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GHANA

INDIVIDUAL CONTRACT (IC) PROPOSAL SUBMISSION FORM

Recruitment of Individual Consultant to develop technical specifications for CHPS medical equipment and Mobile Laboratories

Procurement Notice Ref. No.: UNDP.GHA.2021.112.IC

Published (Posted on): May 12, 2021

Submission Deadline: May 20, 2021@ 4:30 PM in the Afternoon (UTC+00:00) Accra/Monrovia Time Zone

Note: those who submit afterwards will automatically be rejected. Proposers are strongly advised to meet the submission deadline and avoid IT related glitch while sending to secured email at last hour due to File size limitation, internet down,

**United Nations Development Programme (UNDP)
Accra, Ghana
May 12, 2021**



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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Procurement Notice Ref. No.: UNDP.GHA.2021.112.IC

Date: May 12, 2021

Country: Ghana

Description of the Assignment: Recruitment of Individual Consultant to develop technical specifications for CHPS medical equipment and Mobile Laboratories

Project Name/Title:

Post Title: National Consultant

Period of Assignment/Services: 20 working Days within 6 months

Proposal should be submitted no later than **May 20, 2021 at 4:30 PM in the Afternoon, UTC+00:00 Accra/Monrovia Time Zone** via the secure email address:

bids.gh@undp.org

Your technical and financial proposals shall be sent **into two separate files but in one email** under Subject Line: **UNDP.GHA.2021.112.IC**

The File Name for Technical and Financial Proposals MUST BE:

- 1. For Technical: UNDP.GHA.2021.112.IC- TP - [insert your name]**
- 2. For Financial – UNDP.GHA.2021.112.IC- FP - [insert your name]**

Any request for clarification and/or additional information on this Procurement Notice shall be sent in writing to UNDP Ghana Country Office or send standard electronic communication to the Contact Person e-mail at procurement.gh@undp.org (**please note that it is only dedicated for enquiry and confirmation for proposal submission. Do not submit both Technical and Financial proposals to this account. If you do so, your proposals will be rejected, and UNDP will not be accountable for it**). While the Procurement Unit would endeavour to provide clarification expeditiously, only requests receiving at least 5 days period to the submission deadline will be entertained. The procuring UNDP entity will respond in writing by standard electronic mail, including an explanation of the query without identifying the source of inquiry, to all consultants. Any delay in providing such information will not be considered as a reason for extending the submission deadline.

I. BACKGROUND

COVID-19 was declared a global pandemic by the World Health Organization (WHO) in March 2020. Since then, COVID-19 has affected practically all countries with very few exceptions. As at 3 May 2021, there were over 150 million cases and over 3 million deaths globally¹. The first confirmed COVID-19 case in Ghana, was reported in March 2020 and as at 3 May 2021, over 90,000 cases had been reported. COVID-19 has disrupted almost all aspects of life including, livelihoods, economies, public health system etc. A recent WHO survey revealed that COVID-19 has partially or completely disrupted health services in many countries.

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For detailed information, please refer to Annex I- Terms of Reference (ToR)

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION

The consultant in consultation with UNDP and the Ghana Health Service (GHS) will perform the following task

- Review the equipment needs of the selected Urban CHPS/healthcare facilities and in consultation with relevant staff of the GHS and UNDP provide advice on the best technical solutions to meet the identified needs.
- Draft the technical specifications for the medical equipment to be procured for the Urban CHPS, considering the needs and technical possibilities.

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For detailed information, please refer to Annex I- Terms of Reference (ToR)

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

a. Academic Qualifications:

University Bachelors' degree in Science or in one of the related fields including Medical IT architecture, Digital Technology.

Experience:

- Experience in developing technical specifications for medical equipment including laboratory equipment.
- At least 5 years' experience in managing technical issues related to medical laboratory equipment.
- Experience and knowledge of international tenders' basic principles and procedures
- Previous relevant work experience with the UN or other international organizations is an asset.

Important Note:

The Consultant is required to have the above mentioned professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.

IV. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE TECHNICAL PROPOSALS

Interested offeror/Individual Consultant (IC) must submit the following documents before the deadline stipulated in the IC Procurement Notice. Such documents are:

- Technical Proposal as per the prescribed format (see template in Annex II), which includes Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability and Duly Signed Personal CV
- Financial Proposal as per prescribed format (see template in Annex III)

V. FINANCIAL PROPOSAL

LUMP-SUM CONTRACTS

The Financial Proposal shall specify a total lump-sum amount **all-inclusive**, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, per diems, and number of anticipated working days).

Travel:

- All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective Business Unit (BU) and Individual Consultant, prior to travel and will be reimbursed.

VI. EVALUATION

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly, Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is 70%
 - b. Financial Criteria weight is 30%

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	70
▪ Educational qualifications		10pts*
▪ Experience in developing technical specifications for medical equipment including laboratory equipment		30 pts*
▪ Experience and knowledge of international tenders` basic principles and procedures		20 pts *
▪ Previous relevant work experience demonstrated with samples accomplished		10 pts
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

Evaluation legend:

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence

ANNEXES

ANNEX I - Terms of References (ToR)

ANNEX II - Technical Proposal along with Offeror's Letter to UNDP Confirming Interest and Availability

ANNEX III - Financial Proposal

ANNEX IV - General Conditions of Contract: For the Services of Individual Contractors (IC)

Yours Sincerely,

Silke Hollander

Deputy Resident Representative.

UNDP, Ghana.

INSTRUCTION TO OFFERORS

No.	Data	Specific Instructions / Requirements
1	Location of Work:	<input checked="" type="checkbox"/> Please refer to the ToR
2	Language of the Proposal:	<input checked="" type="checkbox"/> English
3	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 90 days
4	Preferred Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (Ghana cedis)
5	Deadline for submitting requests for clarifications/questions	<input checked="" type="checkbox"/> Three (3) days before the submission date
6	Contact Details for submitting clarifications/questions	<input checked="" type="checkbox"/> Focal Person in UNDP: Procurement Team <input checked="" type="checkbox"/> E-mail address dedicated for this purpose: procurement.gh@undp.org (only for enquiry/request for clarification) <input checked="" type="checkbox"/> 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.
7	Manner of Disseminating Supplemental Information to the IC and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email and posting on
8	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid
9	Proposal Submission Address	<input checked="" type="checkbox"/> Via our secured mail address: bids.gh@undp.org
10	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: May 20, 2021@ 4:30 PM in the Afternoon <input checked="" type="checkbox"/> Time Zone: (UTC+00:00) Accra/Monorovia
11	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: bids.gh@undp.org <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only

No.	Data	Specific Instructions / Requirements
		<ul style="list-style-type: none"> ☒ UNDP Ghana Office uses Adobe PDF reader version 9 and Microsoft 2007 & Microsoft 2010 ☒ For electronically transferred data, the maximum capacity is 9MB. Thus, if the size of the file is greater than 9MB attach them with two or more email. ☒ No. of copies to be transmitted: only One, do not send the proposals time and again to avoid confusion in locating the right proposals. UNDP/Procurement Unit will not be liable for failing to locate a right proposal owing to repetitively sending revised proposals. ☒ Subject of email (Mandatory): your proposals shall be sent into two separate files but in one email under Subject Line: UNDP.GHA.2021.112.IC ☒ Proposals File Name (Mandatory): The File Name for Technical and Financial Proposals MUST BE: <ul style="list-style-type: none"> 3. For Technical – UNDP.GHA.2021.112.IC- TP - [insert your name] 4. For Financial – UNDP.GHA.2021.112.IC- FP - [insert your name] ☒ For failing and/or incorrectly state the above subject line may result in failing to exactly locate your proposals as the Procurement Unit processes several of such type proposal invitations at a time and will not be liable for any consequences thereof. ☒ COMPULSORY: Once you submitted your proposals electronically to designated Secured Email, kindly confirm same (without attaching the proposals for the purpose keeping its integrity) to the Focal Person. The Attn: Procurement Team at procurement.gh@undp.org Your confirmation is important in order to ensure all Proposing Firms' Quotations are not missed and considered for subsequent Technical Evaluation.
13	Evaluation method to be used in selecting the most responsive Proposal	<ul style="list-style-type: none"> ☒ Combined Scoring Method, using the 70%-30% distribution for Technical and Financial proposals, respectively, where the minimum passing score of technical proposal is 70%
14	Post-Qualification Actions	<ul style="list-style-type: none"> ☒ Inquiry and background checking with referees or any other entity that may have done business with the offeror.