



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

	DATE: June 30, 2021
	REFERENCE: UNEARTH INNOVATIVE SOCIO-ECONOMIC OPPORTUNITIES

Dear Sir / Madam:

We kindly request you to submit your Proposal: **Unearth Innovative Socio-Economic Opportunities Resulting From Improved Internet Access In Rural Communities Using Biomimicry And Design Thinking Approaches**

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 no later than 10h00
Monday, July 12, 2021 South African time.
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/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Lerato Maimela
Procurement Associate
7/1/2021

Description of Requirements

Context of the Requirement	The contracted company will be required to engage community members and explore the local environment within the four selected locations to identify local challenges or opportunities. Application areas may address issues such as the lack of water supply, unemployment, food insecurity, lack of public transportation, environmental pollution, etc. The company will be required to investigate how potential application areas can leverage the improved internet access, the principles of biomimicry and design thinking. The company is expected to investigate unique natural characteristics within the local environments and formulate these into solutions capable of fulfilling gaps/needs within the community. Following conceptualization, the contracted company is required to prototype and test the solutions. Experimentation may comprise the development of proof of concepts, prototypes, technology demonstrators, etc., which can be validated in the local context by potential end users. Experimentation aims to assess the validity of developed solutions and its potential to positively impact the targeted developmental challenge. All activities must include extensive engagement with the local community, including youth, local businesses, government and traditional authorities, etc., in order to co-create solutions that consider and respect the local culture and practices. This will aid future uptake and adoption of the developed solutions.
Implementing Partner of UNDP	Council for Scientific and Industrial Research (CSIR)
Brief Description of the Required Services ¹	The contracted company will be required to engage community members and explore the local environment within the four selected locations to identify local challenges or opportunities. Application areas may address issues such as the lack of water supply, unemployment, food insecurity, lack of public transportation, environmental pollution, etc. The company will be required to investigate how potential application areas can leverage the improved internet access, the principles of biomimicry and design thinking. The company is expected to investigate unique natural characteristics within the local environments and formulate these into solutions capable of fulfilling gaps/needs within the community.

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.

List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Project inception report • Report documenting at least four innovative socio-economic opportunities/solutions leveraging biomimicry, designing thinking and ICT and responding to local needs • Report documenting solution prototyping and experiments, including testing results and methods, hypotheses and data collected. • Knowledge product capturing details of project methodologies, developed solutions, learnings, findings and outputs, focusing on the bottom up and top down approaches. • At least four training workshops conducted in each community covering Biomimicry and Design thinking • Final project report and presentation capturing major activities, developed solutions, findings, lessons and recommendations
Person to Supervise the Work/Performance of the Service Provider	Head of Experimentation at UNDP's Accelerator Laboratory in South Africa
Frequency of Reporting	Monthly
Progress Reporting Requirements	UNDP will be responsible for managing this contract. UNDP will provide guidance on resources/persons to confer with, serve as the approving authority and is responsible for evaluating performance.
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	6 months
Estimated Target start date	15 th July 2021
Latest completion date	Last day of December 2021
Travels Expected	n/a
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	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation

(i.e., must be excluded from Price Proposal)	<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 individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input 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	

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.

	Outputs	%	Condition for Payment Release
	Project inception report	20%	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.
	Report documenting at least four innovative socio-economic opportunities/solutions leveraging biomimicry, designing thinking and ICT and responding to local needs	10%	
	Report documenting solution prototyping and experiments, including testing results and methods, hypotheses and data collected.	10%	
	Knowledge product capturing details of project methodologies, developed solutions, learnings, findings and outputs, focusing on the bottom up and top down approaches.	20%	
	At least four training workshops conducted in each community covering Biomimicry and Design thinking	20%	
	Final project report and presentation capturing major activities, developed solutions, findings, lessons and recommendations	20%	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The company will be directly supervised and will report to the Head of Experimentation at UNDP's Accelerator Laboratory in South Africa. All approvals/acceptances of outputs will be communicated through this supervisor. The supervisor will consult with teams of UNDP and CSIR experts to co-evaluate, design and approve outputs.		
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>Technical Proposal (70%) = 70 points</p> <table border="1"> <thead> <tr> <th>Criteria</th><th>Max. Point</th></tr> </thead> <tbody> <tr> <td><u>Technical</u></td><td></td></tr> <tr> <td> Proposed Work Plan and Approach: <ul style="list-style-type: none"> The scope of work is well defined and responds to the TOR The proposal is clear, and the sequence of activities and the planning are logical, realistic and promise efficient implementation to the project, within prescribed timelines. The frameworks, tools, and research methods for data collection and analysis are clearly outlined. </td><td>60</td></tr> <tr> <td> Expertise of company submitting proposal demonstrates the following: <ol style="list-style-type: none"> Knowledge and expertise in required fields of study as per the TOR. The project leader and team have the required experience. Project teams comprise a good distribution of experience levels and fields of expertise. Experience running projects in selected provinces, familiarity with local communities, their culture and language. Previous projects with intergovernmental organizations/donors, and national government. </td><td>40</td></tr> <tr> <td colspan="2"> Financial Proposal To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. <ul style="list-style-type: none"> Budget is realistic and comparable to market-related costs for similar services. Expected outputs are achievable within the proposed budget The budget provides for the most development impact for this project </td></tr> </tbody> </table>	Criteria	Max. Point	<u>Technical</u>		Proposed Work Plan and Approach: <ul style="list-style-type: none"> The scope of work is well defined and responds to the TOR The proposal is clear, and the sequence of activities and the planning are logical, realistic and promise efficient implementation to the project, within prescribed timelines. The frameworks, tools, and research methods for data collection and analysis are clearly outlined. 	60	Expertise of company submitting proposal demonstrates the following: <ol style="list-style-type: none"> Knowledge and expertise in required fields of study as per the TOR. The project leader and team have the required experience. Project teams comprise a good distribution of experience levels and fields of expertise. Experience running projects in selected provinces, familiarity with local communities, their culture and language. Previous projects with intergovernmental organizations/donors, and national government. 	40	Financial Proposal To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. <ul style="list-style-type: none"> Budget is realistic and comparable to market-related costs for similar services. Expected outputs are achievable within the proposed budget The budget provides for the most development impact for this project 	
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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.

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 checked="" type="checkbox"/> Others ⁷ E-tendering User-guide for bidders
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Procurement Unit</i> <i>procurement.enquiries.za@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 <i>[pls. specify]</i>	

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.