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

NAME & ADDRESS OF FIRM	DATE: August 7, 2021
	REFERENCE: RFP/44/REC-SW/UNDP/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **support to twenty (20) youth start-ups in the south west region, cameroon**.

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

Proposals may be submitted on or before Monday, August 23, 2021and via email, courier mail or fax to the address below:

United Nations Development Programme
procurement.cameroon@undp.org
UNDP Procurement
Yaounde/Cameroun

Your Proposal must be expressed in the English language, 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,

Procurement Unit
8/6/2021

Annex 1

Description of Requirements

<table>
<tr><td>Context of the Requirement</td><td>SUPPORT TO TWENTY (20) YOUTH START-UPs IN THE SOUTH WEST REGION, CAMEROON</td></tr>
<tr><td>Implementing Partner of UNDP</td><td></td></tr>
<tr><td>Brief Description of the Required Services[1]</td><td>Support economic recovery, through short-term work opportunities, livelihoods development and market improvement</td></tr>
<tr><td>List and Description of Expected Outputs to be Delivered</td><td>Economic recovery is supported through value chain development, work opportunities, and improvement initiative.
- Twenty (20) top-notch youth start-ups are supported.
- 60 decent jobs are expected to be created by the mid-term (3 jobs per start-up)
- Beneficiaries acquire key business capabilities to establish and manage their business.
- Early market entry, profitability and sustainability are enhanced by the mentorship program.
- Lessons learnt are documented</td></tr>
<tr><td>Person to Supervise the Work/Performance of the Service Provider</td><td>Regional Coordinator, Recovery Programm UNDP South West Region, Bamenda</td></tr>
<tr><td>Frequency of Reporting</td><td>monthly</td></tr>
<tr><td>Progress Reporting Requirements</td><td></td></tr>
<tr><td>Location of work</td><td>☒ Exact Address/es South West Region, Cameroon
☒ At Contractor’s Location</td></tr>
<tr><td>Expected duration of work</td><td>03 Months</td></tr>
<tr><td>Target start date</td><td>01/09/2021</td></tr>
<tr><td>Latest completion date</td><td>30/11/2021</td></tr>
<tr><td>Travels Expected</td><td>
<table>
<tr><th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr>
<tr><td></td><td></td><td></td><td></td></tr>
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</td></tr>
</table>

[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.*

Special Security Requirements	☒ Security Clearance from UN prior to travelling ☒ 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 ☐ Others *[pls. specify]*				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ Required ☐ Not Required				
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required ☐ Not Required				
Currency of Proposal	☐ United States Dollars ☐ Euro ☒ Local Currency **XAF**				
Value Added Tax on Price Proposal[2]	☐ 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 ☒ 90 days ☐ 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	☒ Not permitted				

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

<table>
<tr><td></td><td>☐ Permitted [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</td></tr>
<tr><td>Payment Terms[3]</td><td>
<table>
<tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr>
<tr><td>Process review report (mid-term) submitted</td><td>30%</td><td>30/09/2021</td><td rowspan="4">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.</td></tr>
<tr><td>Final report mid-year validated</td><td>20%</td><td>31/10/2021</td></tr>
<tr><td>Final report submitted and validated</td><td>50%</td><td>30/11/2021</td></tr>
<tr><td></td><td></td><td></td></tr>
</table>
</td></tr>
<tr><td>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</td><td>Recovery Programme Coordinator (SW) and Economist and Livelihood National Expert /RP SW BUEA</td></tr>
<tr><td>Type of Contract to be Signed</td><td>☐ Purchase Order
☐ Institutional Contract
☒ Contract for Services
☐ Long-Term Agreement[4] (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)
☐ Other Type of Contract [pls. specify]</td></tr>
<tr><td>Criteria for Contract Award</td><td>☐ Lowest Price Quote among technically responsive offers
☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
☒ 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.</td></tr>
<tr><td></td><td><u>Technical Proposal (70%)</u></td></tr>
</table>

[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.*

[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.*

Criteria for the Assessment of Proposal	☐ Expertise of the Firm *[indicate percentage]* ☐ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan *[indicate percentage]* ☐ Management Structure and Qualification of Key Personnel *[indicate percentage]* **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:	☒ **One and only one Service Provider** ☐ One or more Service Providers, depending on the following factors: *[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]*
Contract General Terms and Conditions[5]	☐ 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]	☐ Form for Submission of Proposal (Annex 2) ☒ Detailed TOR *[optional if this form has been accomplished comprehensively]* ☐ Others[7] *[pls. specify]*
Contact Person for Inquiries (Written inquiries only)[8]	*procurement.cm@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]*	Although the implementation period covers 4 months, close attention should be paid to the number of activities during the 4-month period for budgeting purposes (especially required number of meetings and a few follow up activities) See ToR in annex for details

[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.*

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[9]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[10])

[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 :

A. 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 :

a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
b) Business Licenses – 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) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
e) 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.

B. Proposed Methodology for the Completion of Services

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.

C. Qualifications of Key Personnel

[9] *This serves as a guide to the Service Provider in preparing the Proposal.*
[10] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

If required by the RFP, the Service Provider must provide :

a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;

b) CVs demonstrating qualifications must be submitted if required by the RFP; and

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

D. **Cost Breakdown per Deliverable***

	Deliverables *[list them as referred to in the RFP]*	**Percentage of Total Price** *(Weight for payment)*	**Price** *(Lump Sum, All Inclusive)*
1	Process review report (mid-term) submitted	30%	
2	Final report mid-year validated	30%	
3	Final report submitted	40%	
	Total	100%	

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

E. **Cost Breakdown by Cost Component** ***[This is only an Example]*:**

Description of Activity	**Remuneration per Unit of Time**	**Total Period of Engagement**	**No. of Personnel**	**Total Rate**
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]