REQUEST FOR PROPOSAL
(For Low-Valued Services)

<table>
<thead>
<tr>
<th>ALL ELIGIBLE PROPOSERS</th>
<th>DATE: 17 August 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RFP_LVS_12_2021:</strong></td>
<td></td>
</tr>
<tr>
<td>PLAN PARTICIPATIVE EROSION MAPPING ACTIVITIES,</td>
<td></td>
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<tr>
<td>DELIVER TRAINING ON DATA</td>
<td></td>
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<tr>
<td>COLLECTION AND ANALYSIS, COLLECT DRONE PHOTOS</td>
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<tr>
<td>AND CALCULATE DEPTH OF CREVICES CAUSED BY EROSION</td>
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</table>

Dear Sir / Madame:

We kindly request you to submit your Proposal for the services indicated under the
**REFERENCE: RFP_LVS_12_2021 PLAN PARTICIPATIVE EROSION MAPPING ACTIVITIES, DELIVER TRAINING ON DATA COLLECTION AND ANALYSIS, COLLECT DRONE PHOTOS AND CALCULATE DEPTH OF CREVICES CAUSED BY EROSION** field above.

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

Proposals to be submitted on or before the deadline indicated below under the “Annex 1 - Description of Requirements “field “Deadline for Submission of Proposal” via email only to the address below:

**United Nations Development Programme**
**Mozambique Country Office**
Email: bidsubmission.mz@undp.org

(please indicate clearly the tender REFERENCE “RFP_LVS_12_2021” on all correspondence)
(please note: dedicated e-mail submission only)

Your Proposal must be expressed in the English language and valid for a minimum period of 90 calendar 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 MOZAMBIQUE after the indicated deadline, 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 MOZAMBIQUE 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 MOZAMBIQUE, 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 MOZAMBIQUE 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 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 MOZAMBIQUE is not bound to accept any Proposal, nor award a contract, 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 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/procurement/protest.shtml.

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.
# DESCRIPTION OF REQUIREMENTS

<table>
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<tr>
<th>Context of the Requirement</th>
<th>PLAN PARTICIPATIVE EROSION MAPPING ACTIVITIES, DELIVER TRAINING ON DATA COLLECTION AND ANALYSIS, COLLECT DRONE PHOTOS AND CALCULATE DEPTH OF CREVICES CAUSED BY EROSION</th>
</tr>
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<tbody>
<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>As described in TORs</td>
</tr>
<tr>
<td>Person to Supervise the Work/Performance of the Service Provider</td>
<td>UNDP MOZAMBIQUE – Project Manager</td>
</tr>
<tr>
<td>Location of work</td>
<td>☒ As defined in the TOR</td>
</tr>
<tr>
<td>Expected duration of work</td>
<td>3 months</td>
</tr>
<tr>
<td>Target start date</td>
<td>31 August 2021</td>
</tr>
<tr>
<td>Latest completion date</td>
<td>TBD</td>
</tr>
<tr>
<td>Travels Expected</td>
<td>As specified in the TOR</td>
</tr>
<tr>
<td>Implementation Schedule indicating breakdown and timing of activities/sub-activities</td>
<td>☒ Required</td>
</tr>
<tr>
<td>Names and curriculum vitae of individuals who will be involved in completing the services</td>
<td>☒ Required</td>
</tr>
<tr>
<td>Currency of Proposal</td>
<td>☒ United States Dollars  ☒ Local Currency</td>
</tr>
<tr>
<td>Value Added Tax on Price Proposal</td>
<td>☒ must be exclusive of VAT and other applicable indirect taxes</td>
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</table>
| Validity Period of Proposals (Counting for the last day of submission of quotes) | ☒ 90 days  
In exceptional circumstances, UNDP may, at its own discretion, 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. |
<p>| No. of copies of Proposal | Original: 2 separate bids, namely 1 Technical and 1 Financial |</p>
<table>
<thead>
<tr>
<th>that must be submitted</th>
<th>(Submission only to dedicated Email: <a href="mailto:bidsubmission.mz@undp.org">bidsubmission.mz@undp.org</a>)</th>
</tr>
</thead>
</table>
| Deadline for Submission of Proposal | 27 August 2021 at 16:30, Maputo time  
All correspondence to be clearly marked with the REFERENCE field from the first page above |
| Partial Quotes | ☒ Not permitted |
| Payment Terms | 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 of fully delivered product; and 
  b) Receipt of the original invoice from the Service Providers. |
| Type of Contract to be Signed | ☒ Contract for Goods and Services |
| Criteria for Contract Award | ☒ 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. |
| Criteria for the Assessment of Proposal | Technical Proposal (100%)  
As detailed under Annex 3 of the solicitations document |
| UNDP will award the contract to: | ☒ One Service Provider |
| Annexes to this RFP | ☒ Detailed TOR (Annex 2) 
  ☒ Form for Submission of Proposal (Annex 3) 
  ☒ General Terms and Conditions / Special Conditions (Annex 4)¹ |
| Contact for Inquiries (Written inquiries only) | procurement.mozambique@undp.org  
Deadline for Inquiries: 2 working days before the submission date.  
All correspondence to be clearly marked with the tender number (see REFERENCE field from the first page above)  
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. |

¹ 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.
FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)

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) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates etc.
f) 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.

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

C. Qualifications of Key Personnel

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

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 As per TORs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]
Annex 4

General Terms and Conditions for Services