



25 March 2021

*Empowered lives.  
Resilient nations.*

**BID BULLETIN No. 1**

**RFP-032-PHL-2021: Consultancy Services of a Multimedia Firm for the Human Rights Mentoring and Storytelling Project**

Dear Bidders,

We are pleased to provide our response to a query we have received from an interested bidder.

**Bidder's Query:** Kindly clarify if subcontracting, JV or consortium is possible for this tender.

**UNDP Response:** Subcontracting, Joint Ventures and Consortia are allowed by UNDP. Please be guided by UNDP's Instructions to Bidders below:

<p><i>Only One Proposal</i></p>	<ul style="list-style-type: none"> <li>○ The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</li> <li>○ Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: <ul style="list-style-type: none"> <li>a. they have at least one controlling partner, director or shareholder in common; or</li> <li>b. any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c. they have the same legal representative for purposes of this RFP; or</li> <li>d. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e. they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f. some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul> </li> </ul>
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<p>1. <i>Joint Venture, Consortium or Association</i></p>	<p>1.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>1.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>1.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>1.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>1.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>1.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>1.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
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For subcontracting, a list of subcontractors must be provided, with an indication of the percentage of work each subcontractor will be responsible for, and each one's roles and responsibilities.

In addition to the percentage of work and scope of responsibilities, for Joint Ventures and Consortia, each partner will need to submit the following requirements in the RFP's Annex 2.

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

- a) Company Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Business Permit, 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, contact references** (focal persons, mobile numbers, and email addresses);*
- e) Details of at least two completed similar projects in software development preferably in relation to the implementation of civic technology*
- f) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- g) 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.*

Please note that track record/, previous relevant work will be evaluated based on the cumulative past experience indicated by all members of the JV/Consortia.

Form C (see Annex 1) must also be submitted with a **Letter of intent to form a joint venture or a JV/Consortium/Association agreement** .

Please be guided accordingly.

Thank you.