



RFP 18293-2021 Long Term Agreement for Consulting Services on E-Mobility

Project:

“Advancing with a Regional Approach Towards E-Mobility in Latin America.”

Pre-Proposal Conference

February 22nd, 2021

RFP PRE-PROPOSAL CALL AGENDA



1. Welcome – UNDP

2. Purpose of RFP Pre-Proposal Conference – UNDP

3. Overview of Project - UNEP

- Project Overview.
- Scope of Work, SOW Qualifications and Experience for the Service Provider based on the SOW.

4. Administrative Process for the Request for Proposal, RFP Process - UNDP

A. RFP, Procurement Notice and E-Tendering

B. RFP Invitation Document (published 69 pages – Returnable Bidder's Forms)

- RFP Requirements, Deadlines & Channel of Communication (BID DATA SHEET)
- Required Documents to Establish Qualification of Offerors
- Structure of the Technical Proposal
- The Financial Proposal
- Evaluation Method for the Award of Contract

5. Pre-Proposal Conference's Questions / Clarifications – UNEP & UNDP

6. Closing of Pre-Proposal Conference – UNDP

3. Overview of Project - **UNEP**

- Project Overview.
- Scope of Work, SOW Qualifications and Experience for the Service Provider based on the SOW.



UNEP's Presentation

4. Administrative Process for the Request for Proposal, RFP Process

A. RFP, Procurement Notice and E-Tendering



https://procurement-notice.undp.org/view_notice.cfm?notice_id=75317

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Starting from October 2020, the password system for the UNDP eTendering website has been revised to enhance the security and user interface. To download the guide with more details on the usage of the new password system, please [click here](#).

A partir de Octubre de 2020, el sistema de contraseñas del sitio web de eTendering del PNUD será modificado para mejorar la seguridad y la interfaz de usuario. Para descargar la guía con más detalles sobre el uso del nuevo sistema de contraseñas, haga [clic aquí](#).

A partir d'octobre 2020, le système d'identification du site eTendering du PNUD est changé pour améliorer la sécurité et l'interface utilisateur. Pour télécharger le guide avec plus de détails sur l'utilisation du nouveau système d'identification, veuillez [cliquer ici](#).

View Notice

RFP 18293-2021 LTA Consulting Svcs on E-Mobility

Procurement Process : RFP - Request for proposal R4610 - 0000008508 [Click here to participate](#)

Office : Regional Centre - PANAMA

Deadline : 04-Mar-21 @ 03:00 PM (New York time)

Posted on : 11-Feb-21 @ 07:54 PM (New York time)

Development Area :

Reference Number : 75317

Link to Atlas Project : 00127646 - NextGen Recovery Solutions and Human Mobility

Documents : [RFP 18293-2021 for LTA Consulting Svcs Invitation Document](#)
[FORM A Technical Proposal Submission Form](#)
[FORM B Bidder Information Form](#)
[FORM C Joint Venture Consortium Association Information Form](#)
[FORM D Qualification Form](#)
[FORM E Format of Technical Proposal](#)
[FORM F Financial Proposal Submission Form](#)
[FORM G Financial Proposal Form](#)
[FORM H Format for CV of Proposed Key Personnel](#)
[E-Tendering Users Guide](#)

Overview :
Version 2. Deadline's time for proposals' submissions changed from 03:00 hrs. to 15:00 hrs.

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):
Section 1: This Letter of Invitation
Section 2: Instruction to Bidders
Section 3: Bid Data Sheet (BDS)
Section 4: Evaluation Criteria

This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d>

This procurement process is conducted through the UNDP e-Tendering online system <https://etendering.partneragencies.org/> (interested applicants must register in the system in order to access the additional documents).

Detailed instruction on how to register as a first-time user, how to submit and manage bids, as well as the complete User guide for bidders, and FAQ document for bidders, can be found at the link below:

Procurement Resources for Bidders
<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurementnotices/resources>

“Offerors are strongly encouraged to submit their proposals at least a day prior or well before the closing time, rather than waiting to submit at the last minute.”

4. Administrative Process for the Request for Proposal, RFP Process

B. RFP Invitation Document (published 69 pages – Returnable Bidder's Forms)



https://procurement-notices.undp.org/view_notice.cfm?notice_id=75317

United Nations Development Programme



REQUEST FOR PROPOSAL

Long Term Agreement, LTA for Consulting Services on E-Mobility

RFP No.: 18293-2021

Project: "Advancing with a Regional Approach Towards E-Mobility in Latin America."

Country: UNDP's Office for Latin America and the Caribbean

Issued on: 11 February 2021

View Notice

RFP 18293-2021 LTA Consulting Svcs on E-Mobility

Procurement Process :	RFP - Request for proposal	R4610 - 0000008508 Click here to participate
Office :	Regional Centre - PANAMA	
Deadline :	04-Mar-21 @ 03:00 PM (New York time)	
Posted on :	11-Feb-21 @ 07:54 PM (New York time)	
Development Area :	CONSULTANTS	
Reference Number :	75317	

Link to Atlas Project :
00127646 - NextGen Recovery Solutions and Human Mobility

Documents :

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This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation

- **RFP Requirements, Deadlines & Channel of Communication (BID DATA SHEET)**

- **Required Documents to Establish Qualification of Offerors**

FORM B: Bidder Information Form

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. Certificate of Incorporation/ Business /Operations Registration . Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder . Certificate or proof of being up to date with the payment of social security in the country or similar. Trade name registration papers, if applicable Bank Reference (bank references should include bank name, location, contact person and contact's details).

- Local Government permit to locate and operate in assignment location, if applicable
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
- Power of Attorney (Registration of the current Power of Attorney granted to the Legal Representative of the Proponent)
- Legal Representative Identification Document
- Quality certificates, patent registrations, environmental sustainability certificates, etc.



SECTION 4: EVALUATION CRITERIA

- Preliminary Examination Criteria
- Minimum Eligibility and Qualification Criteria

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	<input type="text" value="[Insert Name of Bidder]"/>	Date:	<input type="text" value="Select date"/>
RFP reference:	<input type="text" value="[Insert RFP Reference Number]"/>		

We, the undersigned, offer to provide the services for in accordance with your Request for Proposal No. and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM A: Technical Proposal Submission Form



SECTION 4: EVALUATION CRITERIA

- Preliminary Examination Criteria
- Minimum Eligibility and Qualification Criteria

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	<input type="text" value="[Insert Name of Bidder]"/>	Date:	<input type="text" value="Select date"/>
RFP reference:	<input type="text" value="[Insert RFP Reference Number]"/>		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	<input type="text" value="[Complete]"/>	<input type="text" value="[Complete]"/>
2	<input type="text" value="[Complete]"/>	<input type="text" value="[Complete]"/>
3	<input type="text" value="[Complete]"/>	<input type="text" value="[Complete]"/>

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	<input type="text" value="[Complete]"/>
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

FORM C:
Joint Venture / Consortium / Association
Information Form

FORM C is to be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture / Consortium /Association



FORM D: QUALIFICATION FORM

Name of Bidder:	<input type="text" value="[Insert Name of Bidder]"/>	Date:	<input type="text" value="Select date"/>
RFP reference:	<input type="text" value="[Insert RFP Reference Number]"/>		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

FORM D: Qualification Form



SECTION 4: EVALUATION CRITERIA

- Preliminary Examination Criteria
- Minimum Eligibility and Qualification Criteria

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year		USD	
	Year		USD	
	Year		USD	
Latest Credit Rating (if any), indicate the source				

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM D: Qualification Form



SECTION 4: EVALUATION CRITERIA

- Preliminary Examination Criteria
- Minimum Eligibility and Qualification Criteria

TECHNICAL EVALUATION



Technical Proposals

70%

Once it is verified that the service provider has included all the above-mentioned documents, the Evaluation Committee will proceed to evaluate the technical proposal based on the following components and according to its relevant evaluation table:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Company's Profile & Background	200
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Qualification of Key Personnel	400
	Total	1000

SECTION 2: INSTRUCTION TO BIDDERS B: PREPARATION OF PROPOSALS

10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.
	10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.
	10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP
	10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.

SECTION 4: EVALUATION CRITERIA

- Technical Evaluation Criteria

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Company's Profile & Background (Bidder's qualification, capacity and expertise)

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the SOW by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

FORM E: Format of Technical Proposal



1. Company's Profile & Background:

Bidder's qualification, capacities and experiences.

2. Proposed Methodology, Approach and Implementation Plan

The Service Provider should describe how it intends to address and meet the requirements of the Scope of Work, SOW and to do so will provide a detailed description of the essential operating characteristics, reporting conditions and quality assurance mechanisms it intends to address, while demonstrating that the proposed methodology will be appropriate taking into account local conditions and the context of work.

SECTION 4: EVALUATION CRITERIA

- Technical Evaluation Criteria

SECTION 2A: Bidder's Comments and Suggestions on the Scope of Work, SOW.

Provide comments and suggestions on the Scope of Work, SOW or additional services that will be rendered beyond the requirements of the SOW, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Form H: Format for CV of Proposed Key Personnel must be filled in for proposed candidate for each of the six (6) positions required.

FORM E: Format of Technical Proposal



3. Management of Structure & Qualification of Key Personnel

Only the professional staff proposed whose curriculum vitae is accompanying the respective technical proposal will be evaluated. The bidder must ensure in writing that have never been the subject of a judicial or administrative complaint or convicted of a case of sexual harassment or abuse or discrimination against any person.

In all cases, it will be classified as years of specific experience that the professional has effectively performed in other institutions, functions that are similar or equivalent to the position for which he is proposed.

For the team, only the first proposed candidate of each position will be considered. The nomination of two or more professionals for the same position will not lead to accumulation of scores as follows.

SECTION 4: EVALUATION CRITERIA

- Technical Evaluation Criteria

FORM H: Format for CV of Proposed Key Personnel



FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language Proficiency	[Insert] (Spanish language prof dominion)
Education/ Qualifications	<i>[Summarize the higher university and other specialized education of the staff member, indicating the names of the institutions, the dates of attendance and the degrees and qualifications obtained.]</i> [Insert]
Professional Certifications	<i>[Provide details of professional certifications relevant to the scope of the services]</i> <ul style="list-style-type: none">Name of institution: [Insert]Date of certification: [Insert]
Registration / Work experience Experience	<i>[List personnel-occupied charges (List in the reverse order) that are relevant to the position. For each relevant position, please indicate the exact position's duration and/or the specific number of relevant experiences, in addition to the names of the employer's organizations, title of the position occupied and location of employment. For experience over the past five (5) years, detail the type of activities performed, the degree of responsibilities, the location of assignments, and any other information or professional experience deemed relevant to this assignment.]</i> [Insert]
Experience 2	

Experience 3	
[ADDITIONAL BOX MUST BE COMPLETED IF YOU ARE APPLYING FOR TEAM LEADER] Proven experience in coordinating and leading teams with positive results.	<i>*If you are not a Team Leader, you can answer this check box with a : Does Not Apply, N/A.</i>
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM H:
Format for CV of Proposed Key Personnel must be filled in for proposed candidate for each of the six (6) positions required.

FORM F: Financial Proposal Submission Form



FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	<input type="text" value="[Insert Name of Bidder]"/>	Date:	<input type="text" value="Select date"/>
RFP reference:	<input type="text" value="[Insert RFP Reference Number]"/>		

We, the undersigned, offer to provide the services for in accordance with your Request for Proposal No. and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of .

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

SECTION 2: INSTRUCTION TO BIDDERS B: PREPARATION OF PROPOSALS

11. Financial Proposals	<div>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</div> <div>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</div> <div>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</div>
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FORM G: Financial Proposal Form



FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	<input type="text" value="[Insert Name of Bidder]"/>	Date:	<input type="text" value="Select date"/>
RFP reference:	<input type="text" value="[Insert RFP Reference Number]"/>		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal:

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			

Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

SECTION 3: BID DATA SHEET

23	Other Information Related to the RFP	<p>The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate.</p> <p>Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage.</p> <p>Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.</p> <p>The Proposer shall assume the responsibility for not encrypting the Financial Proposal.</p> <p>NOTE: DO NOT ENTER YOUR BID PRICE VALUE/ AMOUNT IN THE BID PRICE LINE IN THE E-TENDERING SYSTEM, INSTEAD ENTER THE NUMBER: 1</p>
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• Evaluation Method for the Award of Contract



SECTION 3: BID DATA SHEET

17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>April, 2021.</i>
19		Maximum expected duration of contract	14 months.
20	35	UNDP will award the contract to:	One Proposer Only

Combined Scoring Method:

Lowest Financial Proposal among Technically Responsive and Qualified Proposals where the minimum technical score required to pass is 700.

Only the Financial Proposals of those Offerors who achieve the minimum technical score will be opened for evaluation. The Offerors will be emailed requesting access to their Financial Proposals.

21	39	Type of Contract	Long Term Agreement, LTA.
			http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html



Thank you all for your interest and participation!!

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP Procurement opportunities.