



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

	DATE: July 27, 2020
	REFERENCE:

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Upscaling sustainable land management in the Olifants River sub-basin, Limpopo, South Africa.**

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

Technical and Financial Proposals may be submitted **IN SEPARATE ENVELOPES AND/OR PASSWORD ENCRYPTED FINANCIAL PROPOSAL** on or before **Friday, September 25, 2020** and via email, courier mail or fax to the address below:

**United Nations Development Programme**  
**351 Francis Baard Street, Metropark Building, Pretoria, 0001.**  
**Lerato Maimela**

[bid.pretoria@undp.org](mailto:bid.pretoria@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/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Lerato Maimela*  
*Procurement Associate*  
7/27/2020

## Description of Requirements

Context of the Requirement	<p>The “<i>Securing multiple ecosystems benefit through SLM in the productive but degraded landscapes of South Africa (herein referred to as the GEF 5 SLM Project)</i>” is funded by the Global Environment Facility (GEF), implemented by the United Nations Development Programme (UNDP) and three Responsible Parties. The Responsible Parties are the Council for Scientific and Industrial Research (CSIR), the Endangered Wildlife Trust (EWT) and Rhodes University (RU) on behalf of the Department of Environment, Forestry and Fisheries (DEFF) as Implementing Partner to this GEF 5 SLM Project.</p> <p>This to the GEF 5 SLM Project Component 1: <i>Knowledge, skills and institutional capacities to support SLM model development, guide ecosystems and land rehabilitation programmes and increase resilience</i>, more specifically, Outcome 1: <i>Economically viable, climate-smart land/ecosystem rehabilitation and management practices operationalised across 67,300 hectares of the Karoo, Eastern Cape and Olifants landscapes (with potential for upscaling to cover 117,132 hectares).</i></p>
Implementing Partner of UNDP	The Global Environment Facility (GEF) Small Grants Programme (SGP) implemented by United Nations Development Programme (UNDP)
Brief Description of the Required Services <sup>1</sup>	The project activities that will be supported through the Small Grants for the Olifants sub basin must lead to the rehabilitation of at least 1000 ha of land in the surroundings of Mphanama village. Rehabilitation activities should be done in close collaboration with Traditional Authorities and the local communities involved
List and Description of Expected Outputs to be Delivered	<p>Summary of activities:</p> <ol style="list-style-type: none"> <li>1. Development of an Small Grant Project Proposal using the Small Grant Project Proposal template provided;</li> <li>2. Presentation of project proposal at Inception workshop and adjustment to outputs, activities and deliverables based on decisions of the Inception Workshop;</li> <li>3. Project implementation;</li> <li>4. Quarterly progress, financial, monitoring and evaluation reports submitted to CSIR as Responsible Party or the GEF 5 SLM Project for the Olifants landscape</li> <li>5. Development of Knowledge Products for the project as indicated in project proposal and as agreed upon during the Inception Workshop;</li> <li>6. Facilitate key stakeholder engagement;</li> <li>7. Facilitate expert input and peer review to rehabilitation process.</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	SLM Project Manager (UNDP) and DEFF Chief Director: Biodiversity Management & Planning as Project Implementing Partner to the GEF 5 SLM Project
Frequency of Reporting	<i>[monthly]</i>
Progress Reporting Requirements	Reports to be endorsed by the PMU
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor’s Location

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Expected duration of work	17 months																			
Target start date	20 <sup>th</sup> October 2020																			
Latest completion date																				
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></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
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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 checked="" type="checkbox"/> Others n/a																			
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 checked="" type="checkbox"/> Others n/a																			
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 type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – SOUTH AFRICAN RANDS																			
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																			
	<input type="checkbox"/> 60 days																			

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals (Counting for the last day of submission of quotes)	<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 <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>																
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th> <th>%</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Inception report</td> <td>20%</td> <td rowspan="5"> 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>Quarterly Progress reports on stakeholder engagement and project implementation</td> <td>40%</td> </tr> <tr> <td>Development and sharing of Knowledge Management Projects related to project implementation</td> <td>25%</td> </tr> <tr> <td>Exit strategy for project and maintenance strategy of conservation measures after project closure</td> <td>15%</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>			Outputs	%	Condition for Payment Release	Inception report	20%	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.	Quarterly Progress reports on stakeholder engagement and project implementation	40%	Development and sharing of Knowledge Management Projects related to project implementation	25%	Exit strategy for project and maintenance strategy of conservation measures after project closure	15%		
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	SLM Project Manager (UNDP) and DEFF Chief Director: Biodiversity Management & Planning as Project Implementing Partner to the GEF 5 SLM Project; UNDP GEF Programme Manager																
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>																

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b>Technical Proposal (70%)</b></p> <input checked="" type="checkbox"/> Expertise of the Firm 40 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30 points
	<p><b>Financial Proposal (30%)</b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions <sup>5</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others <sup>7</sup> <i>[pls. specify]</i>

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries (Written inquiries only)<sup>8</sup></p>	<p><i>Lerato Maimela</i> <i>Procurement Associate</i> <i><a href="mailto:lerato.maimela@undp.org">lerato.maimela@undp.org</a> / <a href="mailto:procurement.enquiries@undp.org">procurement.enquiries@undp.org</a></i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information <i>[pls. specify]</i></p>	

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<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.