



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

	DATE: October 14, 2020
	REFERENCE: Micro and Informal Businesses

Dear Sir / Madam:

We kindly request you to submit your Proposal: **To develop immediate response mechanisms and tools to supplement and contribute to government's efforts of supporting informal and micro businesses.**

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 16h00 **Friday, October 30, 2020** and via email to the address below:

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

Lerato Maimela

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Lerato Maimela
Procurement Associate
10/14/2020

Description of Requirements

Context of the Requirement	Micro ¹ and informal ² businesses in South Africa were in a disadvantageous position even before the Covid-19 pandemic. The people who rely on the micro and informal business for their livelihoods are made more vulnerable by the pandemic and associated lockdown measures. Women are disproportionately affected, as they already experience lower annual rates of turnover compared to men ³ . Support to those businesses is essential for achieving the Sustainable Development Goals (SDGs), particularly SDG 1 (no poverty), SDG 3 (good health and well-being), SDGs 8 (inclusive growth and employment), SDG 10 (reduced inequalities), SDG 5 (gender equality) and SDG 2 (zero hunger), SDG 9 (industry, innovation and infrastructure), SDGs 11 (sustainable cities and communities), SDG 4 (lifelong education) and SDGs 6 (Water and Sanitation). Committed to the principle of leaving no one behind, UNDP South Africa, in partnership with the Department of Small Business Development, will conduct a rapid assessment of the impacts of Covid-19 on the sector of micro and informal business and design targeted and effective interventions, such as the recent partnership with SALGA to invite SMMEs to apply for funding to manufacture fabric face masks and other PPEs, to turn around the situation of the vulnerable businesses for both the short and long term.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ⁴	To develop immediate response mechanisms and tools to supplement and contribute to government's efforts of supporting informal and micro businesses.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> * An inception report to include desktop analysis of existing research in this area, identify gaps and present how and when this assignment will be completed * Drafting of questionnaires to be administered to communities * A comprehensive report of 30-50 pages* A policy brief of not more than 10 pages * A PPT on the key findings of the report and recommended response mechanisms * Participation and presentation of findings in the stakeholders' briefings and validation workshop
Person to Supervise the Work/Performance of the Service Provider	UNDP technical team led by the Senior Economist of UNDP South Africa.
Frequency of Reporting	Weekly

¹ As per the National Small Business Act of 1996, a micro-business is defined as any business in most any sector with less than 5 total employees, a total annual turnover of less than R150,000, and a total gross asset value of R100,000.

² The Survey of Employers and the Self-employed (SESE) classifies informal businesses as those who are not registered for VAT or income tax and employ less than 5 people, all from whom income tax is not deducted.

³ Survey of Employers and the Self-employed (SESE) 2017, STATS SA

⁴ 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.

Progress Reporting Requirements	The service provider shall meet and submit written progress reports UNDP technical team led by the Senior Economist of UNDP South Africa																			
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location																			
Expected duration of work	4 months																			
Estimated Target start date	09 nd November 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>N/A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>N/A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>N/A</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	N/A				N/A				N/A			
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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 AFRCIAN RANDS																			

Value Added Tax on Price Proposal ⁵	<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										
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>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.</p>										
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 ⁶	<table border="1"> <thead> <tr> <th>Outputs</th> <th>%</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Inception report is to be finished within 5 days after signing the contract.</td> <td>30%</td> <td rowspan="3"> 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>First draft report is to be finished within 3 weeks after signing the contract</td> <td>40%</td> </tr> <tr> <td>Final report, together with a policy brief and PPT, is to be finished within 6 weeks after signing the contract</td> <td>30%</td> </tr> </tbody> </table>	Outputs	%	Condition for Payment Release	Inception report is to be finished within 5 days after signing the contract.	30%	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.	First draft report is to be finished within 3 weeks after signing the contract	40%	Final report, together with a policy brief and PPT, is to be finished within 6 weeks after signing the contract	30%
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>The service provider shall submit written progress reports to be reviewed and approved by the Project supervisory team of the UNDP and the DSAC as well as the DSAC DG and the UNDP Resident Representative before payment disbursements</p>										
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 ⁷ <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>										

⁵ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

⁶ 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.

⁷ 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>Technical Proposal (70%) = 100 points</p> <table border="1" data-bbox="459 558 1416 1163"> <thead> <tr> <th data-bbox="459 558 1261 611">Criteria</th> <th data-bbox="1261 558 1416 611">Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 611 1261 789">Master’s degree in Developmental Economic, Rural Development, Entrepreneurship Development or Social Sciences. Experience in data management and policy analysis and formulation will be an added advantage with Knowledge of South African context</td> <td data-bbox="1261 611 1416 789">15</td> </tr> <tr> <td data-bbox="459 789 1261 877">Evidence of similar works done in the past on issues of micro and informal businesses with 3 references</td> <td data-bbox="1261 789 1416 877">25</td> </tr> <tr> <td data-bbox="459 877 1261 966">Experience in designing questionnaires and conducting research through field surveys and data analysis</td> <td data-bbox="1261 877 1416 966">20</td> </tr> <tr> <td data-bbox="459 966 1261 1054">Experience in working successfully with different stakeholders with different interests</td> <td data-bbox="1261 966 1416 1054">20</td> </tr> <tr> <td data-bbox="459 1054 1261 1108">Evidence of critical analysis and developing innovative approaches</td> <td data-bbox="1261 1054 1416 1108">20</td> </tr> <tr> <td data-bbox="459 1108 1261 1163">TOTAL</td> <td data-bbox="1261 1108 1416 1163">100</td> </tr> </tbody> </table> <p>Financial Proposal (30%) To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</p>	Criteria	Points	Master’s degree in Developmental Economic, Rural Development, Entrepreneurship Development or Social Sciences. Experience in data management and policy analysis and formulation will be an added advantage with Knowledge of South African context	15	Evidence of similar works done in the past on issues of micro and informal businesses with 3 references	25	Experience in designing questionnaires and conducting research through field surveys and data analysis	20	Experience in working successfully with different stakeholders with different interests	20	Evidence of critical analysis and developing innovative approaches	20	TOTAL	100
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TOTAL	100														
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 ⁸	<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: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html														

⁸ 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.

Annexes to this RFP ⁹	<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 ¹⁰ <i>[pls. specify]</i>
Contact Person for Inquiries <i>(Written inquiries only)</i> ¹¹	<i>Lerato Maimela</i> <i>Procurement Associate</i> <i>lerato.maimela@undp.org / procurement.enquiries.za@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 <i>[pls. specify]</i>	

⁹ Where the information is available in the web, a URL for the information may simply be provided.

¹⁰ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

¹¹ 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.