United Nations Development Programme  
procurement.irh@undp.org**

Your Proposal must be expressed in the **English**, 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/unsc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*[name of authorized staff]*

*[designation]*

*[date].*

### Description of Requirements

Context of the Requirement	<i>Contractor to develop an interactive learning web-portal on climate change based on Climate Box tool-kit</i>
Brief Description of the Required Services	Please refer Annex 3 Terms of Reference (ToR)
List and Description of Expected Outputs to be Delivered	Phase 1: Website development: July to October 2020 Phase 2: 24/7 O&M services from November 2020 to December 2023 Home-based
Person to Supervise the Work/Performance of the Service Provider	<i>The Contractor will report directly to UNDP IRH CDT, Regional Technical Specialist on climate change</i>
Frequency of Reporting	<i>Monthly</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	4 months
Target start date	July 2020
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
Value Added Tax on Price Proposal	<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 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
Documents to be submitted:	<ol style="list-style-type: none"> <li>1. Company profile, with a valid copy of certificate of business registration</li> <li>2. Work references: contact details (e-mail addresses) of referees (firms for whom you've produced similar assignments);</li> <li>3. At least 2 samples of similar completed assignments</li> <li>4. Technical proposal: <ol style="list-style-type: none"> <li>a. Proposed work plan and approach</li> <li>b. Manpower allocation with personal CVs of technical personnel proposed for this project, highlighting qualifications and experience in similar projects;</li> <li>c. A proposed graphical design on how to develop the website and a technical proposal for the website and the app;</li> </ol> </li> <li>5. Financial proposal with cost breakdown.</li> </ol>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>The Contractor will report directly to UNDP IRH CDT</i>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services
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.
	<b><u>Technical Proposal (70%)</u></b>

Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Expertise of the Firm %25 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan %20 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel %25  <b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.  The minimum technical score required to pass is 70%. Total points obtainable for Technical part is 700. Minimum points obtainable to pass Technical part is 490. Maximum points obtainable for Financial is 300.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>1</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  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>
Annexes to this RFP <sup>2</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 4) <input checked="" type="checkbox"/> Written-Self Declaration (Annex 5)
Contact Person for Inquiries (Written inquiries only) <sup>3</sup>	Procurement IRH <a href="mailto:Procurement.irh@undp.org">Procurement.irh@undp.org</a>  All clarification requests must be sent 7 days before the deadline.  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.

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

<sup>3</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.

Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ Proposers are requested to submit their Technical and Financial proposals in pdf format to the email address; <a href="mailto:procurement.irh@undp.org">procurement.irh@undp.org</a></li> <li>▪ Proposals submitted by email must be limited to a maximum of thirty-five (35) MB, virus-free and no more than three (5) email transmissions.</li> <li>▪ Documents must be free from any form of virus or corrupted contents, or the proposals shall be rejected.</li> <li>▪ Please ensure that your Technical and Financial proposal parts of RFP will be <b><u>secured/encrypted by a password</u></b> and will be provided upon the request from Bidder. Please do not share your password protected pdf format Proposals before you are asked to do so.</li> <li>▪ Mandatory subject of email while submitting proposals to <a href="mailto:procurement.irh@undp.org">procurement.irh@undp.org</a> : <ul style="list-style-type: none"> <li>▪ <b>Tender Submission - UNDP-IRH-202005-RFP-11 - [Company/Entity name]</b></li> </ul> </li> </ul>
Deadline for Submission	<b>26 / 06 / 2020, COB, 530 pm, Istanbul Time</b>