



## REQUEST FOR PROPOSAL (RFP)

|                                |  |
|--------------------------------|--|
| To :<br>All Interested Bidders | DATE: March 18, 2021   |
|                                | REFERENCE: <b>RFP-UNDP-AIS-124304-010-2021 Provision of the Incubation and Acceleration Training for Ending Plastic Pollution Innovation Challenge (EPPIC) Project</b> |

Dear Sir / Madam,

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference **RFP-UNDP-AIS-124304-010-2021 Provision of the Incubation and Acceleration Training for Ending Plastic Pollution Innovation Challenge (EPPIC) Project**.

A **Pre-Proposal Conference** will be held on:

Date/Time : Tuesday, 23 March 2021, 10:00 AM (GMT +7)

Place : Virtual via Zoom

Link : [https://undp.zoom.us/meeting/register/tZltduyrqjOtGNZ2F\\_cDFYhjP4EPuMiPnR](https://undp.zoom.us/meeting/register/tZltduyrqjOtGNZ2F_cDFYhjP4EPuMiPnR)

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: 0000008781**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

**NOTE!** 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 be 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 BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1. Failed to meet this requirement, proposal will be rejected.**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED. Failed to meet this requirement, proposal will be rejected.**

**NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets).**

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking “Accept Invitation” but not later than **23 March 2021**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

**Username: event.guest**

**Password: why2change**

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to [sestyo.wicaksono@undp.org](mailto:sestyo.wicaksono@undp.org) and [yusef.millah@undp.org](mailto:yusef.millah@undp.org)

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

**No hard copy or email submissions will be accepted by UNDP.**

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'MSK' or similar, with a stylized flourish at the end.

*Martin Stephanus Kurnia*  
*Head of Procurement Unit*  
3/18/2021

## Annex 1

## Description of Requirements

|   |  |
|---|--|
| Context of the Requirement                              | <b>Procuring Indonesia-based firm to deliver the incubation and acceleration training for Ending Plastic Pollution Innovation Challenge (EPPIC) Project</b>  |
| Implementing Partner of UNDP                            | UNDP Indonesia AIS & Marine Debris   |
| Brief Description of the Required Services <sup>1</sup> | <p>The main objective of the Contractor firm is to support the implementation of the incubation and acceleration component of EPPIC. The scope includes but not limited to the following tasks:</p> <p><b><u>For the first 3-month incubation period:</u></b></p> <ul style="list-style-type: none"> <li>● Review all the incoming proposals for the EPPIC competition, select top 20 proposals, and provide the report to the UNDP Panel Reviewer.</li> <li>● Together with the AIS Forum Secretariat (Blue Hub) team, design the 3-month incubation program for EPPIC.</li> <li>● Deliver the 3-month incubation program for 8 teams.</li> <li>● Together with the AIS Forum Secretariat (Blue Hub) team, arrange the content and coordinate the participants of the incubation program for a field trip, lasting 4 days, to Lombok Mandalika, Indonesia.</li> <li>● Together with the AIS Forum Secretariat (Blue Hub) team, deliver and coordinate EPPIC Pitch Competition and EPPIC Bootcamp at the end of the 3-month incubation period.</li> <li>● Support with other administrative tasks in the incubation program</li> <li>● Other tasks related to the incubation needs as assigned.</li> </ul> <p><b><u>For the rest 9-month acceleration period:</u></b></p> <ul style="list-style-type: none"> <li>● Together with the AIS Forum Secretariat (Blue Hub) team, design the 9-month acceleration program for EPPIC.</li> <li>● Deliver the 9-month acceleration program for 2 teams.</li> <li>● Together with the AIS Forum Secretariat (Blue Hub) team, arrange the content and coordinate the participants of the acceleration program for a field trip, lasting 4 days, to Lombok Mandalika, Indonesia.</li> <li>● Together with the EPPIC &amp; the AIS Forum Secretariat (Blue Hub) team, deliver and coordinate the content of the Demo Day at the end of 9 months acceleration including but not limited to: <ul style="list-style-type: none"> <li>○ Train the teams for pitching.</li> <li>○ Design a detailed schedule of the Demo day.</li> <li>○ Support creating judging criteria &amp; format.</li> <li>○ Facilitate the flow of the Demo day.</li> </ul> </li> </ul> |

<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.

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|  | <ul style="list-style-type: none"> <li>Find investors &amp; scale-up partners for the teams</li> <li>Support with other administrative tasks in the incubation program</li> </ul> |  |  |   |
| List and Description of Expected Outputs to be Delivered | <b>Output</b>   | <b>Deliverable</b>                           | <b>Expected results</b>  | <b>Indicative Schedule</b>  |
|  | 1   | Report of the EPPIC's result proposal review | <p>A report that contains a brief assessment and rank of all of the incoming proposals.</p> <p>Indicator of shortlisted start-up:</p> <p><b>Assessment of the proposals:</b></p> <p>The overall startup deck, what's the verdict?</p> <ul style="list-style-type: none"> <li>* How's the startup idea? Is it a fresh idea?</li> <li>* Do it have potential to become financially sustainable?</li> <li>* Do it have potential for scale-up and be replicate?</li> <li>* The pros and the cons?</li> </ul> <p><b>Assessment of the solutions:</b></p> <ul style="list-style-type: none"> <li>* Is the solutions meet the criteria below:</li> <li>* Viability</li> </ul> <p>The idea should demonstrate the viability in terms of its effectiveness in reducing plastic pollution. Proven success of reducing plastic pollution is desirable.</p> <ul style="list-style-type: none"> <li>* Innovative</li> </ul> <p>The idea should demonstrate the innovativeness in terms of using new products, services, technologies or other approaches to combat plastic pollution. Solutions that have been successful elsewhere but have not yet been applied in the EPPIC challenges sites are welcome to apply.</p> <ul style="list-style-type: none"> <li>* Local Potential</li> </ul> <p>The idea should estimate the extent to which your solutions will effectively target the specific challenges of combatting plastic waste and pollution in the two project sites. The solutions should fit the local needs and address the local context.</p> | <p><u>1<sup>st</sup> – 4<sup>th</sup> weeks of April 2021</u></p> |

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|  |   |  | <p>* Scalability<br/>The idea should assess the ability of the solutions to be scaled up and be replicated in other contexts. The potential of the solutions to grow and be applied in other communities in Indonesia, Philippines, and even across ASEAN countries will be assessed.</p> <p>* Sustainability<br/>The idea should assess the operational and financial sustainability of the solutions. The solution should have a long term business plan to ensure it sustainability, including the possibility of securing investment for your solution.</p> <p>* Impact<br/>The idea should demonstrate potential social and environmental impacts of the solutions, including the potential impact of the solution on local livelihoods, gender equality and the wider local community development. The applications must demonstrate contribution to the achievement of the Sustainable Development Goals (SDGs) and Targets, in particular:</p> <ol style="list-style-type: none"> <li>1. SDG 14.1: Reduce marine pollution</li> <li>2. SDG 1: End poverty in all its forms everywhere</li> <li>3. SDG 5: Achieve gender equality and empower all women and girls</li> <li>4. SDG 10: Reduce inequalities within and among countries</li> </ol> |  |
|  | 2 | Incubation and acceleration program design | A detailed work plan and content of the incubation is built and accepted by the EPPIC & AIS Forum Secretariat (Blue Hub) team  | <u>May 2021</u> for the first 3-month incubation program |
|  | 3 | Travel report and all the travel           | Travels for participants are properly coordinated  | <u>May 2021</u> for the first 3-month incubation program |

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|  |   | documents  | The logistic setup is supervised effectively for visits in Indonesia. Transportation, accommodation, meals, airport pick-up, incidents preparation and other relevant logistic setups for participants are properly arranged for the visits in Indonesia and the Philippines.  |   |
|  | 4 | Report of 3-month Incubation program for 8 teams                         | Incubation: Coordinate online coaching, mentoring and training sessions during the incubation period (recruitment and payment for mentors and trainers will be specified in another TOR. Coaches are part of the Contractor's team as described in part H below – team member 1 and 2).  | <u>May-Jul 2021</u> for the 3-month incubation period |
|  | 5 | Final report for the incubation program, Pitch Competition and Boothcamp | <ul style="list-style-type: none"> <li>• The teams are trained for the pitching.</li> <li>• A detailed schedule is designed;</li> <li>• The flow of the event is properly facilitated.</li> <li>• Exhibition booths are designed and set up based on the teams' needs to present their ideas &amp; suitable capacity.</li> </ul> Content designed and delivered. <ul style="list-style-type: none"> <li>• Final Report of incubation programme is delivered</li> </ul> | Sept 2021   |
|  | 6 | Acceleration program and Demo Day program design                         | <ul style="list-style-type: none"> <li>• A detailed work plan and content of acceleration program are built and accepted by the EPPIC &amp; AIS Forum Secretariat (Blue Hub) team</li> </ul>   | <u>Sep 2021</u> for the 9-month acceleration program  |

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|  | 7 | Travel report and all the travel documents          | The logistic setup is supervised effectively for visits in Indonesia. Transportation, accommodation, meals, airport pick-up, incidents preparation and other relevant logistic setups for participants are properly arranged for the visits in Indonesia and the Philippines.   | <u>Feb 2022</u>                              |
|  | 8 | Final report for the acceleration program, Demo Day | <p>The final report, accepted by EPPIC &amp; the AIS Forum Secretariat (Blue Hub) team, including</p> <ul style="list-style-type: none"> <li>• Summary of the activities in the incubation program and the results of such activities.</li> <li>• Each team's progress after the incubation program.</li> <li>• For each team, has a list of network contacts (ie. Investors, government agencies, NGOs, distributors, suppliers, events, etc) that the incubation and the acceleration program have brought to them. And the result came out of those contacts.</li> <li>• A survey/ feedback form collected from each of the participating teams of the incubation and acceleration, showing their recognition of the values that the incubation and the acceleration program have brought to them</li> <li>• Attached appendix with all of the training</li> </ul> | <u>Jun 2022</u> for the 9-month acceleration |



|  |   |   | materials and related incubation materials |  |  |               |                    |  |           |                             |        |   |              |        |        |   |              |  |  |  |  |
|--|---|---|--|--|--|---------------|--------------------|--|-----------|-----------------------------|--------|---|--------------|--------|--------|---|--------------|--|--|--|--|
| Person to Supervise the Work/Performance of the Service Provider         | <ul style="list-style-type: none"> <li>• Senior Adviser for Climate and Natural Resources - Environment Unit - UNDP Indonesia</li> <li>• Program Coordinator for Marine Plastic Litter Reduction Acceleration Secretariat - UNDP Indonesia</li> <li>• Project Coordinator for Archipelagic and Island States (AIS) Forum Secretariat - UNDP Indonesia</li> </ul>  |   |  |  |  |               |                    |  |           |                             |        |   |              |        |        |   |              |  |  |  |  |
| Frequency of Reporting   | Please refer to the attached ToR (annex 3)  |   |  |  |  |               |                    |  |           |                             |        |   |              |        |        |   |              |  |  |  |  |
| Progress Reporting Requirements  | Please refer to the attached ToR (annex 3)  |   |  |  |  |               |                    |  |           |                             |        |   |              |        |        |   |              |  |  |  |  |
| Location of work   | <input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal   |   |  |  |  |               |                    |  |           |                             |        |   |              |        |        |   |              |  |  |  |  |
| Expected duration of work  | 3 (three) months of Incubation period, start from April (one month pre incubation) on end of April and 3 months incubation period on End of May - August 2021.<br>9 (nine) months of Acceleration period, start from end of September 2021 to end of June 2022  |   |  |  |  |               |                    |  |           |                             |        |   |              |        |        |   |              |  |  |  |  |
| Target start date  | April 2021  |   |  |  |  |               |                    |  |           |                             |        |   |              |        |        |   |              |  |  |  |  |
| Latest completion date   | June 2022   |   |  |  |  |               |                    |  |           |                             |        |   |              |        |        |   |              |  |  |  |  |
| Travels Expected   | <p>Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed duty station "Djibouti as initial"</p> <table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Mandalika, Lombok Indonesia</td> <td>4 days</td> <td>Arrange the content and coordinate the participants of the incubation program for a field trip.</td> <td>1 (one) time</td> </tr> <tr> <td>Lombok</td> <td>4 days</td> <td>Arrange the content and coordinate the participants of the incubation program for a field trip.</td> <td>1 (one) time</td> </tr> <tr> <td colspan="4">The travel expense should consider the requirement for COVID-19 protocol</td> </tr> </tbody> </table> |   |  |  |  | Destination/s | Estimated Duration | Brief Description of Purpose of the Travel | Frequency | Mandalika, Lombok Indonesia | 4 days | Arrange the content and coordinate the participants of the incubation program for a field trip. | 1 (one) time | Lombok | 4 days | Arrange the content and coordinate the participants of the incubation program for a field trip. | 1 (one) time | The travel expense should consider the requirement for COVID-19 protocol |  |  |  |
| Destination/s  | Estimated Duration  | Brief Description of Purpose of the Travel  | Frequency                                  |  |  |               |                    |  |           |                             |        |   |              |        |        |   |              |  |  |  |  |
| Mandalika, Lombok Indonesia  | 4 days  | Arrange the content and coordinate the participants of the incubation program for a field trip. | 1 (one) time                               |  |  |               |                    |  |           |                             |        |   |              |        |        |   |              |  |  |  |  |
| Lombok   | 4 days  | Arrange the content and coordinate the participants of the incubation program for a field trip. | 1 (one) time                               |  |  |               |                    |  |           |                             |        |   |              |        |        |   |              |  |  |  |  |
| The travel expense should consider the requirement for COVID-19 protocol |   |   |  |  |  |               |                    |  |           |                             |        |   |              |        |        |   |              |  |  |  |  |
| Special Security Requirements  | <input type="checkbox"/> Security Clearance from UN prior to travelling<br><input type="checkbox"/> Completion of UN's Basic and Advanced Security Training   |   |  |  |  |               |                    |  |           |                             |        |   |              |        |        |   |              |  |  |  |  |

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|   | <input checked="" type="checkbox"/> Comprehensive Travel Insurance<br><input checked="" type="checkbox"/> Others <i>[pls. specify]</i> Health Protocol of COVID 19   |
| 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 individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required   |
| Currency of Proposal  | <input checked="" type="checkbox"/> United States Dollars <b>or IDR for Local Bidders</b>  |
| Value Added Tax on Price Proposal <sup>2</sup>  | <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes   |
| Validity Period of Proposals<br>(Counting for the last day of submission of quotes)       | <input checked="" type="checkbox"/> 90 days<br><br>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes  | <input checked="" type="checkbox"/> Not permitted  |
| Payment Terms <sup>3</sup>  | Please refer to the attached ToR (annex 3)   |
| Person(s) to review/inspect/ approve  | Senior Adviser for Climate and Natural Resources - Environment Unit - UNDP Indonesia, and or   |

<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.

<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.

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| outputs/completed services and authorize the disbursement of payment | Program Coordinator for Marine Plastic Litter Reduction Acceleration Secretariat - UNDP Indonesia, and or<br>Project Coordinator for Archipelagic and Island States (AIS) Forum Secretariat - UNDP Indonesia.   |
| Type of Contract to be Signed  | <input checked="" type="checkbox"/> professional service contract   |
| Criteria for Contract Award  | <input type="checkbox"/> Lowest Price Quote among technically responsive offers<br><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)<br><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 (20%)<br><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (50%)<br><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (30%)<br><p><b><i>NOTE: only bidder(s) who received minimum of 700 points where the financial proposal will be opened</i></b></p> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>                              |
| UNDP will award the contract to:                                     | <input checked="" type="checkbox"/> One and only one Service Provider<br><input type="checkbox"/> One or more Service Providers, depending on the following factors:<br><p><b>The offer shall be divided into 2 periods:</b> 3 months and the rest 9 months. The first 3-month incubation programme will be contracted first, the second 9-month acceleration programme will be signed at a later stage, subject to (i) detailed programme design (to be defined after the first 3-month incubation period) and the contractor's satisfactory performance for the 1<sup>st</sup> period. The proposal from firms need to include both the 3-month and 9-month incubation periods.</p> |
| Contract General Terms and Conditions <sup>4</sup>                   | <input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)<br><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  |

<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.

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|  | <p>Applicable Terms and Conditions are available at:<br/> <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>   |
| Annexes to this RFP <sup>5</sup>                                   | <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 3)</p> <p><input checked="" type="checkbox"/> Others: Sample of written self-declaration form</p>   |
| Contact Person for Inquiries (Written inquiries only) <sup>6</sup> | <p>Sestyo Ndaru Wicaksono / Yusef Millah</p> <p>Mandatory subject of email: <b>RFP/UNDP/AIS/124304/010/2021</b></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 [pls. specify]                                   | <ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: N/A</li> </ul> |

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

<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

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)***

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**NOTE: Bidders should specify/differentiate their proposal between the 3 months and 9 months activity**

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

| Tranches | Target Outputs/ Deliverables  | Due date    | %    |
|----------|---|-------------|------|
| 1        | Payment will be made upon submission of result of EPPIC Proposal Review   | 30 Apr 2021 | 6%   |
| 2        | Incubation and acceleration program design  | 31 May 2021 | 6%   |
| 3        | Travels for participants are properly coordinated   | 30 Jun 2021 | 31%  |
| 4        | 3-month Incubation program for 7-8 teams  | 31 Aug 2021 | 11%  |
| 5        | Pitch Competition and Boothcamp for the incubation program are delivered, the Final report for the incubation program is submitted and accepted by UNDP | 20 Sep 2021 | 3%   |
| 6        | Acceleration program and Demo Day program design is accepted by UNDP  | 30 Sep 2021 | 3%   |
| 7        | Travels for participants are properly coordinated   | Feb 2021    | 2%   |
| 8        | Acceleration program and Demo Day are delivered and the Final report for the acceleration program is submitted and accepted by UNDP                     | 30 Jun 2022 | 38%  |
| Total    |   |             | 100% |

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component [This is only an Example]:**

| Description of Activity         | Remuneration per Unit of Time | Total Period of Engagement | No. of Personnel | Total Rate |
|---------------------------------|-------------------------------|----------------------------|------------------|------------|
| <b>I. Personnel Services</b>    |                               |                            |                  |            |
| 1. Services from Home Office    |                               |                            |                  |            |
| a. Team Leader                  |                               | 126 days                   | 1                |            |
| b. Team Member for Incubation   |                               | 146 days                   | 1                |            |
| c. Team Member for Acceleration |                               | 146 days                   | 1                |            |
|                                 |                               |                            |                  |            |

|   |            |          |     |       |
|---|------------|----------|-----|-------|
| <b>II. Out of Pocket Expenses (if any please specify in detail)</b> |            |          |     |       |
| 1. Travel Costs   |            |          |     |       |
| For Incubation  |            | 4 days   | 22  |       |
| For Acceleration  |            | 4 days   | 10  |       |
| 2. Daily Allowance  |            |          |     |       |
| For Incubation  |            | 4 days   | 22  |       |
| For Acceleration  |            | 4 days   | 10  |       |
| 3. Communications   |            |          |     |       |
| 4. Reproduction   |            |          |     |       |
| 5. Equipment Lease  |            |          |     |       |
| 6. Others   |            |          |     |       |
|   |            |          |     |       |
|   | Unit Price | Quantity | UOM | Total |
| <b>III. Other Related Costs</b>                                     |            |          |     |       |
|   |            |          |     |       |
|   |            |          |     |       |
|   |            |          |     |       |
|   |            |          |     |       |
|   |            |          |     |       |

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*

## TERMS OF REFERENCE

|                           |  |
|---------------------------|--|
| <b>Country:</b>           | <b>Indonesia</b>   |
| <b>Project name:</b>      | <b>Ending Plastic Pollution Innovation Challenge (EPPIC)</b>   |
| <b>Assignment:</b>        | <b>01 Indonesia-based firm to deliver the incubation and acceleration training</b>   |
| <b>Expected duration:</b> | <b>April 2021 to June 2022</b>   |
| <b>Duty station:</b>      | <b>Home-based and Mandalika Lombok, Indonesia</b>  |
| <b>Reporting to:</b>      | Senior Adviser for Climate and Natural Resources - Environment Unit - UNDP Indonesia<br>Program Coordinator for Marine Plastic Litter Reduction Acceleration Secretariat - UNDP Indonesia<br>Project Coordinator for Archipelagic and Island States (AIS) Forum Secretariat - UNDP Indonesia |

### **A. Consultancy Title**

Indonesia-based firm to provide incubation and acceleration program for selected solution winners of the Ending Plastic Pollution Challenge (EPPIC) Project.

### **B. Background**

If current trends continue, it is estimated that by 2050 there will be more plastic than fish in the ocean. Still, worldwide plastic consumption is expected to triple during this time. Plastic pollution has numerous adverse economic, social, and environmental impacts. In particular, marine plastic pollution costs up to \$2.5 billion per year in lost marine ecosystem services. Tackling plastic pollution will require multi-stakeholder collaboration and engagement.

### **About Ending Plastic Pollution Innovation Challenge (EPPIC)**

The project Ending Plastic Pollution Innovation Challenge (EPPIC) seeks to reduce plastic pollution in coastal areas in Viet Nam and Thailand in 2020, followed by Indonesia and the Philippines in 2021, contributing to the achievement of SDG 14 (Life Below Water) and SDG 12 (Responsible Production and Consumption). EPPIC will bring together citizens, local governments, and the private sector to collaborate in establishing effective and innovative solutions. The EPPIC competition is also the opportunity to drive change by raising awareness, collecting lessons learned and trying new approaches to address localized plastic issues. It intends to deliver two outcomes:

§ OUTCOME 1: circular economy of plastic products in four target areas in ASEAN strengthened.



§ OUTCOME 2: knowledge, cooperation and networking in ASEAN-countries for prevention and reduction of plastic waste in nature increased.

The EPPIC in Indonesia and the Philippines (Phase II) has officially launched in January 2021. For EPPIC in Indonesia, the challenge will take place in Mandalika Lombok. Around 7- 8 innovative solutions to fight plastic pollution will be selected to join the incubation program, which will last for 3 months. At the end of the incubation stage, these solutions will compete at an EPPIC Pitch Competition starting in September 2021. The EPPIC team will select two winners from the Indonesian Challenge to join the acceleration program, which will last for 9 months. Each winner will also receive USD 18,000 seed-funding, which will be arranged through innovation challenge modality by the project.

### C. Scope of Work

The main objective of the Contractor firm is to support the implementation of the incubation and acceleration component of EPPIC. The scope includes but not limited to the following tasks:

#### **For the first 3-month incubation period:**

- **Review all the incoming proposals for the EPPIC competition, select top 20 proposals, and provide the report to the UNDP Panel Reviewer.** The Contractor is expected to review and select top 20 proposals for the UNDP panel reviewer. The contractor shall provide a report that contains a brief assessment of the incoming proposals based on the evaluation criteria and rank them from best to worst.
- **Together with the AIS Forum Secretariat (Blue Hub) team, design the 3-month incubation program for EPPIC.** The Contractor is expected to work together with the team and contribute inputs to the incubation program design, including both content (including but not limited to details for each activity; impact measurement framework for each team; and framework for reporting on each team's development process) and Workplan (including but not limited to timeline; key milestones; budget; and human resources involved).
- **Deliver the 3-month incubation program for 8 teams.**
  - Coordinate online coaching, mentoring and training sessions during the incubation period (recruitment and payment for mentors and trainers will be specified in another TOR. Coaches are part of the Contractor's team as described in part H below – team member 1 and 2).
- **Arrange the content and coordinate the participants of the incubation program for a field trip, lasting 4 days, to Lombok Mandalika, Indonesia.**
  - Design and arrange the content of the field trip (ie. activities, agenda, relevant meetings).
  - Coordinate participants during the field trip. The tasks would include to ensure that transportation, accommodation, meals, airport pick-ups, incidents preparation and other relevant logistic tasks are properly set up. 2 people from each solution will join the field trip. At least one member from the Contractor firm will join with the teams during the field trip at its own cost. The cost should also cover the requirement for COVID-19 protocol

- **Deliver and coordinate EPPIC Pitch Competition and EPPIC Bootcamp at the end of the 3-month incubation period including but not limited to:**
  - Arrange financial and logistical related matters
  - Train the teams for pitching.
  - Design, deliver the content and invite speakers for the Bootcamp.
  - Design a detailed schedule of the Pitching day.
  - Facilitate the flow of the Competition.
  - Help teams to design and set up their exhibition booths
- **Support with other administrative tasks in the incubation program**
  - Arrange online mentoring session between the incubatees and relevant partners.
  - Arrange weekly online meetings between the incubator, EPPIC and AIS Forum team.
  - Report on the development process of each team.
  - If necessary, support the communication campaign of the incubation period.

**For the rest 9-month acceleration period:**

- **Together with the AIS Forum Secretariat (Blue Hub) team, design the 9-month acceleration program for EPPIC.** The Contractor is expected to work together with the team and contribute inputs to the incubation program design, including both content (including but not limited to detail for each activity; impact measurement framework for each team; and framework for reporting on each team's development process) and Workplan (including but not limited timeline; key milestones; budget; and human resources involved).
- **Deliver the 9-month acceleration program for 2 teams.**
  - Coordinate coaching, mentoring and online training sessions (recruitment and payment for mentors) and trainers will be specified in another TOR. Coaches are part of the Contractor's team as described in part H below – team member 1 and 2).
- **Arrange the content and coordinate the participants of the acceleration program for a field trip, lasting 4 days, to Lombok Mandalika, Indonesia.**
  - Design and arrange the content of the field trip (ie. activities, agenda, relevant people to meet)
  - Coordinate participants during the field trip. The tasks would include to ensure that transportation, accommodation, meals, airport pick-ups, incidents preparation and other relevant logistic tasks are properly set up. At least one member from the Contractor firm will join with the teams during the field trip at its own cost. The cost should also cover the requirement for COVID-19 protocol.
- **Deliver and coordinate the content of the Demo Day at the end of 9 months acceleration including but not limited to:**
  - Arrange financial and logistical related matters
  - Train the teams for pitching.
  - Design a detailed schedule of the Demo day (offline).
  - Support creating judging criteria & format.

- Facilitate the flow of the Demo day (offline).
- **Find investors & scale-up partners for the teams**
  - Network with different potential investors & scale-up partners for the teams
  - Arrange online meetings between the teams and relevant investors and partners
  - Support the teams in the negotiation process for investment & partnership deals.
- **Support with other administrative tasks in the incubation program**
  - Arrange online meetings between the incubatees and relevant partners.
  - Arrange weekly online meetings between the incubator, EPPIC and the AIS Forum Secretariat (Blue Hub) team.
  - Report on the development process of each team.
  - If necessary, support the communication campaign of the incubation period.
  - Help to arrange travel and accommodation for the members of the team if they are from different countries and decide to come and work in Indonesia for the incubation period (the cost of travel and accommodation will be borne by the incubated teams themselves). Find co-working space in Indonesia for the teams to work in, based on their needs. (the cost for co-working space will be paid by the teams themselves).
- **Other tasks related to the incubation needs as assigned.**

The proposal shall specify the two different activities /periods: 3 months and the rest 9 months. The first 3-month incubation program will be contracted first, the second 9-month incubation program will be signed at a later stage, subject to (i) detailed program design (to be defined after the 3-month incubation period) and the contractor's satisfactory performance for the incubation program. The proposal from firms needs to include both the 3-month incubation and 9-month acceleration periods.

#### D. Expected Outputs and Deliverables

| Output | Deliverable                                  | Expected results   | Indicative Schedule                                       |
|--------|--|--|---|
| 1      | Report of the EPPIC's result proposal review | <p>A report that contains a brief assessment and rank of all of the incoming proposals.</p> <p>Indicator of shortlisted start-up:</p> <p><b>Assessment of the proposals:</b></p> <p>The overall startup deck, what's the verdict?</p> <p>* How's the startup idea? Is it a fresh idea?</p> <p>* Do it have potential to become financially sustainable?</p> <p>* Do it have potential for scale-up and be replicate?</p> <p>* The pros and the cons?</p> <p><b>Assessment of the solutions:</b></p> <p>* Is the solutions meet the criteria below:</p> | <p><u>1<sup>st</sup>-2<sup>nd</sup> week Apr 2021</u></p> |

|  |  |  |  |
|--|--|--|--|
|  |  | <p>* Viability</p> <p>The idea should demonstrate the viability in terms of its effectiveness in reducing plastic pollution. Proven success of reducing plastic pollution is desirable.</p> <p>* Innovative</p> <p>The idea should demonstrate the innovativeness in terms of using new products, services, technologies or other approaches to combat plastic pollution. Solutions that have been successful elsewhere but have not yet been applied in the EPPIC challenges sites are welcome to apply.</p> <p>* Local Potential</p> <p>The idea should estimate the extent to which your solutions will effectively target the specific challenges of combatting plastic waste and pollution in the two project sites. The solutions should fit the local needs and address the local context.</p> <p>* Scalability</p> <p>The idea should assess the ability of the solutions to be scaled up and be replicated in other contexts. The potential of the solutions to grow and be applied in other communities in Indonesia, Philippines, and even across ASEAN countries will be assessed.</p> <p>* Sustainability</p> <p>The idea should assess the operational and financial sustainability of the solutions. The solution should have a long term business plan to ensure it sustainability, including the possibility of securing investment for your solution.</p> <p>* Impact</p> <p>The idea should demonstrate potential social and environmental impacts of the solutions, including the potential impact of the solution</p> |  |
|--|--|--|--|

|   |  |   |  |
|---|--|---|--|
|   |  | <p>on local livelihoods, gender equality and the wider local community development. The applications must demonstrate contribution to the achievement of the Sustainable Development Goals (SDGs) and Targets, in particular:</p> <ol style="list-style-type: none"> <li>1. SDG 14.1: Reduce marine pollution</li> <li>2. SDG 1: End poverty in all its forms everywhere</li> <li>3. SDG 5: Achieve gender equality and empower all women and girls</li> <li>4. SDG 10: Reduce inequalities within and among countries</li> </ol> |  |
| 2 | Incubation and program design  | A detailed work plan and content of the incubation is built and accepted by the EPPIC & AIS Forum Secretariat (Blue Hub) team.  | <u>May 2021</u> for the first 3-month incubation program |
| 3 | Travel report and all the travel documents                               | The logistic setup is supervised effectively for visits in Indonesia. Transportation, accommodation, meals, airport pick-up, incidents preparation and other relevant logistic setups for participants are properly arranged for the visits in Indonesia and the Philippines.   | <u>May 2021</u> for the first 3-month incubation program |
| 4 | Report of 3-month Incubation program for 7-8 teams                       | Incubation: Coordinate online coaching, mentoring and training sessions during the incubation period (recruitment and payment for mentors and trainers will be specified in another TOR. Coaches are part of the Contractor's team as described in part H below – team member 1 and 2).   | <u>May-Jul 2021</u> for the 3-month incubation period    |
| 5 | Final report for the incubation program, Pitch Competition and Boothcamp | <ul style="list-style-type: none"> <li>● The teams are trained for the pitching.</li> <li>● A detailed schedule is designed;</li> <li>● The flow of the event is properly facilitated.</li> <li>● Exhibition booths are designed and set up based on the teams'</li> </ul>  | Sept 2021  |

|   |  |  |  |
|---|--|--|--|
|   |  | <p>needs to present their ideas &amp; suitable capacity.<br/>Content designed and delivered.</p> <ul style="list-style-type: none"> <li>Final Report of incubation programme is delivered</li> </ul>   |  |
| 6 | Acceleration program and Demo Day program design       | <ul style="list-style-type: none"> <li>A detailed work plan and content of acceleration program are built and accepted by the EPPIC &amp; AIS Forum Secretariat (Blue Hub) team</li> </ul>   | <u>Sep 2021</u> for the 9-month acceleration program |
| 7 | Travel report and all the travel documents             | The logistic setup is supervised effectively for visits in Indonesia. Transportation, accommodation, meals, airport pick-up, incidents preparation and other relevant logistic setups for participants are properly arranged for the visits in Indonesia and the Philippines.  | <u>Feb 2022</u>                                      |
| 8 | Final report for the acceleration program and Demo Day | <p>The final report, accepted by EPPIC &amp; the AIS Forum Secretariat (Blue Hub) team, including</p> <ul style="list-style-type: none"> <li>Summary of the activities in the incubation program and the results of such activities.</li> <li>Each team's progress after the incubation program.</li> <li>For each team, has a list of network contacts (ie. Investors, government agencies, NGOs, distributors, suppliers, events, etc) that the incubation and the acceleration program have brought to them. And the result came out of those contacts.</li> <li>A survey/ feedback form collected from each of the participating teams of the incubation and acceleration, showing their recognition of the values that the incubation and the acceleration program have brought to them</li> <li>Attached appendix with all of the training materials and related incubation materials</li> </ul> | <u>Jun 2022</u> for the 9-month acceleration         |

**E. Institutional Arrangement**

The selected company will work closely and under supervision of UNDP - Archipelagic and Island States Forum Secretariat, UNDP – Marine Plastic Litter Reduction Acceleration Secretariat and PSLB3 of Ministry of Environment and Forestry.

**F. Duration of the assignment**

For the first 3-month incubation program, the Contractor is expected to provide the specified services in from April 2021 to August 2021 (including time for designing, delivering and reporting on the program). For the rest 9-month acceleration program, the services are expected to be delivered from September 2021 to June 2022 (including time for designing, delivering and reporting on the program).

**G. Qualifications of the Successful Contractor**

- The Firm has at least 3 projects in incubation/acceleration
- Have helped raise venture capital (VC) investment
- Strong network & relationship with the domestic innovation & entrepreneurship ecosystem
- Strong network & relationship with the ASEAN innovation & entrepreneurship ecosystem
- Has a valid registration certificate

**H. Qualifications of the team**

Below are list of recommended personnel and bidders allowed to proposed other personnel

**1) 01 Team leader:**

- Estimated 50 working days including travelling for the first 3-month incubation period (2.5 days \* 4 weeks \* 5 months)
- Estimated 76 working days including travelling for the 9-month incubation period (2 days \* 4 weeks \* 9.5 months)

**a) *Qualifications***

- Firm's manager (who is in charge of this project) has at least 3 years of experience in leading incubation/acceleration programs
- Has successfully helped raise VC investment
- Bachelor degree with 3 years work experience

**b) *Tasks***

- Together with the AIS Forum Secretariat (Blue Hub) team, design the detailed incubation program.
- Coordinate the coaching, mentoring, online training sessions for the incubated teams.
- Coordinate to deliver the Pitch Competition and Bootcamp for the 3-month incubation period and the Demo Day for the 9-month incubation period.
- Actively look for and connect with potential partners/investors for the incubated teams.
- Prepare required reports.
- Other administrative tasks.

**2) Team member 1 (coach 1):**

- Estimated 70 working days including the field work in the first 3-month incubation period (working 3.5 days per week, online meeting 2-3 teams per day \* 4 weeks \* 5 months)
- Estimated 76 working days including the field work in the 9-month period incubation period (working 1 day/week/team \* 4 weeks\* 9.5 months \*2 teams)

**a) Qualifications**

- Have at least 3 years of experience in coaching young businesses
- Have coached at least 5 companies
- Bachelor degree with min 3 years work experience

**b) Tasks**

- Coach the assigned teams during incubation period
- Contribute to the final report

**3) Team member 2 (coach 2):**

- Estimated 70 working days including the field work for all coaches in the first 3-month incubation period (working 3.5 days per week, online meeting 2-3 teams per day \* 4 weeks \* 5 months)
- Estimated 76 working days including the field work for all coaches in the 9-month period incubation period (working 1 day/week/team \* 4 weeks\* 9.5 months \*2 teams)

**a) Qualifications**

- Have at least 3 years of experience in supporting the development of impact projects
- Have supported the development of at least 05 impact projects for organizations such as government agencies, NGOs and businesses.
- Bachelor degree with min 3 years work experience

**b) Tasks**

- Coach the assigned teams during incubation period
- Contribute to the final report

Competencies and ability:

All the proposed personnel must have the following:

- Good understanding of Indonesian and ASEAN regional innovation and entrepreneurship ecosystem
- Excellent written and spoken English

**I. Scope of Price Proposal and Schedule of Payments**

**All deliverables will be submitted in English**

| Tranches | Target Outputs/ Deliverables                 | Payment Schedule | %  |
|----------|--|------------------|----|
| 1        | Report of the EPPIC's result proposal review | 30 Apr 2021      | 6% |



|       |  |             |      |
|-------|--|-------------|------|
| 2     | Incubation and program design  | 31 May 2021 | 6%   |
| 3     | Travel report and all the travel documents                               | 30 Jun 2021 | 31%  |
| 4     | Report of 3-month Incubation program for 7-8 teams                       | 31 Aug 2021 | 11%  |
| 5     | Final report for the incubation program, Pitch Competition and Boothcamp | 20 Sep 2021 | 3%   |
| 6     | Acceleration program and Demo Day program design                         | 30 Sep 2021 | 3%   |
| 7     | Travel report and all the travel documents                               | 31 Oct 2021 | 2%   |
| 8     | Final report for the acceleration program, and Demo Day                  | 30 Jun 2022 | 38%  |
| Total |  |             | 100% |

### **EVALUATION CRITERIA**

The evaluation of technical proposal shall be conducted using scoring method (1,000 points), as follows:

| <b>Summary of Technical Proposal Evaluation Forms</b> |  | <b>Points Obtainable</b> |
|---|--|--------------------------|
| 1.  | Bidder's qualification, capacity and experience        | 300                      |
| 2.  | Proposed Methodology, Approach and Implementation Plan | 150                      |
| 3.  | Management Structure and Key Personnel                 | 550                      |
|   | <b>Total</b>   | <b>1000</b>              |

| <b>Section 1. Bidder's qualification, capacity and experience</b> |  | <b>Points obtainable</b> |
|---|--|--------------------------|
| 1.1   | Firm has at least 3 years of experience in incubation/acceleration               | 125                      |
| 1.2   | Have helped raise venture capital (VC) investment                                | 125                      |
| 1.3   | Strong network & relation with the ASEAN innovation & entrepreneurship ecosystem | 50                       |
| <b>Total Section 1</b>  |  | <b>300</b>               |

| <b>Section 2. Proposed Methodology, Approach and Implementation Plan</b> |  | <b>Points obtainable</b> |
|--|--|--------------------------|
| 2.1  | Good understanding of the project            | 50                       |
| 2.2  | Reasonable Proposed approach and Methodology | 50                       |
| 2.3  | Sound workplan                               | 50                       |
| <b>Total Section 2</b>   |  | <b>150</b>               |

| <b>Section 3. Management Structure and Key Personnel</b> |  | <b>Points obtainable</b> |
|--|--|--------------------------|
| <b>3.1</b>   | <b>01 Team Leader</b>  | <b>250</b>               |
| 3.1.1  | Firm's manager (who is in charge of this project) has at least 3 years of experience in leading incubation/acceleration programmes | 100                      |
| 3.1.2  | Have helped raised VC investment   | 100                      |
| 3.1.3  | Good understanding of ASEAN innovation and entrepreneurship ecosystem  | 50                       |

|                        |   |            |
|------------------------|---|------------|
|                        |   |            |
| <b>3.2</b>             | <b><i>Team member 1 (Coach 1)</i></b>   | <b>150</b> |
| 3.2.1                  | Have at least 3 years of experience in coaching young businesses  | 60         |
| 3.2.2                  | Have coached at least 5 companies   | 60         |
| 3.2.3                  | Good understanding of ASEAN innovation and entrepreneurship ecosystem.  | 30         |
|                        |   |            |
| <b>3.3</b>             | <b><i>Team member 2 (Coach 2)</i></b>   | <b>150</b> |
| 3.3.1                  | Have at least 3 years of experience in supporting the development of impact projects  | 60         |
| 3.3.2                  | Have supported the development of at least 05 impact projects for organizations such as government agencies, NGOs and businesses. | 60         |
| 3.3.3                  | Good understanding of ASEAN innovation and entrepreneurship ecosystem   | 30         |
|                        |   |            |
| <b>Total Section 3</b> |   | <b>550</b> |

All bids passing the minimum technical score of 700 will be technically qualified for financial evaluation.  
**Submission obtaining the highest weighted points (technical points + financial points) will be selected.**