



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 17, 2020
	REFERENCE: RFP-011-2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for **supply of beehives, training of farmers, and market linkages for small-scale farmers in Meheba Resettlement Scheme**.

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

Proposals may be submitted on or before Monday, August 31, 2020 and via email, courier mail or fax to the address below:

**United Nations Development Programme
UN House, Alick Nkhata Road, Lusaka
Email: procurement.zm@undp.org**

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscs/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit
UNDP Zambia*

Description of Requirements

Context of the Requirement	<p><i>Promoting Human Security Through Sustainable Resettlement in Zambia</i></p> <p>The Promoting Human Security Through Sustainable Resettlement Programme began in January 2017, as the successor to the Local Integration Programme (2014-2016) and is the primary vehicle for shifting from a humanitarian to a long-term development approach to enable the UN in Zambia to support the local integration of former refugees and Zambians.</p> <p>The overall goal of the programme is that, by 2021, communities living in the targeted resettlement schemes are cohesive, productive, sustainable and fully integrated into development at all levels. The overall goal of the programme is to address inter-related insecurities through supporting the national and local governments as duty-bearers to carry out their protection mandate and empowering the resettlement communities to claim their full rights as residents in Zambia, while promoting peaceful co-existence.</p> <p>The programme has three main outcomes:</p> <ol style="list-style-type: none"> 1. Government at national and sub-national level undertake inclusive and participatory planning and governance processes that incorporate the targeted resettlement schemes; 2. Communities in and around the targeted resettlement schemes have access to social services and sustainable economic opportunities; 3. Resettlement communities are tolerant, inclusive and integrated with the surrounding society, enabling people to live in freedom and dignity and to fully realize their human potential. <p>To address the second outcome of the programme on promoting sustainable economic opportunities and livelihoods, UNDP is seeking to expand the honey value chain in Meheba as a vehicle to boost economic security. The key objectives are to:</p> <ul style="list-style-type: none"> • enable the bee farmers to earn additional income from producing high quality honey • increase the marketable quantities of honey from Meheba • help farmers to create a profitable business through the sales of bee products • preserve bee populations by using sustainable management practices in beekeeping
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	<ul style="list-style-type: none">prevent deforestation and preserve forests by giving trees a value.																																																						
Implementing Partner of UNDP	Department of Resettlement, Office of the Vice President																																																						
Brief Description of the Required Services	<div><div><div>1. Train and provide ongoing supervision to 35 farmers in Meheba on beekeeping techniques, beehives assembly, maintenance, harvest, forest protection, natural resource management, value addition techniques, and market linkages.</div><div>2. Supply and distribution of beehives that promote sustainable, natural honey production and forest management and provision of the following bee-keeping equipment to 35 farmers in Meheba Resettlement Scheme</div></div><table><tr><th>SN</th><th>ITEM</th><th>PURPOSE</th><th>NUMBER PER FARMER</th><th>TOTAL</th></tr><tr><td>1.</td><td>Overalls</td><td rowspan="5">Protective Clothing</td><td>01</td><td>35</td></tr><tr><td>2.</td><td>Veils</td><td>01</td><td>35</td></tr><tr><td>3.</td><td>Gum Boots</td><td>01 Pair</td><td>35</td></tr><tr><td>4.</td><td>Helmet/Cap</td><td>01</td><td>35</td></tr><tr><td>5.</td><td>Gloves</td><td>01 pair</td><td>35</td></tr><tr><td>6.</td><td>Swarm Boxes (L 33cm, H 30cm, W 44, 19)</td><td>Bee Capture</td><td>05</td><td>175</td></tr><tr><td>7.</td><td>Kenyan Top Bee Hives (L 100cm, H 30cm, W 44, 19)</td><td rowspan="3">Bee Management</td><td>20 hives</td><td>700</td></tr><tr><td>8.</td><td>Smoker</td><td>01</td><td>35</td></tr><tr><td>9.</td><td>Hive Tool</td><td>01</td><td>35</td></tr><tr><td>10.</td><td>Buckets</td><td>Comb Honey Cropping</td><td>20</td><td>700</td></tr><tr><td>11.</td><td>Honey Press</td><td>Honey Processing</td><td>01</td><td>35</td></tr></table></div>	SN	ITEM	PURPOSE	NUMBER PER FARMER	TOTAL	1.	Overalls	Protective Clothing	01	35	2.	Veils	01	35	3.	Gum Boots	01 Pair	35	4.	Helmet/Cap	01	35	5.	Gloves	01 pair	35	6.	Swarm Boxes (L 33cm, H 30cm, W 44, 19)	Bee Capture	05	175	7.	Kenyan Top Bee Hives (L 100cm, H 30cm, W 44, 19)	Bee Management	20 hives	700	8.	Smoker	01	35	9.	Hive Tool	01	35	10.	Buckets	Comb Honey Cropping	20	700	11.	Honey Press	Honey Processing	01	35
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	12.	Calico Cloth	Honey Processing	05 metres	175m
	13.	Silver/Metal Settling Tank / Plastic Drums	Honey Processing and Storage	04	140
	14.	Containers	Packaging	2.5 Litres x 100 containers	3,500
	3. Produce a crop forecast report and provide the selected small-scale farmers with information on market linkages.				
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Inception report with methodology and work plan 2. Train and supervise 35 farmers & submit training report 3. Supply and distribution of 700 sustainable beehives and relevant bee-keeping equipment to 35 farmers (20 hives per farmer) 4. Submit crop forecast report and provision of market information to farmers 				
Person to Supervise the Work/Performance of the Service Provider	<i>-OIC, Inclusive Growth & SDGs</i> <i>-Project Manager, Sustainable Resettlement Project</i>				
Frequency of Reporting	<i>Monthly and at the end of each milestone</i>				
Progress Reporting Requirements	Submission of narrative progress reports for each milestone				
Location of work	<input checked="" type="checkbox"/> Exact Address/es: Meheba Resettlement Scheme <input type="checkbox"/> At Contractor's Location				
Expected duration of work					
Target start date	15 th September 2020				

Latest completion date	31 December 2020											
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td>Meheba Resettlement Scheme</td> <td>At the discretion of the service provider</td> <td>To conduct assessment, trainings, market linkages</td> <td>September – December 2020</td> </tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Meheba Resettlement Scheme	At the discretion of the service provider	To conduct assessment, trainings, market linkages	September – December 2020
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Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>											
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>											
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required											
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required											
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency											
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes											
	<input type="checkbox"/> 60 days											

Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																				
Payment Terms	<table border="1"> <thead> <tr> <th data-bbox="418 669 613 743">Outputs</th> <th data-bbox="621 669 800 743">Percentage</th> <th data-bbox="808 669 987 743">Timing</th> <th data-bbox="995 669 1279 743">Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td data-bbox="418 749 613 953">Inception report with methodology and work plan</td> <td data-bbox="621 749 800 953">10%</td> <td data-bbox="808 749 987 953">September 2020</td> <td data-bbox="995 749 1279 1100" rowspan="4"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td data-bbox="418 959 613 1205">Train and supervise 35 farmers & submission of training report</td> <td data-bbox="621 959 800 1205">40%</td> <td data-bbox="808 959 987 1205">September 2020</td> </tr> <tr> <td data-bbox="418 1211 613 1625">Supply and distribution of 700 sustainable beehives and relevant bee-keeping equipment to 35 farmers (20 hives per farmer)</td> <td data-bbox="621 1211 800 1625">25%</td> <td data-bbox="808 1211 987 1625">October 2020</td> </tr> <tr> <td data-bbox="418 1631 613 1871">Crop forecast report and provision of market information to farmers</td> <td data-bbox="621 1631 800 1871">25%</td> <td data-bbox="808 1631 987 1871">December 2020</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Inception report with methodology and work plan	10%	September 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Train and supervise 35 farmers & submission of training report	40%	September 2020	Supply and distribution of 700 sustainable beehives and relevant bee-keeping equipment to 35 farmers (20 hives per farmer)	25%	October 2020	Crop forecast report and provision of market information to farmers	25%	December 2020
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Person(s) to review/inspect / approve outputs/compl eted services and authorize the disbursement of payment	-OIC, Inclusive Growth & SDGs																							
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract																							
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																							
Criteria for the Assessment of Proposal	<ul style="list-style-type: none">• Technical Responsiveness (minimum 70%)• Financial Proposal (30%) <p>Summary of Technical Evaluation Criteria</p> <table><tr><th>Category</th><th>Criteria</th><th>Obtainable Points</th><th>Weight</th></tr><tr><td>Section 1.</td><td>Expertise of the firm</td><td>250</td><td>25%</td></tr><tr><td>Section 2.</td><td>Proposed Methodology, Approach and Implementation Plan</td><td>450</td><td>45%</td></tr><tr><td>Section 3.</td><td>Management Structure and Key Personnel</td><td>300</td><td>30%</td></tr><tr><td>TOTAL</td><td></td><td>1000</td><td></td></tr></table> <p>Technical Evaluation Criteria:</p> <table><tr><th>SEQ.</th><th>CRITERIA</th><th>OBTAINABLE POINTS</th></tr></table>	Category	Criteria	Obtainable Points	Weight	Section 1.	Expertise of the firm	250	25%	Section 2.	Proposed Methodology, Approach and Implementation Plan	450	45%	Section 3.	Management Structure and Key Personnel	300	30%	TOTAL		1000		SEQ.	CRITERIA	OBTAINABLE POINTS
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SECTION 1. EXPERTISE OF THE FIRM		
1.1	A registered company or institution in Zambia	20
1.2	At least 2 years' experience in organic honey production	40
1.3	Capacity to supply sustainable and environmentally friendly beehives to small-scale farmers in rural and remote areas of Zambia	40
1.5	Evidence of the ability to conduct on-the-ground training and support for illiterate groups or groups with various language backgrounds on an array of topics related to sustainable and natural beekeeping techniques, beehives assembly, maintenance, harvest, forest protection and natural resource management.	40
1.6	At least 2 years' experience in providing small scale farmers the option to purchase their honey production to facilitate market linkages	25
1.7	Relevance of Experience of Team Members:	
1.7a	Specialized knowledge in the honey value chain	25
1.7b	Experience on similar projects	25
1.7c	Work with various partners (government authorities, traditional leaders, individuals from diverse backgrounds)	15
1.7d	Experience in remote and rural areas	20
	Sub-total: bidder's qualification and experience	250
SECTION 2. PROPOSED METHODOLOGY, APPROACH AND IMPLEMENTATION PLAN		
2.1	To what degree does the Proposer understand the task?	50
2.2	Have the important aspects of the task been addressed in sufficient detail?	80
2.3	Is the proposal based on background information and data of the project site and was this information input properly used in the preparation of the proposal?	45
2.4	Is the conceptual framework adopted appropriate for the task?	65
2.5	Is the scope of the task well defined and does it correspond to the TOR	100
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project indicating time frame?	110
	Sub-total Methodology	450
SECTION 3. MANAGEMENT STRUCTURE AND KEY PERSONNEL		
3.1	Project Manager/Lead	
3.1.1	Master's degree or equivalent in management, business management, agriculture, apiculture or other related field	30
3.1.2	Demonstrable experience in working in the apiculture field	70
3.1.3	Excellent in working with local communities, NGOs/Donors and/or national government	50

	3.1.4	Experience in supervising and managing teams, especially those in remote areas	30
	3.1.5	Knowledge in qualitative and quantitative reporting	20
	3.2	Field Manager/Supervisor	
	3.2.1	Degree or equivalent in apiculture, or other relevant field	20
	3.2.2	Experience managing field work that impacts communities	20
	3.2.3	Experience in supervising community-based projects with farmers	25
	3.2.4	Ability to conduct on-the-ground training for illiterate groups or groups with various language backgrounds on an array of topics related to the honey value chain	25
	3.2.5	Reporting skills	10
		Sub-total Management structure and key personnel	300
	Total		1000
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:		
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html		
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others		
Contact Person for Inquiries (Written inquiries only)	<i>Zambia Procurement Unit <procurement.zm@undp.org></i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.		
Other Information [pls. specify]			

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Inception report with methodology and work plan	10%	
2	Train and supervise 35 farmers & submit training report	40%	
3	Supply and distribution of 700 sustainable beehives and relevant bee-keeping equipment to 35 farmers (20 hives per farmer)	25%	
4	Submit crop forecast report and provision of market information to farmers	25%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component:

Description of Activity	Unit of Measure	Unit rate USD	Number of working days (*)	No. of Personnel	Total Rate
I. Personnel Services					
1. Project Manager/Lead			20	1	
2. Field Manager/Supervisor			48	1	
II. Out of Pocket Expenses					
1. Travel Costs					
2. Daily Allowance					
3. Communications					
III. Other Related Costs**					

*** Number of days worked during the period of engagement to execute this contract.**

****Other should clearly indicate the full list of items that are part of the cost estimate while clearly indicating how they are required to undertake this assignment**

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

[Designation]

[Date]