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REQUEST FOR PROPOSAL

Long-Term Agreement (LTA) for Digital Transformation Services Support to UNDP Country Offices in Asia Pacific

RFP No.: RFP-2020-12

Country: Multiple Locations in Asia and the Pacific region

Issued on: 6 July 2020

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Kindly acknowledge the RFP document utilizing the **"Accept Invitation"** function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

Name: Rohana Dissanayake
Title: Procurement Consultant
Date: **July 6, 2020**

Name: Keshini Wijesundera
Title: *Transactional Services Team Manager,*
UNDP BRH
Date: **July 6, 2020**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the	<p>8.1 The Proposal shall comprise of the following documents:</p>

Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

<p>15.Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16.Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17.Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18.Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p>19.Amendment of Proposals</p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20.Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21.Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22.Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS.

	<p>the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,

	<ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information

	<p>provided by the Bidder;</p> <ul style="list-style-type: none"> b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

	<p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35.Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36.Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37.Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38.Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39.Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40.Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41.Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42.Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=de

	fault
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: 0.2% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Rohana Dissanayake E-mail address: Rohana.dissanayake@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	31 July 2020 4:00 AM EDT (or 4:00 PM Bangkok Time) For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>Insert BU Code: BRC10</u> <u>Event ID number : 000006403</u>
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 5MB ▪ Mandatory subject of email: RFP-2020-12
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>August 17, 2020</i>
19		Maximum expected duration of contract	LTA, initially for one (1) years, extendable for maximum up to three (3) years
20	35	UNDP will award the contract to:	One or more Proposers UNDP will award a Long-Term Agreement (LTA) to multiple proposers

21	39	Type of Contract	<p>Long Term Agreement¹</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	<p>Configuration of the LTA: Multiple vendor LTAs with secondary competition – multiple firms offering the same service. The Placement of a Contract will be determined through a secondary competition.</p> <p>UNDP will issue call-off contract against the LTA only upon a specific requirement/TOR with clear and measurable deliverables. Price and Schedule of Payments will be determined at the time of the call-off contract. When required, the UNDP will contact LTA holders to provide a technical and price proposal. The quotes provided <u>must be equal to or lower than</u> the unit rates agreed in the LTAs.</p> <p>Call-off contracts are individual contracts that fall under the framework agreement of the LTA.</p> <ul style="list-style-type: none"> ▪ Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, i.e. uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected. ▪ Since delays in e-tender transmission can occur, Proposers are advised to submit their Proposals well in advance of the deadline. <p><u>Note:</u> <u>While entering the financial proposal in the e-Tendering system, always mention your bid price as 1. Please do not mention the value of your financial proposal in the e-Tendering system. It should only be mentioned in the Password-protected forms on Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G).</u></p>

¹ A long-term agreement (LTA) is a mutual arrangement with a firm to provide services as required, over a specific period of time, with the quantity or services to be determined at prescribed prices or pricing provisions

			<p><u>The proposals of the Bidders who will reveal the value of their financial proposal in the eTendering system will automatically be disqualified.</u></p>
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Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity (90 Days)

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder (if any) 	

	<ul style="list-style-type: none"> Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures (if any) 	
QUALIFICATION		
History of Non-Performing Contracts²	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	<p>The entity has been legally registered for a minimum of five years</p> <p>Kindly provide documentary proof/evidence of requirements as stated in section J(i) "Service Provider Qualifications" of TOR. For example:</p> <ul style="list-style-type: none"> Should have at least 3 years of professional experience in delivering consultancy services to public and private sector. Should have demonstrated experience in agile methodologies, the delivery or rapid digital assessments in a public sector context Should preferably (but not mandatory) have experience of working/ collaborating with the governments/ development agencies in Asia and the Pacific. Should be able to demonstrate availability of in-house knowledge and expertise in the fields covered by the contract (to be elaborated by the bidder in the technical proposal) Should have implemented a minimum of 10 projects directly/ in coordination with governments to meet their digital transformation/ innovation and service mandates (list of projects should be provided). Should have at least 5 staff with high level of experience in the field(s) covered above in the scope, so as to anchor and provide robust, hands on training for the newly onboarded team(s) in the Country Office(s) Experience of working with Governments in building their digital transformation/ innovation and digital service capacities across the globe/ region would be an asset. <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Form D: Qualification Form</p> <p>Form D: Qualification Form</p>
	Kindly provide available audited or unaudited financial statements to review financial standing and health.	Form D: Qualification Form

² Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Financial Standing	<p>For reliable information and confirmation on financial soundness either audit report / bank statement / credit facility may be considered</p> <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p>	
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

TECHNICAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity, and experience	300
2.	Proposed Methodology, Approach, and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity, and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	40
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	40
1.3	Relevance of specialized knowledge and experience on similar engagements done with governments in Asia and the Pacific/other region is an asset	20
1.4	Quality assurance procedures and risk mitigation measures	30
1.5	Organizational Commitment to Sustainability (mandatory weight) Based on the evidence of organizational commitment to sustainability including corporate policies (on supply chains/ethical dealings with suppliers, sustainability reporting/internal benchmarks on sustainable impact), compliance with ISO 14001/14064 or similar standards, UNGC membership, sustainability reporting and impact measurement etc.	30
1.6	Specialized knowledge in managing public sector innovation portfolios, working with governments/ ecosystem on digital transformation agenda: -Experience/Knowledge of working/handling digital transformation/ innovation portfolio in Asia Pacific Region (45), Experience of working/handling digital transformation/ innovation portfolio globally (35)	80
1.7	Professional experience of at least one similar project related to the scope of work on digital transformation experience globally, especially with developing country context (Asia Pacific region preferably), working at the level of national or subnational government, private sector, CSO, communities etc, to help with service continuity, supply chain resilience etc	60
Total Section 1		300

Section 2. Proposed Methodology, Approach, and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	60
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference (<i>Evaluator may consider if the Offeror has laid out a specific methodology that goes beyond expanding on the TOR with intention to hold workshops, do stakeholder mapping etc. Eg. Showcasing a specific approach to digital roadmaps, modes of prioritizing appropriate placement of digital solutions/approaches; built in processes to build in capacity building in their Digital Transformation implementation methodologies</i>)	150
2.3	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement (<i>ie. does the Offeror show that they use a system monitoring mechanism to iteratively check throughout implementation for risks, impacts, and unintended consequences of digital transformation activities, over and above the standard implementation monitoring for delivery of activities against expenditure?</i>)	70
2.4	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.5	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract (based on the detail provided in sections 2.1 through 2.4 along with evidence of past work and letters of confirmation in the Offeror submission process)	50
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? <i>Note: Evaluators to carefully look at the overall team structures for the various teams and taking into consideration the potential scatter of qualifications across individuals where a group of Team Leader, Senior Team Member and Junior staff has been proposed to work together.</i>	60
3.2	Qualifications of key personnel proposed	
3.2 a	Team Leader	120

	- A Master's degree or equivalent professional experience in the field of IT, Digital Service, Public Policy, Social Science, Public Sector Innovation, other relevant fields of experience related to remote governance, other areas of digital transformation related to delivery of public and private sector service delivery	20	
	- At least 10 years of experience in the field of Public Sector Innovation/ Digital Service/similar	30	
	- Proven knowledge and professional experience in digital transformation advisory services, especially with Governments/ multilaterals agencies.	30	
	- Demonstrated capacity in providing capacity building service and facilitation especially with government clientele	30	
	- Excellent written and spoken English and an ability to effectively summarize and present information	10	
3.2 b	Senior Team Member		80
	- A Master's degree or equivalent professional experience in the field of Digital Service, Public Policy, Social Science, Public Sector Innovation, or other relevant fields.	10	
	- At least 7 years of experience in the field of Public Sector Innovation/ Digital Service/similar advisory services. Experience of working with Governments/UN agencies or international development organizations is desirable.	20	
	- Proven knowledge and professional experience in handling/ supporting digital transformation projects and partnerships with governments	25	
	- Demonstrated capacity in providing capacity building service and facilitation;	20	
	- Excellent written and spoken English	5	
3.2 c	Junior Staff (domain specialists, programme associates)		40
	- Bachelor's degree in Public Administration/Policy, International Development, Political Science, Economics, Digital design, digital services, IT and other related fields;	5	
	- A minimum of 3 years (for domain specialists) and 2 years (for programme associates) of professional experience in the field digital transformation/ public sector innovation;	20	
	- Demonstrated capacity in providing capacity building service and facilitation;	10	
	- Excellent written and spoken English	5	
Total Section 3			300

Section 5. Terms of Reference

A. Background Information and Rationale:

2020 marked the beginning of a Decade of Action towards the Sustainable Development Goals (SDGs). But with the COVID-19 pandemic, the global context for development has fundamentally changed. The world faces the greatest socio-economic shock in a generation, coming at a time of acute inequality, ecological fragility and growing distrust within and amongst societies. This pandemic is a health crisis. But not just a health crisis. Tackling COVID-19 is also a humanitarian and development crisis that is threatening to leave deep social, economic and political scars for years to come, particularly in countries already weighed down by fragility, poverty and conflict. Working at the heart of the United Nations family the UN Development Programme (UNDP) is responding to a growing volume of requests from countries to help them prepare for, respond to and recover from the COVID-19 pandemic, focusing particularly on the most vulnerable. UNDP is fully operational in 170 countries and territories and focused on our COVID-19 response. We are mobilizing all our assets to respond to this unprecedented challenge.

Governments across Asia Pacific are facing unprecedented challenges to ensure the health, safety and security of their citizens. The COVID-19 crisis has also brought new needs for digital government services and more demand on existing services. Some countries recorded an increase in the usage of online services such as digital ID and digital signature, due to the spikes in applications for unemployment and other social benefits³. Digital transformation is seen as a core system need and is no more a choice.

In line with [UNDP's Digital Strategy](#), UNDP is supporting countries to prepare, respond to and recover from the COVID-19 pandemic and the associated economic crisis using its integrator and convening role, its global networks and its mobilization capacity. This includes supporting governments in their digital transformation journey both in the short term (in response to immediate needs emerging from the crisis) and in the long term (accelerating the path towards the adoption of digital services).

To this aim, UNDP is seeking the services of service providers who can help building digital capacities within the systems (of UNDP as well as its government partners) to transform public service delivery systems. The service offer envisions strengthening the digital infrastructure within countries for better, deeper and unified public service delivery. The newer digital capacities and infrastructure is not just expected to improve public service delivery, but also be designed to strengthen citizen's trust and resilience through greater transparency and accountability of service provision and enhancing citizen participation. The digital/data assets shall also pave way for informed and evidence-based policymaking.

B. OBJECTIVES

The overall objective of this Request for Proposal is to provide UNDP and its partners with best-in-class advice, analysis, technical support and innovative recommendations on digital transformation of services and systems that could help UNDP Country Offices across Asia and the Pacific to support their national/subnational/ local government partners. With an aim to strengthen UNDP's offer post Covid19, for its partners (Governments, Citizens, Civil Societies, Private Sector and others), following are the main objectives to be achieved:

1, Provide external technical support to UNDP's Government (and other) partners to achieve their common vision and goals with respect to digital transformation: assess capabilities and wider digital access for service

³ <https://www.un.org/development/desa/dpad/publication/un-desa-policy-brief-61-covid-19-embracing-digital-government-during-the-pandemic-and-beyond/>

providers and customers; analyze government and public demand on the optimal areas for application of digital solutions, with balance of identification of opportunities for digital transformation, against cost/benefit analysis and potential unintended social, economic and environmental consequences of strategic placement of digital solutions; and, crucially, quickly move from analysis to action, in the spirit of agile development and iterative learning processes.

2. Provide internal technical support to UNDP Country Offices (COs) to map, assess and maximize in-house skill sets and digital service capacities.

C. SCOPE

I. RAPID ASSESSMENT:

- Supporting the COs in assessing the digital infrastructural needs, ecosystem/ policy level needs, both from the supply and demand side, for digital transformation within a particular country. Assessment should be understood as an agile process that allows to quickly identify entry points for immediate delivery of value, not as lengthy theoretical exercise.
- Supporting the COs in developing digital transformation blueprint that is fit-for-purpose in the crisis and non-crisis scenario, in consultation with its stakeholders. Here again, the emphasis should be on quickly identifying areas that are more likely to deliver immediate value to citizens and governments alike, taking into account any longer-term unintended social/economic/livelihoods/energy/ environmental consequences. “Learning by doing” should be the mantra informing the digital roadmaps, in so far as building the capacity of UNDP or government clients in replicating these activities.
- Help embed an agile logic of delivery in all COs and government counterparts’ digital activities

II. ENGAGEMENT AND SERVICE LEVEL SUPPORT:

- Supporting the COs in developing/updating and executing digital transformation strategies, sectoral action plans (e.g. on digital health, digital education, etc.) and capacity building framework matching the demands/needs of the COs and their government partners.
- Supporting the COs in developing and executing strategies and prioritization plan (considering post covid19 short and long-term public services demand) for digitization of public services within respective countries (viz. permissions, licenses, procurement, education, health, mobility and traceability etc.)
- Support the rapid prototyping of digital services
- Supporting COs in developing Country level service offerings for addressing specific needs of their national government counterparts viz. Smart cities, citizen’s participation in governance, technology tools/ Apps, platforms, data- assets for evidence-based policymaking etc.
- Support COs and government counterparts in facilitating access to open, modern technology and ways of working to support rapid response and remote working at scale.
- Designing, organizing, delivering and/or facilitating workshops, focus group meetings, project management and technology management interventions based on the demands from the COs for enabling them strengthen their internal systems/strategies/plans as well as external partnerships with governments, civil society and other stakeholders.
- Organize/ facilitate trans-national learning and exchange sessions for COs and their government partners to bring them at pace with digital transformation strategies across the globe. i.e. Organize/Facilitate learning sessions/webinars/dialogues with digital transformation leaders/ Officers/ Digital Transformation/ Digital Service units across the globe; their digital infrastructures, respective technology platforms/tools, organograms and policies.

- Support COs and government counterparts in experimenting with new approaches that can enable faster deployment and consistency across different services, such as, for example, rules as code, service design patterns, means of tracking performance so there can be iterative adjustments to improve performance and feed lessons back into improvements etc.

III. GUIDELINES AND TEMPLATES

- Work with COs and government partners to ensure that digital products comply with industry best practice when it comes to areas such as usability, accessibility, speed of deployment, etc.
- Ensure that all digital products and services designed by COs, government counterparts comply with human rights, ethics and privacy best practices and the principle of leaving no one behind
- Summarise key learnings and guidance in easy to use reference guides for COs and government counterparts

D. APPROACH AND METHODOLOGY

For the above tasks, UNDP seeks to establish Long Term Agreements (LTAs) with experienced and qualified multiple service providers. As indicated above, UNDP is interested in service providers that can bring:

- Agile methodologies and a “strategy is delivery” approach to their work
- Cutting edge expertise and in-depth understanding of best practice when it comes to the design of government services
- In-depth understanding of usability, accessibility and data protection issues

The service provider is expected to submit a detailed approach and methodology on how they propose to carry out the tasks in the scope of work, in line with the overall objectives and deliverables and expected outputs in this ToR. Case studies of past successful efforts of embedding Digital Transformation in the development and organizational space should be brought to the fore.

For each specific assignment, the hiring unit in UNDP Bangkok Regional Hub (BRH) or in a UNDP Country Office will develop a specific Terms of Reference (TOR) with detailed scope of work, expected deliverables and project timeline. In providing Digital Transformation Service Support to UNDP Country Offices in Asia and the Pacific, service providers can propose their own methodologies and are required to describe methodologies incorporating the requirements stated in each TOR with more details. The scope, direction, and progress of each assignment should be with close consultation with the hiring UNDP unit, who in turn can also gather and provide feedback from the relevant UNDP colleagues.

E. CONFIGURATION OF LTA

UNDP will issue call-off contract against the LTA only upon a specific requirement with clear and measurable deliverables. Final Price and Schedule of Payments will be determined at the time of the call-off contract. When required, the UNDP will contact LTA holders to provide a technical and price proposal. The subsequent quotes provided must be equal to or lower than the unit rates agreed in the LTAs. Call-off contracts are separate contracts that fall under the framework agreement of the LTA.

- The LTA will be signed with a fixed daily fee for 3 years; however, UNDP does not warrant that any quantity of services will be purchased during the term of the LTA as this will depend on forthcoming needs.
- Upon receipt of the request from BRH/Country Office, the LTA service provider would have to confirm their availability for the assignment within three days. If positive, the service provider would inform UNDP of the expected travel/lodging costs (if applicable if the event requires travel). Upon review of the same, UNDP will send the service provider a written communication confirming the requirement in the form of a work order or purchase order sent by email. The order will include

details on the location of the assignment, number of hours/days to be worked, and other practical details. Price in the Purchase Order will be based on the all-inclusive daily rate fee included in the LTA contract and on the agreed travel costs. After the work order has been sent, no further costs would be reimbursed by UNDP (increased number of workdays/hours, or increased travel costs) unless there is prior written authorization by UNDP.

- It is anticipated that at least 3 assignments could take place per year.

F. DELIVERABLES AND EXPECTED RESULTS

Expected outputs and delivery schedules can be different in each assignment and will be detailed in each Terms of Reference (TOR) specifies per assignment. Upon receipt of the TOR, Supporting the Digital Transformation Service Support in Asia and the Pacific, the service provider will be requested to propose methodologies for the assignment and submit a financial proposal based on the work requirements and timeline specified in the TOR.

G. GOVERNANCE AND ACCOUNTABILITY

- a) The contract will be supervised by the Regional Innovation Center, Bangkok Regional Hub, RBAP
- b) The service provider outputs would be evaluated and assessed by the relevant CO
- c) Facilities to be provided by UNDP:
 - a. UNDP would provide workspace, desk, internet connection to the bidders Manager in their offices in Bangkok/ Country Offices

H. EXPECTED DURATION OF THE CONTRACT ASSIGNMENT

The Long-Term Agreement (LTA) will be established for the services at prescribed prices or pricing provisions for three years and against which specific call-off contracts can be placed at any time during the defined period and with no legal obligation to order any minimum or maximum quantity. Duration of each assignment following the establishment of LTAs will vary and will be specified in the TOR.

I. DUTY STATION

The duty station of the executing team shall depend on the assignment and the Country Office location issuing the contract. However, senior team members (as submitted in the proposal) shall need to be virtually present for any immediate advisory support. For any virtual/ physical meetings/ presence, advance notice shall be given by the focal point in the Country Office. All costs involved in physical meetings/presence etc. will be reimbursed on actual basis as detailed in **Section E** above.

J. PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND ITS KEY PERSONNEL

As indicated above, UNDP wishes to contract service providers that can bring validated top-notch knowledge, progressive thinking and innovative ideas for implementation of transformation agenda with supportive strategies and respective action plans. Service provider support will be needed on high value, high risk, complex priorities for transformational change, spanning multiple functional and sectorial expertise areas. Similarly, successful delivery of the assignment will require immediate and reliable access to expertise and know-how in global best practice across public and private sectors.

I. SERVICE PROVIDER QUALIFICATIONS:

- Should have at least 3 years of professional experience in delivering consultancy services to public and private sector.
- Should have demonstrated experience in agile methodologies, the delivery or rapid digital assessments in a public sector context
- Should preferably (but not mandatory) have experience of working/ collaborating with

- the governments/ development agencies in Asia and the Pacific.
- Should be able to demonstrate availability of in-house knowledge and expertise in the fields covered by the contract (to be elaborated by the bidder in the technical proposal)
- Should have implemented a minimum of 10 projects directly/ in coordination with governments to meet their digital transformation/ innovation and service mandates (list of projects should be provided).
- Should have at least 5 staff with high level of experience in the field(s) covered above in the scope, so as to anchor and provide robust, hands on training for the newly onboarded team(s) in the Country Office(s)
- Experience of working with Governments in building their digital transformation/ innovation and digital service capacities across the globe/ region would be an asset.

II. TEAM STRUCTURES AND TEAM MEMBERS

While the team structures may be proposed based on the need of the specific country level needs, the service provider must have a central core team with adequate seniority and dedicated time for advising and contributing to the deliverables at the regional/ country level. The minimum requirements for the members of the primary team would be as follows:

(A) Team leader

- **Academic Qualification:** A Master's degree or equivalent professional experience in the field of IT, Digital Service, Public Policy, Social Science, Public Sector Innovation or other relevant fields.
- **Professional Experience:** At least 10 years of experience in the field of Public Sector Innovation/ Digital Service/similar advisory services. Experience of working with Governments/UN agencies or international development organizations is desirable.
- **Language requirement:** Fluency in English (written and spoken) is required, and an ability to effectively summarize and present information. Please indicate in your proposal your fluency level in other UN languages.
- **Preference:** The Team Leader could be based anywhere across the globe but ensuring significant amount of his/her time committed on this project as and when required.

(B) Senior Team Member(s)

- **Academic Qualification:** A Master's degree or equivalent professional experience in the field of Digital Service, Public Policy, Social Science, Public Sector Innovation or other relevant fields.
- **Professional Experience:** At least 7 years of experience in the field of Public Sector Innovation/ Digital Service/similar advisory services. Experience of working with Governments/UN agencies or international development organizations is desirable.
- **Language requirement:** Fluency in English (written and spoken) is required, and an ability to effectively summarize and present information. Please indicate in your proposal your fluency level in other UN languages.
- **Profiles:** Profiles of a minimum of 3 Senior Team Members who could be attached full time to the Country Offices (1 per Country)

(C) Junior Domain Specialist(s)- Need based

- **Academic Qualification:** A Bachelor's degree or equivalent professional experience in the field of Digital Service, Public Policy, Social Science, Public Sector Innovation or other relevant fields.
- **Professional Experience:** At least 3 years of experience in the field of Public Sector Innovation/ Digital Service/similar advisory services. Experience of working with Governments/UN agencies or international development organizations is desirable.
- **Language requirement:** Fluency in English (written and spoken) is required, and an ability to effectively summarize and present information. Please indicate in your proposal your fluency level in other UN languages.

(D) Programme Associate(s)- (Need based)

- **Academic Qualification:** A Bachelor's degree or equivalent professional experience in the field of Digital Service, Public Policy, Social Science, Public Sector Innovation, or other relevant fields.
- **Professional Experience:** At least 3 years of experience in the field of Public Sector Innovation/ Digital Service/similar advisory services. Experience of working with Governments/UN agencies or international development organizations is desirable.
- **Language requirement:** Fluency in English (written and spoken) is required, and an ability to effectively summarize and present information. Please indicate in your proposal your fluency level in other UN languages.

Note: Profiles of Junior Domain Specialists/ Programme Associates: This shall be based on demands of the specific assignments and a preference to engage local staff who could be guided/ mentored by Team Leader and Senior Team Members.

It is important that the educational profile and relevant experience of each member of the team are included in their CVs as part of the submission package to UNDP. Each CV must contain the following information which will be evaluated against the minimum requirements listed above:

- a) Education background and professional certificates (the educational evidence must be provided as supporting document).
- b) Brief summary of current and/or past projects related to systemic thinking. Each project summary should be limited to 200 words and contains below information:
 - i. Project title and implementation period
 - ii. Client and contract value
 - iii. Individual role and contribution to the project
 - iv. Project deliverables/results

K. PRICE AND SCHEDULE OF PAYMENTS

For the purpose of establishing Long-Term Agreement (LTA), Supporting the Development of Digital Transformation Service support to UNDP Country Offices in Asia and the Pacific the service provider shall submit financial proposal as below:

- a) **Professional fees: "All-inclusive Daily Rate for each team member"**. This all-inclusive Daily Rate must include all expenses to be incurred by the respective team member in their daily work schedule when not travelling. This will include but not limited to his/her professional fees, incidental expenses, medical and health insurance, communication, stationery etc.

A financial proposal for this LTA shall not include travel costs including all costs associated with such travels. All travel related expenses including tickets, lodging and terminal expenses, insurance/medical costs etc. should be agreed upon between the hiring unit and service provider prior to undertaking an assignment. Travel will be reimbursed on actuals basis. In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the service provider wish to travel on a higher class he/she should do so using their own resources. The total contract value of each specific assignment, inclusive of all elements, shall be converted into a lump sum contract. Payments under each contract shall be made on submission and acceptance of deliverables under the contract in accordance with the schedule of payment.

End of TOR

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ [Add other forms as necessary]	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2020-12		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. RFP-2020-02 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country

- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder
- Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures
- Statement of Satisfactory Performance from the Top 5 Clients in terms of Contract Value the past 3 years
- Audited or Unaudited Financial Statement for 2017, 2018 and 2019. For reliable information and confirmation on financial soundness either **audit report / bank statement / credit facility may be considered**

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2020-12		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2020-12		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance☐ Contract non-performance did not occur for the last 3 years☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)☐ No litigation history for the last 3 years☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2020-12		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for all key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
Professional certifications	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
References	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2020-12		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the establishment of the maximum unit rate per proposed expert.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Note to Bidders: This Financial Proposal Submission Form must be password protected and should not included as part of the technical proposal

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2020-12		

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped PF version of financial proposal through e-Tendering system. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Table 1: Breakdown of Professional Fees (All-inclusive Daily Fee*)

Costs per one Team Member

Description of Costs			No. of Personnel	Professional Fee per day (US\$)
I. Personnel Services				
1. Team Leader			1	
2. Senior team member (A)			1	
3. Senior team member (B)			1	
4. Senior team member (C)			1	
5. Junior Domain Specialist			1	
6. Programme Associate			1	

- a) * please note: This all-inclusive Daily Rate must include all expenses to be incurred by the respective team member in their daily work schedule when not travelling. This will include but not limited to his/her professional fees, incidental expenses, medical and health insurance, communication, stationery etc.
- b) * A financial proposal for this LTA shall not include travel costs including all costs associated with such travels. All travel related expenses including tickets, lodging and terminal expenses, insurance/medical costs etc. should be agreed upon between the hiring unit and service provider prior to undertaking an assignment. Travel will be reimbursed on actuals basis