



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

	DATE: February 19, 2021
	REFERENCE: GDED SMME SUMMIT

Dear Sir / Madam:

We kindly request you to submit your Proposal: **Support to the Gauteng Department of Economic Development in organising a Small, Micro and Medium Enterprises Summit in February 2021**

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

Technical and Financial Proposals may be submitted to bid.pretoria@undp.org / lerato.maimela@undp.org no later than 10h00 **Tuesday, February 23, 2021** South African time.

UNDP e-tendering user guide can be found on this link:

Your Proposal must be expressed in the **ENGLISH**, and valid for a minimum period of **90 days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market

factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

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

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Lerato Maimela
Procurement Associate
2/19/2021

Description of Requirements

Context of the Requirement	<p>The White Paper on a National Strategy for the development and promotion of small business in South Africa states: “The stimulation of small, medium and micro enterprises must be seen as part of an integrated strategy to take Gauteng’s economy onto a higher road – one which is diversified, productivity enhanced, investment is stimulated and entrepreneurship flourishes” (Ntsika, 2017).</p> <p>The National Development Plan (NDP) envisages that by 2030, 90% of the 11 million jobs to be created will be through small to medium enterprises, supported by government. The Gauteng Department of Economic Development (GDED), through the Township Economic Revitalisation (TER) strategy has identified entrepreneurship as a pathway towards accelerated and sustainable shared growth for Gauteng as a means of employment generation and creating sustainable livelihoods.</p> <p>The Gauteng Provincial Government has established a sound policy platform for SMME growth and development and this includes broad, overarching strategies such as the Reconstruction and Development Programme (RDP), Growth, Employment and Redistribution (GEAR), Broad-Based Black Economic Empowerment (BBBEE), the Accelerated and Shared Growth initiative for South Africa (ASGISA), and the Joint Initiative on Priority Skills Acquisition (JIPSA), the National Skills Development Strategy and the National Local Economic Development Framework which established an important foundation for SMME development</p> <p>Consequently, the GDED will be hosting the Provincial SMME Summit to establish a vibrant SMME sector that can effectively respond to the triple challenge of unemployment, job creation and poverty alleviation and ultimately generating higher production volumes.</p>
Implementing Partner of UNDP	UNDP and Gauteng Department of Economic Development
Brief Description of the Required Services ¹	Support to the Gauteng Department of Economic Development in organizing a Small, Micro and Medium Enterprises Summit in February 2021.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Pre-Summit Preparation Report • Summit Report • Close-out Report
Person to Supervise the Work/Performance of the Service Provider	The service provider will report to the UNDP Team Leader for Inclusive Growth and Director for Special Project and International Relation in the Department of Gauteng Economic Development Department

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

Frequency of Reporting	As required by UNDP and GDED
Progress Reporting Requirements	The service provider shall meet and submit written progress reports to the Project supervisory team of the UNDP and GDED.
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	1 months
Estimated Target start date	24 th February 2021
Latest completion date	End of March 2021
Travels Expected	n/a
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others n/a
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – SOUTH AFRICAN RANDS								
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days 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 <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>								
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>%</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Upon approval of satisfactory deliver of service detailed in the Terms Of references.</td> <td>30%</td> <td> 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> </tbody> </table>			Outputs	%	Condition for Payment Release	Upon approval of satisfactory deliver of service detailed in the Terms Of references.	30%	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
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Person(s) to review/inspect / approve outputs/completed services and authorize the disbursement of payment	The service provider shall submit written reports to be reviewed and approved by the Project supervisory team of the UNDP and GDED before payment disbursements								
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract								

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

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

	<div><input checked="" type="checkbox"/> Contract for Professional Services</div> <div><input type="checkbox"/> Long-Term Agreement⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i></div> <div><input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i></div>																								
Criteria for Contract Award	<div><input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers</div> <div><input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</div> <div><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.</div>																								
Criteria for the Assessment of Proposal	<div><div>Technical Proposal (70%) = 100 points</div><table><tr><th colspan="2">Criteria for Selection</th><th>Points Allocated</th></tr><tr><td colspan="2">(As per RFQ or RFP)</td><td>Per Criteria</td></tr><tr><td>1</td><td>Technical Proposal</td><td>60</td></tr><tr><td></td><td>Expertise of institution/Company submitting Proposal demonstrating relevance of:<ul style="list-style-type: none">- Specialized Knowledge in organizing virtual corporate events and public events- Experience in resource mobilization- Designed and successfully delivered more than 10 events in the last five years</td><td>35</td></tr><tr><td></td><td>Proposed Work Plan and Approach:<ul style="list-style-type: none">- Is the scope of task well defined and does it respond to the TORs?- Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?</td><td>25</td></tr><tr><td>2</td><td>Knowledge, experience and Qualification of Team Members</td><td>40</td></tr><tr><td></td><td>Team LeaderQualification: Degree in Public Relations, Communications, or Hospitality, Project Management Qualification</td><td>5</td></tr><tr><td></td><td>Knowledge and Skills:<ul style="list-style-type: none">• Communication and marketing skills.• Good leadership skills.• Expert interpersonal skills.Risk management skills.</td><td>10</td></tr></table></div>	Criteria for Selection		Points Allocated	(As per RFQ or RFP)		Per Criteria	1	Technical Proposal	60		Expertise of institution/Company submitting Proposal demonstrating relevance of: <ul style="list-style-type: none">- Specialized Knowledge in organizing virtual corporate events and public events- Experience in resource mobilization- Designed and successfully delivered more than 10 events in the last five years	35		Proposed Work Plan and Approach: <ul style="list-style-type: none">- Is the scope of task well defined and does it respond to the TORs?- Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	25	2	Knowledge, experience and Qualification of Team Members	40		Team LeaderQualification: Degree in Public Relations, Communications, or Hospitality, Project Management Qualification	5		Knowledge and Skills: <ul style="list-style-type: none">• Communication and marketing skills.• Good leadership skills.• Expert interpersonal skills.Risk management skills.	10
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⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

		Experience: The team leader must have more 5 years’ experience in event management <ul style="list-style-type: none">• Strong project management skills spanning over 5 years.• Highly Organized.• Multi-tasker.• Good time management.• Risk management experience.• Experience in raising sponsorships for events	10
	Support Staff.	Qualification: Minimum diploma in Public Relations, Communication or Hospitality	5
		Knowledge and Skills: Knowledge and skills of coordinating and managing the logistics and hosting of business events to ensure cost-effective, well-run events which provide customers with a truly great experience.	5
		Experience: Three years’ experience in ccoordinating and managing the logistics and hosting of business events.	5
	TOTAL TECHNICAL SCORE (Passing Rate = 70%)		100 pts
<u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>		
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html		

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Procurement Unit</i> <i>procurement.enquiries.za@undp.org / lerato.maimela@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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.