



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

	DATE: April 23, 2021
	REFERENCE: WIFI Connectivity and Bandwidth Provision

Dear Sir / Madam:

We kindly request you to submit your Proposal: **WIFI connectivity to schools and, if necessary, the provision of the required infrastructure. The service provider will also be responsible for a cloud-based platform that is integrated into Google's education suite.**

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

Technical and Financial Proposals may be submitted to bid.pretoria@undp.org / lerato.maimela@undp.org no later than 10h00 **Tuesday, May 11, 2021** South African time.

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

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

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

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Lerato Maimela
Procurement Associate
5/4/2021

Description of Requirements

Context of the Requirement	<p>E-Learning represents a potentially equalizing strategy for disadvantaged South African youth, as new technologies promise to reduce the socio-economic barriers that limit their access to the educational opportunities necessary to create sustainable livelihoods. For many public schools, already marginalised in terms of education opportunities and infrastructure, access to internet-based learning can provide them with access to high-quality educational resources at a cost significantly more affordable.</p> <p>E-Learning is especially relevant in the current environment, where the COVID-19 pandemic has resulted in school closures for extended periods of time. However, COVID-19 has also exposed the wide digital literacy gap that prevents schools, teachers, and students from easily adopting a digital education system. Barriers include Internet connectivity, underprepared teachers and institutions, lack of finance, inconsistent power supply, and suitable online learning platforms. In addition to magnifying the digital gap, consequent stay-at-home orders due to COVID-19 have had far-reaching economic and societal implications including food insecurity, access to childcare, health care, and systemically corrosive outcomes like an increase in domestic violence.</p> <p>However, as a positive, COVID-19 has also accelerated the need and appetite for adopting digital technology in schools, providing a unique opportunity to bridge the connectivity and educational content gap for students in South Africa.</p>
Implementing Partner of UNDP	UNDP in partnership with Google's Next Billion Users (NBU)
Brief Description of the Required Services ¹	WIFI connectivity to schools and, if necessary, the provision of the required infrastructure. The service provider will also be responsible for a cloud-based platform that is integrated into Google's education suite.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Provide Wireless Access Points to connect schools to broadband network in a timely manner based on the pilot's schedule. • Supply enough WIFI bandwidth to support multiple connections for 12 months. • Provide free/low cost capped data bundles so teachers and students can adequately access digital learning. • Keep any documentation well filed and provide updates on the process.

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

Person to Supervise the Work/Performance of the Service Provider	The service provider will report to the UNDP Head of Solutions Mapping and Google Focal person
Frequency of Reporting	Bi-weekly
Progress Reporting Requirements	The service provider shall meet and submit written progress reports to the Project lead of the UNDP and Google's NBU.
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	The connection of schools to a broadband network - (14 Days). The bandwidth contract and data provision -(1 Year).
Estimated Target start date	May 2021
Latest completion date	1 year after signing of the contract by both parties
Travels Expected	As per schools
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others n/a
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

individuals who will be involved in completing the services			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – SOUTH AFRICAN RANDS		
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes		
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.		
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>		
Payment Terms ³	S/N	Activities	Timelines
	1	Provide Wireless Access Points to connect schools to the internet wirelessly	May 2021
	2	Supply suitable WIFI bandwidth to schools	1 June 2021 – 1 August 2022
	3	Quarterly provision of capped data bundles	<ul style="list-style-type: none"> 1 June 2021 – 1 August 2021. 1 September – 1 November 2021. 1 February 2022 – May 2022. 1 June 2022 – 1 August 2022.
	4	Provide technical assistance to schools where necessary	10 May 2021 – 24 May 2021
	Condition for Payment Release		
	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.		

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

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

Person(s) to review/inspect / approve outputs/completed services and authorize the disbursement of payment	The service provider shall submit written reports to be reviewed and approved by the Project supervisory team of the UNDP and GDED before payment disbursements												
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>												
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <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><u>Technical Proposal (70%) = 100 points</u></p> <table border="1"> <thead> <tr> <th colspan="2">Criteria for Selection</th><th>Points Allocated</th></tr> <tr> <th colspan="2">(As per RFQ or RFP)</th><th>Per Criteria</th></tr> </thead> <tbody> <tr> <td>1</td><td>Technical Proposal</td><td>60</td></tr> <tr> <td></td><td> Expertise of institution/Company submitting Proposal demonstrating relevance of: <ul style="list-style-type: none"> - A proven track record in successfully implementing public Wi-Fi infrastructure and the provision of data. - Have an existing Cloud-based platform that is fully integrated into Google's Education suite. - Deep understanding of E-Learning and the requirements for its successful integration in </td><td>35</td></tr> </tbody> </table>	Criteria for Selection		Points Allocated	(As per RFQ or RFP)		Per Criteria	1	Technical Proposal	60		Expertise of institution/Company submitting Proposal demonstrating relevance of: <ul style="list-style-type: none"> - A proven track record in successfully implementing public Wi-Fi infrastructure and the provision of data. - Have an existing Cloud-based platform that is fully integrated into Google's Education suite. - Deep understanding of E-Learning and the requirements for its successful integration in 	35
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⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

			disadvantaged schools.	
			Proposed Work Plan and Approach: <ul style="list-style-type: none">- Is the scope of task well defined and does it respond to the TORs?- Ability to connect multiple schools across the country at a pace in line with the pilot's accelerated timetable.- Ability to Supply enough bandwidth to support multiple connections for 12 months (min 60 Mbps).- Ability to provide low-cost data bundles	25
	2		Knowledge, Experience and Qualification	40
			Qualification: - <ul style="list-style-type: none">- Minimum of 5 Years' experience as a public Wi-Fi company- Access to established broadband network.	15
			Knowledge and Skills: <ul style="list-style-type: none">- Fluency in English.- Experience in training individuals to maintain Access Points and troubleshoot	5
		.	Experience: <ul style="list-style-type: none">- Minimum of 5 Years' experience as a public Wi-Fi company- Previous experience working with Google is preferable.- Experience in working with disadvantaged schools or underserved communities is advantageous.- Having worked with national or provincial education authorities will be beneficial.-	20
	TOTAL TECHNICAL SCORE (Passing Rate = 70%)			100 pts
	Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			

	<input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Procurement Unit</i> <i>procurement.enquiries.za@undp.org / lerato.maimela@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

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

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

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

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.