



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

To all prospective bidders:-	DATE: January 13, 2021
	REFERENCE: GEF5.EnergyWorkshop.2021.01

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Virtual sensitization workshop on Energy Management and Renewable Energy technologies particularly Solar PVs.**

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

Proposals may be submitted on or before **Monday, February 01, 2021** and via email, courier mail or fax to the address below:

**United Nations Development Programme**  
**1-3 Lady Musgrave Road, Kingston, Jamaica**  
**ICT Manager**

procurement.jamaica@undp.org; telephone: 1(876)469.2029

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. 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/unscoc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Denise Antonio*  
Resident Representative

1/13/2021

## Annex 1

## Description of Requirements

Context of the Requirement	To conduct virtual sensitization workshop on Energy Management and Renewable Energy technologies particularly Solar PVs.
Implementing Partner of UNDP	Ministry of Science, Energy and Technology
Brief Description of the Required Services	<p>The Deployment of Renewable Energy and Improvement of Energy Efficiency in the Public Sector project is being implemented from the 1 September 2016 to the 26 March 2021. The project is funded by the Global Environment Facility (GEF) Trust Fund and the Government of Jamaica through its agency the Ministry of Science, Energy and Technology and other partners. The project implementation is being executed by the United Nations Development Programme (UNDP) in Jamaica.</p> <p>This project seeks to advance a low carbon development path and reduce Jamaica's public sector energy bill through the introduction of renewable energy (RE) and improvement in energy efficiency (EE) in the health sector. The project also seeks to build relevant capacity in the public sector by increasing the knowledge base of its operatives on matters pertinent to RE and EE as well as developing the appropriate technical skills necessary to support investments in the sector. It will strengthen the regulatory framework that governs the development and deployment of RE and EE technologies.</p> <p>In this regard, UNDP is looking for an experienced and knowledgeable training organisation to design, develop and deliver a virtual sensitization workshop on Energy Management and Renewable Energy technologies particularly Solar PVs. The workshop is expected to introduce participants to energy management, as well as, the requirements for the operation, maintenance and monitoring of solar PV systems.</p> <p>The objective of the assignment is to facilitate the development of local technical capacities within the health sector in the area of energy management and renewable energy technologies specifically solar PV systems.</p>
List and Description of Expected Outputs to be Delivered	<p>(1) Inception Report to include:</p> <ul style="list-style-type: none"> <li>- Methodology and detailed work-plan for delivery of training</li> <li>- Description of data collection methodologies</li> <li>- Assessment tools</li> <li>- Risks &amp; Mitigating Measures</li> </ul> <p>(2) Submission of Training toolkit and other required materials.</p> <p>(3) Delivery of Two (2) half-day training (with at least 40 participants) including pre and post online survey.</p> <p>(4) Submission of the Final report and supporting products/documents as required.</p>

Person to Supervise the Work/Performance of the Service Provider	<i>GEF 5 Project Manager with support from members of the Project Management Unit</i>
Frequency of Reporting	<i>[As needed]</i>
Progress Reporting Requirements	Not applicable
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	15 non-consecutive working days over a 1-month period
Target start date	12 February 2021
Latest completion date	12 March 2021
Travels Expected	Not expected
Special Security Requirements	<input type="checkbox"/> Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Not applicable
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	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
	<input type="checkbox"/> 60 days

Validity Period of Proposals (Counting for the last day of submission of quotes)	<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														
Payment Terms <sup>1</sup>	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>           Inception Report to include:           <ul style="list-style-type: none"> <li>- Methodology and detailed work-plan for delivery of training</li> <li>- Description of data collection methodologies</li> <li>- Assessment tools</li> <li>- Risks &amp; Mitigating Measures</li> </ul> </td> <td>0%</td> <td rowspan="4">           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td> </tr> <tr> <td>Submission of Training toolkit and other required materials.</td> <td>25%</td> </tr> <tr> <td>Delivery of Two (2) half-day training (with at least 40 participants) including pre and post online survey.</td> <td>50%</td> </tr> <tr> <td>Submission of the Final report and supporting products/documents as required.</td> <td>25%</td> </tr> </tbody> </table>			Outputs	Percentage	Condition for Payment Release	Inception Report to include: <ul style="list-style-type: none"> <li>- Methodology and detailed work-plan for delivery of training</li> <li>- Description of data collection methodologies</li> <li>- Assessment tools</li> <li>- Risks &amp; Mitigating Measures</li> </ul>	0%	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.	Submission of Training toolkit and other required materials.	25%	Delivery of Two (2) half-day training (with at least 40 participants) including pre and post online survey.	50%	Submission of the Final report and supporting products/documents as required.	25%
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	GEF 5 Project Manager in collaboration with members of the Project Management Unit														
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet														
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)														

<sup>1</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm - 30%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan – 30%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel – 40%</p> <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>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>2</sup>	<p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> </p>
Annexes to this RFP <sup>3</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR</p>
Contact Person for Inquiries (Written inquiries only) <sup>4</sup>	<p><i>ICT Manager</i></p> <p><i>Procurement.jamaica@undp.org / telephone: 1 (876) 469.2029</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

<sup>2</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>3</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>4</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>5</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</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, 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.*

<sup>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>6</sup> 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\***

	<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	....		
	Total	100%	

*\*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]*