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**REQUEST FOR PROPOSAL (RFP)**

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| NAME & ADDRESS OF FIRM | DATE: June 8, 2021 |
| REFERENCE: 2021/GMB/OPS/90 |

Dear Sir / Madam:

UNDP in The Gambia seeks to engage specialized companies for **Development of Digital Media Content for GFD.**

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

Proposals may be submitted on or before **Tuesday, June 22, 2021** via email to the address below:

**United Nations Development Programme**

***bids.gm@undp.org***

 **Subject: Digital Media Content for GFD**

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/unscc/conduct_english.pdf>

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*UNDP Procurement*

*Procurement Unit*

6/8/2021

**Annex 1**

**Description of Requirements**

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| Context of the Requireent | UNDP is the UN’s global development network, an organization that advocates for change and connecting countries to knowledge, experience, and resources to help build resilient nations and improve the livelihoods of people. UNDP The Gambia was established in 1975 as a development partner to provide technical assistance through advice, access to its global knowledge networks and financial support to implement government development frameworks to boost capacity development and promote national efforts to eradicate poverty and attain the Sustainable Development Goals (SDGs). In The Gambia, UNDP supports national efforts for sustainable human development in line with the Gambian National Development Plan (NDP) 2018 – 2021 which is aligned with the 2030 Agenda for Sustainable Development/SDGs and the African Union Agenda 2063. To deliver on its mandate, UNDP partners with key government institutions and employs different means of actions including institutional capacity strengthening, harnessing strategic linkages, support to evidence-based policy formulation, planning and implementation, resource mobilization, support to national planning processes and mainstreaming of relevant issues |
| Implementing Partner of UN | N/A |
| Brief Description of the Required Services[[1]](#footnote-2) | The hired individual/company will be working closely with the with UNDP Accelerator Lab and the Gambia Federation of the disabled (GFD), liaising with the communication officer to develop digital and print media content to be aired on public and private TV and radio stations, publish on print billboards and social media. The company will also provide the technical expertise in video production including editing, digitizing communication and reporting materials. The company will produce a digitization strategy and action plan for the GFP after liaising with the UNDP Accelerator Lab and the Gambia Federation of the Disabled. The consultant will: In consultation with the Accelerator Lab Gambia team and GFD, utilize different mediums including social media posts, digital infographics, Billboards and the production of video clips for the purpose of sensitizing the general public about the challenges of persons with disability. Furthermore, the consultant will work with GFD to develop strategies to give greater publicity to the work of GFD and position the group to be better represented in and at public platforms and opportunities. Specifically, the consultant will: • Coordinating with the GFD secretariat and members to develop and produce video and script content which would be aired on both private and public TV. • Working with disabled persons, ensuring the inclusion of those living in in rural communities to obtain personal stories and experiences to integrate into the content produced. • Produce high quality photo imagery to be displayed on print media e.g. billboards, posters. • Strategically coordinate and on the location of media content for both digital and print media e.g. billboards, videos etc. • Promote visibility for GFD and its member associations ensuring equal representation for all |
| List and Description of Expected Outputs to be Delivered | 1. Interviewing and obtaining stories from GFD and persons of disability in the rural community - 2 weeks.
2. Videography and photography production content - weeks
3. Presentation of the final product to be aired on private and public TV - 1 Week
4. Produce a digital media (communications) strategy for GFD - 5 weeks
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| Person to Supervise the Work/Performance of the Service Provider  | UNDP AccLab Team and GFD |
| Frequency of Reporting | *[Weekly, monthly, or as needed]* |
| Progress Reporting Requirements | Weekly or as needed |
| Location of work | [ ]  Exact Address/es *[pls. specify]*[x]  At Contractor’s Location – UNDP Projects Site |
| Expected duration of work  | 35 workdays  |
| Target start date  | 1st July 2021 |
| Latest completion date | 31st August 2021 |
| Travels Expected  | Not Applicable |
| Special Security Requirements  | [x]  Security Clearance from UN prior to accessing the building[ ]  Completion of UN’s Basic and Advanced Security Training [ ]  Comprehensive Travel Insurance[ ]  Others *[pls. specify]* |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | [ ]  Office space and facilities[ ]  Land Transportation [x]  Others - None |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | [x]  Required[ ]  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | [x]  Required[ ]  Not Required |
| Currency of Proposal | [ ]  United States Dollars[ ]  Euro[x]  Local Currency |
| Value Added Tax on Price Proposal[[2]](#footnote-3) | [x]  must be inclusive of VAT and other applicable indirect taxes[ ]  must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | [ ]  60 days [x]  90 days [ ]  120 daysIn 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 | [x]  Not permitted[ ]  *Permitted Bidders can select and quote for any one of the LOTs indicated* |
| Payment Terms[[3]](#footnote-4) | As full consideration for the services performed by the Service Providers shall pay the Contractor the total offered, verified, and accepted amount upon certification by the UNDP office that the services have been satisfactorily performed.Payment per milstone as per signed contract |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | UNDP AccLab Team and GFD |
| Type of Contract to be Signed | [ ]  Purchase Order[ ]  Institutional Contract[x]  Contract for Professional Services[ ]  Long-Term Agreement[[4]](#footnote-5) [ ]  Other Type of Contract  |
| Criteria for Contract Award | [ ]  Lowest Price Quote among technically responsive offers[x]  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) [x]  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  | **Technical Proposal (70%)**[x]  Understanding the scope of work and methodology and completeness of the proposal 50%[x]  Technical competence 10%[x]  Relevant experience 10%**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: | [x]  One and only one Service Provider |
| Contract General Terms and Conditions[[5]](#footnote-6) | [x]  General Terms and Conditions for contracts (goods and/or services)[ ]  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]](#footnote-7) | [x]  Form for Submission of Proposal (Annex 2)[x]  Detailed TOR [ ]  Others[[7]](#footnote-8) *[pls. specify]* |
| Contact Person for Inquiries(Written inquiries only)[[8]](#footnote-9) | *UNDP Procurement* *Procurement Unit**essa.coker@undp.org* 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]* |  |

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[9]](#footnote-10)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[10]](#footnote-11))***

 [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 :

1. **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 :*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations etc. How many years has your company/firm been in business? What year was it incorporated or the partnership formed? Since inception, has there been a corporate name change? Qualified Consultants must be able to prove that they have been in operation for a minimum of three years.;*
2. *Provide a schedule of the last 5 building condition survey assignments completed by your firm complete with scope of assignment(s), location*
3. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
4. *Track Record – Approximately how many property condition survey assignments were completed by your firm over the last 3 years? list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; Are there any pending litigation claims against the firm? If so please provide a brief overview as the the basis and status of the same*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *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.*
7. **Proposed Methodology for the Completion of Services**

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| 1. *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.*
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1. **Qualifications of Key Personnel**

*1. Provide resumes of each firm member who will be conducting the maintenance and reviewing completed reports. All personnel conducting property condition surveys shall have all of the following*

*qualifications:*

*· Professional technical qualification in the area applied for.*

*· Four or more years of experience in specific area.*

*2. Provide the resume of the senior project manager who will be responsible for report review/quality control, final sign-off, and answering of questions, if any.*

*3. Written confirmation from each personnel that they are available for the entire duration of the contract*

1. **COST BREAKDOWN PER DELIVERABLE\***

**LOT 1 -** **Lot 1 - Maintenance of CCTV system**

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|  | **Deliverables*****[list them as referred to in the RFP]*** | **Unit price** | **Total Price** |
| 1 | Cost of regular inspection |   |  |
| 2 | Cost per call out |  |  |
| 3 | Cost of camera and other components |  |  |
|  | Total  |  |  |

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

**LOT 2 - Maintenance of Baggage X-ray machine and Metal Detector (Walk Through) and Access Control system (at the UN entrance)**

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| --- | --- | --- | --- |
|  | **Remuneration per Unit of Time** | **Unit Price** | **Total Rate**  |
| **1** | Cost of regular inspection |  |  |
| 2 | Cost per call ou |  |  |
| 3 | Cost of components (if applicable) |  |  |
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**LOT 3- Maintenance of Fire Extinguishers**

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| --- | --- | --- | --- |
|  | **Remuneration per Unit of Time** | **Unit Price** | **Total Rate**  |
| **1** | Cost of regular inspection |  |  |
| 2 | Cost per call ou |  |  |
| 3 | Cost of components (if applicable) |  |  |
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|  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

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.* [↑](#footnote-ref-2)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-3)
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.* [↑](#footnote-ref-4)
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 $200,000.00.* [↑](#footnote-ref-5)
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.*  [↑](#footnote-ref-6)
6. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-7)
7. *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.* [↑](#footnote-ref-8)
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.* [↑](#footnote-ref-9)
9. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-10)
10. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-11)