



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

To: All Potential Bidders	DATE: November 24, 2020
	REFERENCE: Bah.RFP.CCMA.2020.01

Dear Sir / Madam:

We kindly request you to submit your Proposal for The Bahamas National Climate Change Mitigation and Adaptation Consultancy.

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

Proposals may be submitted on or before Monday, December 14, 2020 and via email, to the address below:

United Nations Development Programme
1-3 Lady Musgrave Road
Attention: Procurement Analyst

E-mail: procurement.jamaica@undp.org

Your Proposal must be expressed in the English Language, and be 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,


Denise Antonio

Resident Representative

11/24/2020

Annex 1

Description of Requirements

Context of the Requirement	<i>The Bahamas National Climate Change Mitigation and Adaptation Consultancy</i>			
Implementing Partner of UNDP	Department of Environmental Planning and Protection in the Ministry of Environment and Housing, Government of Bahamas			
Brief Description of the Required Services ¹	Review and Evaluate The Bahamas National Energy Policy.			
List and Description of Expected Outputs to be Delivered	Deliverables/ Outputs	Estimated number of working days	Percentage payment	Review and Approvals
	Deliverable 1: Inception report documenting methodology to be used in undertaking the consultancy, including a sample of all relevant tools	5	10%	<i>DEPP & UNDP</i>
	Deliverable 2: Undertake at least 4 consultations across four family islands, Andros, New Providence, Grand Bahama and Eleuthera	15	30%	<i>DEPP & UNDP</i>
	Deliverable 3: Draft report on the review of the National Energy Policy	15	40%	<i>DEPP & UNDP</i>
	Deliverable 4: Host stakeholder presentation of findings and validation session	2	10%	<i>DEPP & UNDP</i>
	Deliverable 5: Final report on the review of the National Energy Policy including recommendations	8	10%	<i>DEPP & UNDP</i>

¹ 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.

Person to Supervise the Work/Performance of the Service Provider	<i>Oversight will be provided by the UNDP Resident Representative and direct supervision will be provided by the Director of the Department of Environmental Planning and Protection in the Ministry of Environment and Housing</i>
Frequency of Reporting	<i>As needed</i>
Progress Reporting Requirements	<p>All reports should be developed and submitted with respect to the following chapters:</p> <ul style="list-style-type: none"> • List of acronyms and abbreviations • Table of Contents, including list of annexes • Executive summary (maximum 2 pages) • Introduction (including purpose, objectives and scope) • Description/overview of the assignment • Approach and methodology • Findings (including limitations) • Summary and explanation of findings and interpretations • Recommendations • Lessons learned • Conclusions <p>In addition, the final report should contain the following annexes:</p> <ul style="list-style-type: none"> - Comprehensive list of all stakeholders engaged during the consultancy - Sign-in sheets of any consultation - List of key reference documents <p>Any other relevant material</p> <p>Note:- All work/documents associated with this consultancy is the property of the Government of The Bahamas and must be submitted before final payment will be made.</p>
Location of work	<p><input checked="" type="checkbox"/> At Contractor's Location</p> <p>Note:- The firm will be required to operate from within The Bahamas for the duration of the consultancy.</p> <p>Travel to The Bahamas and all cost associated with same must be included in the financial proposal.</p> <p>Consultants are required to adhere to all Government Protocol regarding COVID-19 and will bear all cost related to any quarantine measures and testing.</p>
Expected duration of work	The consultancy will be for forty-five (45) non-consecutive working days over a four-month period commencing January 2021. The firm will be required to operate from within The Bahamas for the duration of the consultancy. The members of the firm will report to the Director of the Department of

	Environmental Planning and Protection in the Ministry of Environment and Housing in The Bahamas under the supervision of the UNDP Programme Specialist. The substantial technical review and final approval of deliverables by the consultant will be performed by the Director of the Department of Environmental Planning and Protection in the Ministry of Environment and Housing in The Bahamas in collaboration with UNDP
Target start date	January 2021
Latest completion date	April 2021
Travels Expected	No foreseen travel outside of the Bahamas
Special Security Requirements	None
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	None
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days

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

	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																				
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Deliverable 1: Inception report documenting methodology to be used in undertaking the consultancy, including a sample of all relevant tools</td><td>10%</td><td>5 working days</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>Deliverable 2: Undertake at least 4 consultations across four family islands, Andros, New Providence, Grand Bahama and Eleuthera</td><td>30%</td><td>15 working day</td></tr> <tr> <td>Deliverable 3: Draft report on the review of the National Energy Policy</td><td>40%</td><td>15 working days</td></tr> <tr> <td>Deliverable 4: Host stakeholder presentation of findings and validation session</td><td>10%</td><td>2 working days</td></tr> <tr> <td>Deliverable 5: Final report on the review of the National Energy Policy including recommendations</td><td>10%</td><td>8 working days</td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Deliverable 1: Inception report documenting methodology to be used in undertaking the consultancy, including a sample of all relevant tools	10%	5 working days	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.	Deliverable 2: Undertake at least 4 consultations across four family islands, Andros, New Providence, Grand Bahama and Eleuthera	30%	15 working day	Deliverable 3: Draft report on the review of the National Energy Policy	40%	15 working days	Deliverable 4: Host stakeholder presentation of findings and validation session	10%	2 working days	Deliverable 5: Final report on the review of the National Energy Policy including recommendations	10%	8 working days
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	UNDP Resident Representative in collaboration with the Director of the Department of Environmental Planning and Protection in the Ministry of Environment and Housing																				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order																				

³ 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.

	<input checked="" type="checkbox"/> Type of Contract <i>[Contract Face Sheet for Goods and/or Services]</i>
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <p><u>Financial Proposal (30%)</u></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
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) 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 ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) ⁶	<i>Procurement Analyst</i> <i>United Nations Development Programme</i> <i>Procurement.jamaica@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.

⁴ 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ 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.

Other Information <i>[pls. specify]</i>	
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[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.

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ 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 <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]