



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

<b>NAME &amp; ADDRESS OF FIRM</b>	<b>DATE: December 2, 2020</b>
	<b>REFERENCE: UNDP-RFP/UGA20/016</b>

Dear Sir / Madam:

We kindly request you to submit your **Proposal to design and implement a solution for Internal Conversion of Mulago Hospital main and Mwanamugimu Kitchens from use of biomass to electricity, including monitoring their performance.** Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Friday, December 18, 2020** and via email, to the address below:

[tenders.kampala@undp.org](mailto:tenders.kampala@undp.org)

Your Proposal must be expressed in the English, and valid for a minimum period of 120 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. Technical and Financial MUST be separate, and both Proposals (Technical and Financial) MUST be submitted by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

**The Financial Proposals MUST be submitted separately, and “password” protected. Whereby a password will be on request upon passing the Technical Evaluation. Any Financial Proposal NOT password protected will be disqualified.**

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/protestandsanctions/>

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 : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Team*

## Description of Requirements

Context of the Requirement	<b>Proposal to design and implement a solution for Internal Conversion of Mulago Hospital main and Mwanamugimu Kitchens from use of biomass to electricity, including monitoring their performance.</b>
Implementing Partner of UNDP	UNDP – ACCELERATOR LAB
Brief Description of the Required Services <sup>1</sup>	<p>The Uganda Accelerator Lab identified “Deforestation” as a frontier issue to tackle for the first cycle among other prevailing development challenges. Over the last years, Uganda’s forests have faced severe pressures mainly from agricultural conversion as a result of population increase, urban demand for charcoal and wood fuel, over grazing, uncontrolled timber harvesting and policy failures. About 58.9 % of the firewood used for cooking is obtained from natural forests, 34.6 % is collected from plantation/planted forests (NEMA, 2011). Over 90% of the households use wood fuel for cooking, (NEMA, 2018) of these, 18% depend on charcoal for cooking while another 78% depend on firewood.</p> <p>As result, the rate of deforestation is on the rise leading to air pollution, increasing levels of poisonous gases and environmental heat and the resulting effect of Climate change which is being felt now more than ever.</p> <p>The lab has engaged in numerous intensive activities to identify and map-out the drivers of deforestation with stakeholders. This also included a Data workshop that was convened to explore the most recent data on the drivers of deforestation, the rate of forest cover loss and the most affected regions in the country. Additionally, the lab did a nationwide ‘call for solutions’ that was broadcast on different channels of media to identify interventions by communities, individuals, entrepreneurs and organizations in attempting to solve the issue of Deforestation. These activities culminated into a solutions workshop to understand more deeply the strength and opportunities that lie within the existing solutions. The Electricity Regulatory Authority was among the entities that responded with a solution of using electricity for cooking. Their idea is that if they connect a number of people on the electricity grid, the tariff will drop.</p> <p>In light of this, the UNDP Accelerator Lab would like to undertake an <b>‘Experiment on the use of electricity for cooking as an alternative cooking energy by</b></p>

	<p><b>converting Mulago Hospital main and Mwanamugimu Kitchens from biomass to electricity’</b> This is going to be done in collaboration with the Electricity Regulatory Authority (ERA).</p>
List and Description of Expected Outputs to be Delivered	<p><b>About ERA</b></p> <p>The Electricity Regulatory Authority is mandated (ERA) to regulate the generation, transmission, distribution, sale, import and export of electricity in Uganda. One of the key focus areas for the Authority in the next five years is accelerating access and growing demand for electricity. In other words, the Authority has set out to connect more people on the national grid while creating awareness for productive use of electricity for economic transformation.</p> <p>One of the ERA’s key initiatives to growing demand for electricity is a project dubbed <b>charcoal to power</b>. This project is intended to promote the use of electricity for cooking as opposed to use of biomass in the forms of firewood and charcoal among others. ERA is targeting to partner and convert institutions such as hospitals, schools and universities, households and commercial enterprises countrywide.</p> <p>The overall goal is <b>to reduce carbon emissions through increased per capita electricity consumption</b>. This initiative is also intended to contribute to the following national policy goals among others namely;</p> <ul style="list-style-type: none"> <li>i. the NDP III Program 13 on Sustainable Energy Development<sup>2</sup> specifically on ‘The goal to increase access and consumption of clean energy’ with key results in next five years contributing to the following: <ul style="list-style-type: none"> <li>a. Increase per capita electricity consumption from 100 kWh in FY2018/19 to 578kWh;</li> <li>b. Reduce share of biomass energy used for cooking from 88 percent in FY2018/19 to 50 percent;</li> <li>c. Increase the share of clean energy used for cooking from 15 percent in FY2018/19 to 50 percent;</li> </ul> </li> <li>ii. the NDP III Program 9 on Natural Resources, Environment, Climate Change, Land and Water Management<sup>3</sup> specifically on ‘promoting inclusive climate resilient and low emissions development at all levels’</li> </ul> <p>From the international perspective UNDP is prioritizing partnerships to harness collaborative efforts to accelerate progress in tackling Uganda’s deforestation</p>

	<p>challenge. Through the UNDP accelerator Lab, a portfolio of experiments is in the pipeline with a focus on clean and efficient energy solutions among others. It is on this background that UNDP is partnering with ERA to co-experiment innovative solutions to scale-up access and use of electricity.</p> <p><b>Piloting cooking using electricity at Mulago National Referral Hospital</b></p> <p>ERA has partnered with UNDP and Mulago National Referral Hospital, to implement a pilot project on cooking using electricity at Mulago National Referral Hospital. The goal of the pilot is to convert the hospital kitchens from using biomass to electric cooking, in order to achieve the above listed pilot objectives.</p> <p>Now ERA and UNDP intend to procure a competent firm/contractor to design, convert and commission a solution to two kitchens for cooking using electricity at Mulago National Referral Hospital, in accordance with a term of reference.</p> <p><b>1. OBJECTIVE(S) OF THE ASSIGNMENT</b></p> <p><i>a. Overall objectives</i></p> <ul style="list-style-type: none"> <li>a) Increase the use of electricity for cooking.</li> <li>b) Reduce carbon emissions arising from usage of biomass energy sources for cooking;</li> <li>c) Sharing lessons learnt and good practices in promoting use of electricity for cooking.</li> </ul> <p><i>b. Specific objectives for pilot project</i></p> <ul style="list-style-type: none"> <li>a) Document the requirements and costs for conversion from cooking with biomass to electricity. The scope should include but not limited to cost of equipment, network reconfiguration/reinforcement, metering;</li> <li>b) To document lessons and testimonies from the pilot that shall inform implementation of similar partnerships with other institutions and IEC materials to be used in promoting awareness on cooking using electricity (tariff, quality of meals, carbon emissions, reliability of power, etc.)</li> <li>c) To explore implementation of a preferential tariff for cooking using electricity in comparison to alternative energy sources for cooking.</li> <li>d) To document data in respect of reliability of power and coping mechanisms to support cooking using electricity.</li> </ul>
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## 2. SCOPE OF SERVICES

### ***a. Technical Proposal (solution) – 4 weeks from date of bid document issue***

- a) Assess the internal wiring and setup for cooking in main Mulago and Mwanamugimu kitchens and provide a report.
- b) Propose a solution to convert Mulago main kitchen from biomass to electric cooking with limited backup including an implementation timeline; the proposal should cover from the point of common coupling with the Umeme LV network metering point.
- c) Propose a solution to convert Mwanamugimu kitchen from biomass to electric cooking including an implementation timeline; the proposal should cover from the point of common coupling with the Umeme LV network metering point. The proposed equipment should meet the national electricity supply standards (voltage: single phase 240V or 415V three phase and a frequency of 50Hz). The capacity of the cooking equipment should meet the requirements of the Mulago and Mwanamugimu kitchens in terms of current and medium-term cooking needs).
- d) For both main Mulago and Mwanamugimu; provide a detailed design, scopes of works, bills of quantities and associated costs (covering materials, energy saving equipment, labour and transport, electrical and mechanical installations, civil works, testing and commissioning of the conversion projects) for conversion from biomass to electric cooking including the necessary internal wiring.
- e) The technical proposal should incorporate the monitoring and evaluation component of the solution as detailed in this bidding document.

### ***b. Financial Proposal – (4 weeks) - from date of bid document issue***

- a) The bidder is required to provide a financial proposal for implementing the proposed technical solution above. The financial offer should cover the procurement, installation, testing, commission of proposed technical solution, training, estimation of carbon emission reduction and monitoring and evaluation of the project as required in this bid document.

### ***c. Implement, Test and Commission***

The contactor shall procure, install, test and commission the approved solutions for both kitchens. **Specifications for the Mulago Hospital Kitchens Conversion from Biomass to Electricity Experiment with ERA and UNDP Accelerator Lab**

	<table border="1"> <thead> <tr> <th data-bbox="480 216 808 247">Equipment</th><th data-bbox="808 216 1500 247">Specification</th></tr> </thead> <tbody> <tr> <td data-bbox="480 247 808 695">Industrial Electric Cooking Boiler (1pc)</td><td data-bbox="808 247 1500 695"> <ol style="list-style-type: none"> <li>120- 150 litre capacity</li> <li>Heavy Duty all stainless steel construction</li> <li>Electrically heated using three phase elements, indirect heating</li> <li>Temperature control from 20 degrees to 105 degrees centigrade</li> <li>Chrome plated drain valves</li> <li>Spring loaded hinged cover.</li> <li>Fitted with Hot and cold-water fill taps</li> <li>Legs height adjustable</li> <li>Power 5 - 20 Kw 415V/240V</li> <li>Tank made out of 3-5mm thick 316 marine grade stain less steel</li> </ol> </td></tr> <tr> <td data-bbox="480 695 808 1209">Electric cooker industrial (1pc)</td><td data-bbox="808 695 1500 1209"> <ol style="list-style-type: none"> <li>Robust and constructed from stainless steel plates</li> <li>Operating on a three-phase system</li> <li>To have 4 solid plates, each of power 2 kw – 5 kw</li> <li>Power control from zero to maximum in steps of seven.</li> <li>Oven chamber with two removable shelves, top and bottom heating</li> <li>Oven temperature range 50-250-degree centigrade range</li> <li>Transparent oven door</li> <li>Approximate dimension 1.2mx1mx1.2m</li> <li>Power cable of at least 5m</li> <li>To have a phase indicator</li> </ol> </td></tr> <tr> <td data-bbox="480 1209 808 1587">Industrial Gas Cooker (1pc) (for Backup)</td><td data-bbox="808 1209 1500 1587"> <ol style="list-style-type: none"> <li>Using Natural Gas /LPG</li> <li>4-Burners</li> <li>Convection Oven</li> <li>10 cooking modes</li> <li>Temperature Probe</li> <li>Pivoting Hidden Touch Controls</li> <li>Stainless steel body</li> <li>Halogen Oven light</li> <li>Automatic re ignition at all settings</li> <li>Warmer drawer</li> <li>30 – 60kg LPG filled gas cylinder.</li> </ol> </td></tr> </tbody> </table> <p data-bbox="526 1696 719 1728"><b>d. Training</b></p> <p data-bbox="480 1749 1500 1835">The contractor shall train selected Mulago and Mwanamugimu kitchen staff on the usage and maintenance of the solution/electric cooking systems and equipment.</p>	Equipment	Specification	Industrial Electric Cooking Boiler (1pc)	<ol style="list-style-type: none"> <li>120- 150 litre capacity</li> <li>Heavy Duty all stainless steel construction</li> <li>Electrically heated using three phase elements, indirect heating</li> <li>Temperature control from 20 degrees to 105 degrees centigrade</li> <li>Chrome plated drain valves</li> <li>Spring loaded hinged cover.</li> <li>Fitted with Hot and cold-water fill taps</li> <li>Legs height adjustable</li> <li>Power 5 - 20 Kw 415V/240V</li> <li>Tank made out of 3-5mm thick 316 marine grade stain less steel</li> </ol>	Electric cooker industrial (1pc)	<ol style="list-style-type: none"> <li>Robust and constructed from stainless steel plates</li> <li>Operating on a three-phase system</li> <li>To have 4 solid plates, each of power 2 kw – 5 kw</li> <li>Power control from zero to maximum in steps of seven.</li> <li>Oven chamber with two removable shelves, top and bottom heating</li> <li>Oven temperature range 50-250-degree centigrade range</li> <li>Transparent oven door</li> <li>Approximate dimension 1.2mx1mx1.2m</li> <li>Power cable of at least 5m</li> <li>To have a phase indicator</li> </ol>	Industrial Gas Cooker (1pc) (for Backup)	<ol style="list-style-type: none"> <li>Using Natural Gas /LPG</li> <li>4-Burners</li> <li>Convection Oven</li> <li>10 cooking modes</li> <li>Temperature Probe</li> <li>Pivoting Hidden Touch Controls</li> <li>Stainless steel body</li> <li>Halogen Oven light</li> <li>Automatic re ignition at all settings</li> <li>Warmer drawer</li> <li>30 – 60kg LPG filled gas cylinder.</li> </ol>
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***e. Estimate carbon emission reduction***

The contractor shall estimate the carbon emission reduction resulting from the conversion on the two kitchens and provide a report.

***f. Monitor and Evaluate the project***

The Contractor shall estimate and document the following during monitoring and evaluation period and provide an empirical report:

- a) The achievement of the intended objectives: promotion of use of electricity for cooking in institutions;
- b) challenges of the charcoal to power project conversion.
- c) Electrical energy consumed and the associated costs and energy savings after conversion;
- d) Impact of reliability on the intended objectives;
- e) Documentation of the health benefits of kitchen staff including safety.
- f) Testimonies from Mulago post the conversion.

**3. DELIVERABLES**

Deliverable	Timeline
Technical Solution/proposal	4 weeks - from date of bid document issue.
Financial Solution	
Procurement, installation, testing and commissioning of the approved solution.	4 weeks
Training	3 days
Report: Estimation of carbon emission reduction	4 days
Report: Monitoring and Evaluation report	3 months

**4. PLANNED IMPLEMENTATION METHODOLOGY AND APPROACH**

An implementation committee comprising of technical teams from the following institution: ERA, UNDP, Mulago Hospital.

**5. QUALIFICATION CRITERIA AND REQUIRED EXPERIENCE**

The contractor will be required to demonstrate the following competences and experience:

	<ol style="list-style-type: none"> <li>1. Concept development, design, procurement, installation, testing and commissioning of commercial electric kitchens with provision of backup (not biomass) supply for energy for cooking.</li> <li>2. Demonstratable experience in electrical installation for commercial kitchens spanning at least 3 projects in Sub-Saharan Africa.</li> <li>3. The company persons charged with electrical installation have to be registered with Electricity Regulatory Authority with valid installation Permits and authorized to undertake similar works.</li> <li>4. Experience in conversion of biomass kitchens to cooking with electricity will be added advantage. This should be supported with similar projects undertaken.</li> <li>5. Demonstratable experience in conducting post installation monitoring and evaluation with respect to the intended project objectives.</li> </ol> <p><b>I. Language requirement</b></p> <p>Fluency or excellent command of professional written and spoken English is a necessity.</p> <p><b>Documents to be submitted:</b></p> <p>The consultant must submit the following documents:</p> <ul style="list-style-type: none"> <li>• Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex I);</li> <li>• Personal CVs of the Team leader and the support consultants indicating all past experience as well as the contact details (email and telephone number) of the Consultant and at least three (3) recommendations from previous clients (Annex II).</li> </ul> <p>Brief Description of Approach to Work (Technical and financial proposals as required by the TOR)</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	<i>Partnerships, Innovation &amp; Development Solutions Specialist and Accelerator Lab Team in collaboration with ERA</i>
Frequency of Reporting	<i>Weekly, as needed</i>
Progress Reporting Requirements	YES
	<input type="checkbox"/> Exact Address/es [pls. specify]

Location of work	<input checked="" type="checkbox"/> At Contractor's Location																			
Expected duration of work	21 Weeks																			
Target start date	25 January 2020																			
Latest completion date	5 June 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> </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 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																			
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 checked="" type="checkbox"/> Local Currency																			
Value Added Tax on Price Proposal <sup>4</sup>	<input 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 type="checkbox"/> 90 days <input checked="" 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 <sup>5</sup>	<b>Time and Payment schedule and deliverables.</b>		<b>14 Days</b>	<b>30 days</b>	Condition for Payment Release
	1	20% payment upon completion of the Inception Report detailing the interpretation of the ToRs.			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.
	2.	30% payment upon the approval of the designed solution for Main Mulago and Mwanamugimu kitchens conversions			
	3.	30% Installation, testing and commissioning of the approved solution and training			
	4.	20% payment upon submission of a M&E and final reports on the experiment on the use of the electricity as an alternative cooking energy in Mulago and Mwanamugimu Kitchens. i.e Estimation of the Carbon Emission reduction and the Monitoring and Evaluation Reports			
Person(s) to review/inspect/					

approve outputs/completed services and authorize the disbursement of payment	<i>Partnerships, Innovation &amp; Development Solutions Specialist and Accelerator Lab Team in collaboration with ERA</i>		
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>6</sup> <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 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><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50% <input type="checkbox"/> <p><b><u>Financial Proposal (30%)</u></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>		
Technical Proposal Evaluation	<b>1. Experience (285 points)</b>	<b>Points Obtainable</b>	
	1.1. Concept development, design, procurement, installation, testing and commissioning of commercial electric kitchens with provision of backup (not biomass) supply for energy for cooking.	100	
	1.2. Demonstratable experience in electrical installation for commercial kitchens spanning at least 3 projects in sub-Saharan Africa.	85	
	1.3. The company persons charged with electrical installation have to be registered with Electricity Regulatory Authority with valid installation Permits and authorized to undertake similar works.	15	
	1.4. Experience in conversion of biomass kitchens to cooking with electricity will be added advantage. This should be supported with similar projects undertaken.	45	
	1.5. Demonstratable experience in conducting post installation monitoring and evaluation with respect to the intended project objectives.	15	

	1.6 Due Diligence (findings)	25	
	Subtotal	285	
	2.0 Technical Proposal (solution) - 715 points		
	2.1 Assess the internal wiring and Kitchen setups for Mulago and Mwanamugimu	45	
	2.2 Propose a solution to convert Mulago main kitchen from biomass to electric cooking	100	
	2.3 Propose a solution to convert Mwanamugimu kitchen from biomass to electric cooking	170	
	2.4 Provide a detailed design, scopes of works, bills of quantities and associated costs -Mulago	75	
	2.5 Provide a detailed design, scopes of works, bills of quantities and associated costs – Mwanamugimu	140	
	2.6 Proposal on Monitoring and evaluation	115	
	2.7 Performance Bond with correct amount and required format	70	
	Subtotal	715	
	Total	1000	
UNDP will award the contract to:	<input type="checkbox"/> One and only one Service Provider <input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors:		
Annexes to this RFP <sup>7</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>8</sup> <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <sup>9</sup> [pls. specify]		
Contact Person for Inquiries (Written inquiries only) <sup>10</sup>	[Name] [Designation] [Fax/Email]. 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 PROPOSAL<sup>11</sup>

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>12</sup>)***

[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, contact 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.*

### C. Qualifications of Key Personnel

<sup>11</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>12</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*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\***

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

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

***General Terms and Conditions for Services***

**1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

**2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

**3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

**4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

**5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

**6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
  - 8.4.1** Name UNDP as additional insured;
  - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
  - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

## **9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

## **10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

## **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

**13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
  - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** any other party with the Discloser's prior written consent; and,

**13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

**13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

**14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the

Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

## **15.0 TERMINATION**

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16.0 SETTLEMENT OF DISPUTES**

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably

under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

#### **17.0 PRIVILEGES AND IMMUNITIES:**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

#### **18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

#### **19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to

interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

**20.0 MINES:**

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

**21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

**22.0 SEXUAL EXPLOITATION:**

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**23.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.