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.

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

A. RFP, Procurement Notice and E-Tendering

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伙伴agencies.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)

- 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

<table>
<thead>
<tr>
<th>Legal name of Bidder</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal address</td>
<td>Complete</td>
</tr>
<tr>
<td>Year of registration</td>
<td>Complete</td>
</tr>
</tbody>
</table>

**Bidder's Authorized Representative Information**

- Name and Title: Complete
- Telephone number: Complete
- Email: Complete

**Are you a UNGM registered vendor?**
- Yes □  No □ Yes □ [Insert UNGM vendor number]

**Are you a UNDP vendor?**
- Yes □  No □ Yes □ [Insert UNDP vendor number]

**Countries of operation?**
- Complete

**No. of full-time employees**
- Complete

**Quality Assurance Certification (e.g., ISO 9001 or equivalent)**
- Complete

**Does your Company hold any accreditations such as ISO 14001 related to the environment?**
- Yes □  No □ Yes □ [Provide a Copy]

**Does your Company have a written Statement of its Environmental Policy?**
- Yes □  No □ Yes □ [Provide a Copy]

**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**

- Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.
- Certificate of Incorporation/ Business/ Operation Registration
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is registered with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- Certificate of 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)

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SECTION 4: EVALUATION CRITERIA

- Preliminary Examination Criteria
- Minimum Eligibility and Qualification Criteria
- 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 Proposers)
- Legal Representative Identification Document
- Quality certificates, patent registrations, environmental sustainability certificates, etc.
FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>Insert Name of Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Select date</td>
</tr>
<tr>
<td>RFP reference:</td>
<td>Insert RFP Reference Number</td>
</tr>
</tbody>
</table>

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] 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/SG/2008/15);

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 prescribed 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 serves 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 misrepresentation 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 [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____________________________
Title: ______________________________
Date: ______________________________
Signature: _______________________

[Stamp with official stamp of the Bidder]

SECTION 4: EVALUATION CRITERIA

- Preliminary Examination Criteria
- Minimum Eligibility and Qualification Criteria
FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

<table>
<thead>
<tr>
<th>No</th>
<th>Name of Partner and contact information (address, telephone numbers, fax number, e-mail address)</th>
<th>Proposed proportion of responsibilities (in %) and type of services to be performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>2</td>
<td>Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>3</td>
<td>Complete</td>
<td>Complete</td>
</tr>
</tbody>
</table>

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): Complete

We have attached a copy of the below documents 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.

<table>
<thead>
<tr>
<th>Name of partner</th>
<th>Name of partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

Name of partner: __________________________ Name of partner: __________________________

Signature: __________________________
Date: __________________________

Name of partner: __________________________ Name of partner: __________________________

Signature: __________________________
Date: __________________________

Name of partner: __________________________ Name of partner: __________________________

Signature: __________________________
Date: __________________________

SECTION 2: INSTRUCTION TO BIDDERS

B: PREPARATION OF PROPOSALS
FORM D: Qualification Form

**SECTION 4: EVALUATION CRITERIA**

- Preliminary Examination Criteria
- Minimum Eligibility and Qualification Criteria

### Historical Contract Non-Performance

<table>
<thead>
<tr>
<th>Year</th>
<th>Non-performed portion of contract</th>
<th>Contract Identification</th>
<th>Total Contract Amount (current value in US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of Client:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address of Client:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reason(s) for non-performance:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Litigation History (including pending litigation)

<table>
<thead>
<tr>
<th>Year of dispute</th>
<th>Amount in dispute (in US$)</th>
<th>Contract Identification</th>
<th>Total Contract Amount (current value in US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of Client:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address of Client:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Matter in dispute:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Party who initiated the dispute:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Status of dispute:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Party awarded if resolved:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Previous Relevant Experience

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/VA 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 as requested by UNDP.
### Project name & Country of Assignment

<table>
<thead>
<tr>
<th>Contract Value</th>
<th>Period of activity and status</th>
<th>Types of activities undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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### Financial Standing

**Annual Turnover for the last 3 years**

<table>
<thead>
<tr>
<th>Year</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Latest Credit Rating (if any), indicate the source**

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### Financial Information

**Historic Information for the last 3 years**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Information from Balance Sheet
- Information from Income Statement

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

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**SECTION 4: EVALUATION CRITERIA**

- Preliminary Examination Criteria
- Minimum Eligibility and Qualification Criteria
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

<table>
<thead>
<tr>
<th>Component</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Company’s Profile &amp; Background</td>
<td>200</td>
</tr>
<tr>
<td>2. Proposed Methodology, Approach and Implementation Plan</td>
<td>400</td>
</tr>
<tr>
<td>3. Management Structure and Qualification of Key Personnel</td>
<td>400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

**SECTION 2: INSTRUCTION TO BIDDERS**

**B: PREPARATION OF PROPOSALS**

<table>
<thead>
<tr>
<th>10. Technical Proposal Format and Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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 EDS.</td>
</tr>
</tbody>
</table>
FORM E: Format of Technical Proposal

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

The 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 subcontractors 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.

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
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.
FORM H: Format for CV of Proposed Key Personnel

Name of Personnel

Position for this assignment

Nationality

Language Proficiency

Education/Qualifications

Professional Certifications

Registration/Work experience/Experience

Experience 1

[Additional box must be completed if you are applying for Team Leader position.]

References

[Provide names, addresses, phone and email contact information for two (2) references.]

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

SECTION 2: INSTRUCTION TO BIDDERS

B: PREPARATION OF PROPOSALS

11. Financial Proposals

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.

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.

11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
FORM G: Financial Proposal Form

SECTION 3: BID DATA SHEET

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.

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 pass the technical evaluation stage.

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.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal.

NOTE: DO NOT ENTER YOUR BID PRICE VALUE/ AMOUNT IN THE BID PRICE LINE IN THE E-TENDERING SYSTEM, INSTEAD ENTER THE NUMBER: 1
**Evaluation Method for the Award of Contract**

**SECTION 3: BID DATA SHEET**

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

**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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Type of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>39</td>
<td>Long Term Agreement, LTA.</td>
</tr>
</tbody>
</table>


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.