



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

<b>To all potential bidders</b>	<b>DATE: February 5, 2021</b>
	<b>REFERENCE: Spotlight.ContainerRetrofit.2021.01</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the design and retrofitting of six (6) dry containers for office use by the Jamaica Constabulary Force for the purpose of Domestic Violence Intervention.

Proposals may be submitted on or before Friday, March 5, 2021 and via email to the address below:

**United Nations Development Programme**

***1-3 Lady Musgrave Road, Kingston 5***

procurement.jamaica@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. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

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

Thank you and we look forward to receiving your Proposal.



Sincerely yours,

*Denise Antonio*  
*Resident Representative*  
2/5/2021

### Description of Requirements

Context of the Requirement	<i>The Spotlight Initiative in Jamaica is a united effort to eliminate violence against women &amp; girls. In this regard, UNDP is seeking to retrofit 6 containers that will be used as Domestic Violence Intervention Centres by the Jamaica Constabulary Force. This consultancy therefore requests the design and retrofitting of 6 containers.</i>
Implementing Partner of UNDP	Ministry of National Security-Jamaica Constabulary Force
Brief Description of the Required Services <sup>1</sup>	Design and retrofit 6 20 ft cargo dry containers. (6.1 m) long, 8 <b>feet</b> (2.44 m) wide, and 8 <b>feet</b> 6 inches (2.59 m) high, internal volume- 1,172 cubic <b>feet</b> (33.2 m <sup>3</sup> ).
List and Description of Expected Outputs to be Delivered	<p>As part of the proposal submission, the supplier is expected to provide a mock-up design of the proposed container with the dimensions and materials to be used clearly provided.</p> <p>Each container should include at minimum:</p> <ul style="list-style-type: none"> <li>-Gypsum Wallboards</li> <li>-Prodex Insulation</li> <li>-Sound Proofing Insulation</li> <li>-Door &amp; Window Framing</li> <li>-Wooden Interior Door Framing</li> <li>-Standard Window (36*36)</li> <li>-Main Metal Entry Door</li> <li>-Interior Wooden Door</li> <li>-Acoustic Ceiling</li> <li>-Ceramic Floor Tiling</li> <li>-Interior &amp; Exterior Paint Job</li> <li>-Toffer Lights</li> <li>-Provision for Air Condition</li> <li>-Electrical Materials- sockets and circuit breakers</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	<i>Spotlight Officer, UNDP with support from Jamaica Constabulary Force team</i>
Frequency of Reporting	<i>Bi-weekly</i>
Progress Reporting Requirements	Required
Location of work	<input checked="" type="checkbox"/> At Contractor's Location <b>Note:</b> The containers are currently stored at 146 First Street, Newport West, Kingston 11, Jamaica. It is expected that the financial proposal will include the cost to move the containers to the contractor's location for ease of retrofitting.
Expected duration of work	8-10 weeks
Pre-Bid Conference	<b>Date: February 19, 2021</b> <b>Venue: 146 First Street, Newport West, Kingston 11</b> <b>Time: 10:00am</b>

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

Target start date	March, 2021
Latest completion date	May 2021
Travels Expected	<p>(1) The containers are currently stored at 146 First Street, Newport West, Kingston 11, Jamaica and will require transportation to the contractor's location for ease of retrofitting</p> <p>(2) Retrofitted containers are to be delivered to the following locations across Jamaica when completed:</p> <ol style="list-style-type: none"> <li>1. St. Mary Division - Police barracks compound, Trinity, Port Maria</li> <li>2. St. Ann Division - Ocho Rios Police Station</li> <li>3. St. Elizabeth Division - Santa Cruz Police Station</li> <li>4. St. Catherine South Divisional Headquarters</li> <li>5. Clarendon Division - Hayes Police Station</li> <li>6. Westmoreland Division - Negril Police Station</li> </ol> <p><b>Note: The financial proposal must include the cost to transport the containers to the contractor's location for retrofitting and the final destinations as listed above.</b></p>
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of key 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 <sup>2</sup>	<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"/> 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

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

Payment Terms <sup>3</sup>	<ul style="list-style-type: none"> <li>• 20 % mobilization fee to commence work.</li> <li>• 30% to be paid upon 50% completion of work as per agreed workplan/ milestone.</li> <li>• Balance paid upon satisfactory completion of and delivery of retrofitted containers.</li> </ul>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Officer, Spotlight Initiative with support from Jamaica Constabulary Force Team Members
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Other Type of Contract <i>[face sheet]</i>
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <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> <input checked="" type="checkbox"/> Expertise of the Firm 30 % <input checked="" type="checkbox"/> Quality of proposed design and layout of containers. 40%  <p><b><u>Financial Proposal (30%)</u></b></p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Annex 2 – Terms of Reference and Evaluation Criteria <input checked="" type="checkbox"/> Others (sample pictures to support design and layout)

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

<sup>4</sup> 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>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<p><i>ICT Associate, UNDP</i>  <i>Operations Unit</i>  <a href="mailto:procurement.jamaica@undp.org">procurement.jamaica@undp.org</a></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>
Other Information [p/s. specify]	Financial proposal should include cost breakdown in the format of a bill of quantities

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<sup>6</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.

## Annex 2. Terms of Reference

### **Project Description**

The Spotlight Initiative is aimed at deploying targeted, large-scale investments to improve the rights of women and girls, helping them to live lives free of violence. The Spotlight Initiative will support the elimination of specific forms of violence and address other forms of violence against women & girls (VAWG) through strengthening national and sub-national systems and institutions plans and funds to deliver evidence- based programmes that respond to violence against women and girls, including family violence.

A key objective of the Spotlight Initiative is to equip relevant government authorities at national and sub-national levels with better knowledge and capacity to deliver quality and coordinated essential services, including sexual & reproductive health (SRH) services and access to justice, to women and girls' survivors of VAWG.

The Jamaica Constabulary Force (JCF) currently offers limited services to survivors of VAWG, however, data shows police stations are a first point of contact for victims when seeking support. The establishment of Domestic Violence Intervention Centres is a direct response and intervention strategy to strengthen the JCF's ability to respond and support victims of family and domestic violence. These centres achieve the objective of delivering quality and essential services to survivors of VAWG.

This activity falls under Pillar 4 and is designed to fulfill the immediate outcome of:

*“Relevant government authorities and women’s rights organisations at national and subnational levels have better knowledge and capacity to deliver quality and coordinated essential services, including SRH services and access to justice, to women and girls’ survivors of violence(and their families when relevant), especially those facing multiple and intersecting forms of discrimination”.*

### **Objective:**

To acquire 6 retrofitted containers for use as Domestic Violence Intervention Centres for use by the Jamaica Constabulary Force (Ministry of Justice), its departments and agencies with a view to improving equitable access to essential services and access to justice by victims of VAWG.

### **Purpose:**

The Spotlight Initiative funded by the European Union seeks to equip relevant government authorities at national and sub-national levels with better knowledge and capacity to deliver quality and coordinated essential services, including SRH services and access to justice, to women and girls' survivors of VAWG.

### ***Immediate Outcome 3: Increased delivery of quality and essential services to survivors of VAWG.***

The units will provide survivors of VAWG with access to essential support services provided by the Jamaica Constabulary Force. Services will include access to justice, SRH services, counselling and referral pathways. The units will be strategically placed at police stations across the island for women to readily access these services in their respective parishes.

## **Retrofitting Specifications:**

### **Reception Area**

The layout shall include a waiting area that can accommodate:

- A Receptionist's seat and desk/table
- A minimum of 3 seats for waiting clients
- At minimum two electrical outlet(s) and internet port(s)
- One filing cabinet
- One mini refrigerator
- One AC vent
- One fire extinguisher

### **Interview and Counselling Room**

There shall be one partitioned office to be used for interviews, counselling or other related services. Each of these offices shall be able to accommodate:

- An Officer's seat and desk/table (for use by police officers, counsellors, case workers and any other related personnel)
- A minimum of four seats for clients
- LED roof lighting within proximity of the desk/table
- Integrated sound-proofing on walls and doors – for auditory privacy
- Tinting on each window – for visual privacy
- One AC vent

### ***Wheelchair Access***

Each unit shall be fully accessible to a client in a wheelchair and stairs should be suitable for use by the differently-abled. The following fixtures and fittings shall therefore be included in the layout of the bus:

- Wheel chair access to all rooms. This will require attention to the size and angle of entryways as well as the creation of space within all rooms to accommodate a client seated in his or her own wheelchair.

### **Mandatory Contractual Requirements:**

In addition to meeting the specifications outlined above, each Bidder shall provide or produce the following within the bid documents:

- A Warranty covering the container and all fixtures and fittings for a minimum period of 1 year, with the possibility of an extension/renewal;
- Each bid shall be accompanied by detailed descriptions of the interior of each bus, including drawings and dimensions (using metric measurements) for the retrofitted spaces;
- Bidders will confirm that the electrical system used in the bus can adequately accommodate the potential load from multiple outlets, refrigerator and the use of the Air Conditioning for long periods. This should include best practice options for batteries, invertors, alternators and other electrical components in the engine and/or interior of the bus. The bid shall include a description of the provisions that the bidder will make for accommodating the increased electrical load and requirements.
- Bidders must confirm the accessibility of all parts through their local dealership.



## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity, and experience	300
2.	Proposed Methodology and Design for Retrofitting of Containers	400
	<b>Total</b>	<b>700</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing <ul style="list-style-type: none"> <li>Experience in implementing similar contracts for GOJ beneficiaries – 30 points</li> <li>Experience in implementing similar contracts for international donor funded projects – 20 points</li> </ul>	50
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> <li>management structure – 45 points</li> <li>demonstrated capacity to conduct retrofitting with internal technical staff, without sub-contracting to third parties – 45 points</li> </ul>	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country <ul style="list-style-type: none"> <li>Experience retrofitting containers as offices – 20 points</li> <li>Experience installing electrical capacity of containers with internal outlets, lighting, generators etc. – 20 points</li> <li>Experience sound proofing containers – 30 points</li> </ul>	70
1.4	Quality assurance procedures and risk mitigation measures (e.g. warranty available for retrofitted units, response time for failed parts)	60
1.5	Organizational Commitment to Sustainability <ul style="list-style-type: none"> <li>-Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points</li> <li>-Organization is a member of the UN Global Compact -5 points</li> <li>-Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energy or membership of trade institutions promoting such issues</li> </ul>	30
<b>Total Section 1</b>		<b>300</b>

Section 2. Proposed Methodology and Design for Retrofitting of Containers		Points obtainable
2.1	Design and Layout of the Reception Area	200
2.2	Design and Layout of the Interview and Counselling Room	150
2.3	Design and WheelChair Access Component	50
Total Section 2		400