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

DATE: August 17, 2021  
REFERENCE: Innovation Challenge And Facilitate Training  

Dear Sir / Madam:

We kindly request you to submit your Proposal:  
Surface Lessons And Knowledge Emanating From Local Innovation Challenge And Facilitate Training Session On Emergent Lessons

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 16h00 Tuesday, August 17, 2021 South African time

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:

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:

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Lerato Maimela
Procurement Associate
8/4/2021
Description of Requirements

| Context of the Requirement | In 2020, South Africa, like the rest of the world, succumbed to the Global COVID-19 pandemic and the government took strong measures to curb the spread of the disease. A key component of the prevention measures was to encourage citizens to practice good hygiene. However, many South Africans, especially those in rural and peri-urban areas, simply lacked access to water resources/services to do so. Further to lacking access to this basic human right, these communities became more susceptible to the disease, widening the degree of inequality in the country. The United Nations 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals (SDGs) highlights Goal 6 (Clean Water and Sanitation) to ensure the availability and sustainable management of water and sanitation for all.

It is against this backdrop that the United Nations Development Programme (UNDP) partnered with the Water Research Commission (WRC) to launch a water innovation challenge that sought to identify technologies/solutions capable of addressing the country’s water challenges, particularly those exacerbated or introduced during the COVID-19 pandemic. The aim was to gather a pool of innovations at varying stages of the innovation value chain and technology readiness levels that can play a critical role in a range of priority areas for the water sector. UNDP and WRC aimed to fast track the development and promote the adoption of promising innovations in the water sector through this project. The long-term objective being to accelerate the rate at which we achieve progress on SDG 6, and address South Africa’s pressing water needs. Innovations/solutions in categories ranging from alternative sources of water, water treatment and smart technologies to grassroot innovations for behavioral change, were sought. |

| Implementing Partner of UNDP | Water Research Commission (WRC) |
| Implementing Partner of WRC | Water Research Commission (WRC) |
| Brief Description of the Required Services¹ | In order to surface and capture the rich knowledge resulting from the UNDP WRC Water Innovation Challenge, a company is required to surface these lessons/findings and package them into knowledge products. Additionally, the company is required to convert the knowledge generated into training material and convey this training through a workshop session for entrepreneur development.

In summary, the aim of this work is to capture the learnings/knowledge generated from the innovation challenge and share it with 1) early-stage entrepreneurs to support business development and growth and, 2) UNDP, WRC and other developmental institutions in order to better shape innovation challenges in the future towards achieving greater impact. |

| List and Description of Deliverable 1: |

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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.
**Expected Outputs to be Delivered**

- Project inception report incorporating a well-defined and clearly thought through plan of work, tasks and timeline which respond to the terms of reference (TOR). The sequence of activities and the planning are logical, realistic and promise efficient implementation to the project. The frameworks, tools, and research methods are outlined.

- Mid-term presentation and draft report covering results and findings. This includes draft versions of knowledge products and training material. All expected outcomes/outputs of the TOR are addressed. Draft images/diagrams/tables etc., are incorporated to present major trends and findings.

- Final report and presentation capturing major findings, lessons and recommendations, addressing all aspects of the TOR. This includes final versions of knowledge products and training material. Final version of images/diagrams/tables, etc., are incorporated to present major trends and findings.

- Facilitate a training session based on the training material developed during a 2 day Entrepreneur Training Workshop. Note this session will form part of a larger training programme.

**Person to Supervise the Work/Performance of the Service Provider**

| Head of Experimentation at UNDP’s Accelerator Laboratory in South Africa |

**Frequency of Reporting**

- The company will be required to report on progress at intervals as deemed necessary by the UNDP supervisor, but will be expected to provide feedback at least once a month.

**Progress Reporting Requirements**

- During progress feedback the company may be required to produce presentations or documents covering work to date.

**Location of work**

- ☐ Exact Address(es) [pls. specify]
- ☒ At Contractor’s Location

**Expected duration of work**

- 3 months

**Estimated Target start date**

- 01st September 2021

**Latest completion date**

- 15th December 2021

**Travels Expected**

- n/a

**Special Security Requirements**

- ☐ Security Clearance from UN prior to travelling
- ☐ Completion of UN's Basic and Advanced Security Training
- ☐ Comprehensive Travel Insurance
- ☒ Others n/a
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | ☐ Office space and facilities | ☒ Land Transportation | ☒ Others n/a |
|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 – SOUTH AFRICAN RANDS |
|Value Added Tax on Price Proposal | ☒ 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 | ☐ Permitted [{pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)}] |
|Payment Terms | | | |

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.
<table>
<thead>
<tr>
<th>Outputs</th>
<th>%</th>
<th>Condition for Payment Release</th>
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<tbody>
<tr>
<td>Project inception report</td>
<td>10%</td>
<td>Within thirty (30) days from the date of meeting the following conditions:</td>
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<td>a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and</td>
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<td>b) Receipt of invoice from the Service Provider.</td>
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<tr>
<td>Mid-term presentation and draft report</td>
<td>40%</td>
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<tr>
<td>Final report and presentation capturing major findings, lessons and recommendations</td>
<td>40%</td>
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<tr>
<td>Facilitate a training session based on the training material developed</td>
<td>10%</td>
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**Person(s) to review/inspect/approve outputs/complete services and authorize the disbursement of payment**

UNDP will be responsible for managing this contract and disbursement of payments based on satisfactory delivery of services. UNDP will provide guidance on resources/persons to confer with, serve as the approving authority and is responsible for evaluating performance.

**Type of Contract to be Signed**

- ☒ Purchase Order
- ☐ Institutional Contract
- ☒ Contract for Professional Services
- ☐ Long-Term Agreement<sup>4</sup> *(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*
- ☐ Other Type of Contract *[pls. specify]*

**Criteria for Contract Award**

- ☒ 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.

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<sup>4</sup> 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.
### Criteria for the Assessment of Proposal

<table>
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<tr>
<th>Technical Proposal 100 points</th>
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<tr>
<td>Proposed Work Plan and Approach (60 points)</td>
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<td>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>
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<th>Expertise of company (40 points)</th>
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<tr>
<td>The project leader and team have knowledge and expertise in the required fields of study as per the TOR.</td>
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### 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

- ☒ General Terms and Conditions for contracts (goods and/or services)
- ☐ General Terms and Conditions for de minimis contracts (services only, less than $50,000)


### Annexes to this RFP

- ☒ Form for Submission of Proposal (Annex 2)
- ☒ Detailed TOR [optional if this form has been accomplished comprehensively]
- ☒ Others’ E-tendering User-guide for bidders

### Contact Person for Inquiries (Written inquiries only)

**Procurement Unit**

procurement.enquiries.za@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]

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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 addresses, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.