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REQUEST FOR PROPOSAL

Procurement of IT Staff Augmentation Services for the establishment of REMB Data Warehouse and Management Information System (RIS), and Provision of Cloud Server Subscription Plan

RFP No.: RFP-047-PHL-2022

Project: Development for Renewable Energy Applications Mainstreaming and Market Sustainability (DREAMS)

Country: Philippines

Issued on: 26 May 2022

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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form
 - Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.ph@undp.org

indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

Name: Kristel Aberilla

Title: Procurement Associate

Date: **May 26, 2022**

Name: Samantha Gunasekera

Title: Operations Manager

Date: **May 26, 2022**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
<i>1. Introduction</i>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<i>2. Fraud & Corruption, Gifts and Hospitality</i>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
<i>3. Eligibility</i>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p><i>4. Conflict of Interests</i></p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p><i>5. General Considerations</i></p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p><i>6. Cost of Preparation of Proposal</i></p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p><i>7. Language</i></p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<p><i>8. Documents</i></p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<i>Comprising the Proposal</i>	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<i>10. Technical Proposal Format and Content</i>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<i>11. Financial Proposals</i>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<i>12. Proposal Security</i>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p>13. <i>Currencies</i></p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p>14. <i>Joint Venture, Consortium or Association</i></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18. Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p>19. Amendment of Proposals</p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. <i>Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. <i>Pre-Bid Conference</i>	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. <i>Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

<i>Proposals</i>	<p>Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<i>25. Proposal Opening</i>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
<i>26. Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<i>27. Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
<i>28. Preliminary Examination</i>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<i>29. Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's

	<p>list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</p> <ul style="list-style-type: none"> f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>

<p>31. <i>Due Diligence</i></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. <i>Clarification of Proposals</i></p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. <i>Responsiveness of Proposal</i></p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. <i>Nonconformities, Reparable Errors and Omissions</i></p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion

	<p>of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. <i>Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. <i>Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. <i>Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. <i>Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. <i>Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. <i>Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract

	effective.
42. <i>Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. <i>Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. <i>Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. <i>Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. <i>Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time: 1:00 PM, Manila Time</p> <p>Date: May 27, 2022 1:00 PM</p> <p>Venue: A Zoom link will be provided to bidders who will confirm their attendance by sending an email to procurement.ph@undp.org</p> <p>with the following details: <u>Company name, Company Address, Name of Representative, Email address.</u></p> <p>Please confirm participation by 11:00AM on 27 May 2022.</p>
5	10	Proposal Validity Period	120 days
6	14	Proposal/Bid Security	<p>Required in the amount of USD 5,548 or PHP 290,000</p> <p>Acceptable Forms of Proposal/Bid Security</p> <ul style="list-style-type: none"> ▪ Bank Guarantee (See Section 8 for template) ▪ Any Bank-issued Check / Cashier's Check / Certified Check <p>Original Proposal/Bid security must be received by UNDP before the indicated deadline in eTendering system. Send original proposal security to the following address:</p> <p><u>United Nations Development Programme</u> <u>15F North Tower Rockwell Business Center Sheridan, United</u> <u>corner Sheridan Streets, Brgy. Highway Hills, Mandaluyong</u> <u>City, Philippines.</u></p>

			A scanned copy (pdf file) must be submitted with the proposal in the eTendering system.
7	41	Advanced Payment upon signing of contract	<p>Allowed up to a maximum of 20% of contract value</p> <p>If an advance payment exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per week of delay: 1%</p> <p>Max. number of weeks of delay: 4, after which UNDP may terminate the contract.</p>
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Local currency Philippine Peso for local firms, United States Dollar for international firms
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Kristel Aberilla</p> <p>E-mail address: procurement.ph@undp.org</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering

15	22	Proposal Submission Address	https://etendering.partneragencies.org Insert BU Code: PHL10 Event ID number: 0000012610
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal (Form F and Form G) shall be encrypted with a PASSWORD and clearly labelled. The password for Financial Proposal must not be provided to UNDP until requested by UNDP. In the e-tendering system, where prompted to enter the Bid Price, bidder MUST indicate "1" (one) as the price offer. Documents which are required in original (e.g. Proposal Security) should be sent to the address indicated on Page 17, Item 6, with a PDF copy submitted as part of the electronic submission.
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>July 11, 2022</i>
19		Maximum expected duration of contract	6 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Contract for Goods and Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

22	39	UNDP Contract Terms and Conditions that will apply	<ul style="list-style-type: none"> • UNDP General Terms and Conditions for Contracts (Goods and or Services) • Special Terms and Conditions for Cloud Computing <p><i>Note: Both documents are attached in the eTendering system. Non-acceptance of the abovementioned Terms may result in disqualification of the bid.</i></p>
		Other Information	<p>Financial Proposal must be exclusive of VAT and other applicable direct taxes.</p>

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum of 5 years of accumulated experience in providing highly skilled IT professionals and comprehensive staff augmentation services	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	<p>Minimum of 5 years of accumulated experience in any of the following:</p> <ul style="list-style-type: none"> • Application and Web Development • Quality Assurance and Testing • Database • Infrastructure 	
	<p>Minimum 2 contracts of similar value, nature and complexity implemented over the last 5 years (application and web development, Quality Assurance and Testing, Database, or Infrastructure).</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Financial Standing	<p>Minimum average annual turnover of USD 250,000 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>Quick Ratio – minimum should be 1:1</p> <p>*UNDP may look at other financial ratios to gauge the operational sustainability of the Firm in relation to UNDP's project needs.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Post-Qualification	Reference checks for previous contracts/projects will also be conducted.	

Technical Evaluation Criteria

1. This competitive selection process for the Firm will use the Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively.
2. The minimum passing score of the technical proposal shall be 70% (700 out of 1000 obtainable points). Technical proposals will be evaluated based on the following primary criteria, as shown in the tables below.

Technical Proposal Evaluation Forms		Points Obtainable
1	Bidder's qualification, capacity, and experience / Expertise of the Firm.	300
2	Methodology and Implementation Plan	200
3	Qualification, capacity, and experience of the required resources	500
Total		1000

Section 1. Bidder's qualification, capacity, and experience		Points Obtainable
1.1	General Organizational Capability which is likely to affect implementation: management structure, financial stability, and project financing capacity, project management controls, the extent to which any work would be subcontracted	100
1.2	Bidder has minimum 5 years of accumulated experience in providing IT Managed Services and/or IT Staff Augmentation services to public or private institutions 70 points for 5 years; additional 3 points for each additional year	100
1.3	Bidder has a minimum of 5 years of accumulated experience in any of the following: <ul style="list-style-type: none"> • Application and Web Development • Quality Assurance and Testing • Database • Infrastructure 70 points for 5 years; additional 3 points for each additional year	100
Total Section 1		300

Section 2. Methodology and Implementation Plan		Points Obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	50
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	30

Section 2. Methodology and Implementation Plan		Points Obtainable
2.3	Details on how the different service elements shall be organized, controlled, and delivered	20
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	20
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	30
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		200

Section 3. Qualification, capacity, and experience of the required resources		Points Obtainable
3.1	Sr. NodeJS Developer 1	100
	University degree in Computer Science, Information Technology, or any equivalent field/discipline <i>7 points for Bachelor's; additional 3 points for additional degree</i>	10
	Has a minimum of five (5) years of experience as a Backend/NodeJS Developer with expertise in the Management Information Systems, Content Management Systems, Migration projects from software and/or databases, building a ground-up application using Microservice and/or SOA architecture, and web services. 28 points for 5 years, additional 4 points for each additional year	40
	Has a minimum of five (5) years of knowledge with software development life cycle <i>7 points for 5 years, an additional point for each additional year</i>	10
	Has a minimum of five (5) years of experience in managing multiple coding or application development work <i>14 points for 5 years, an additional 2 points for each additional year</i>	20
	Has a minimum of three (3) years of experience in developing engineering applications, system security measures, and code analysis <i>14 points for 3 years, additional 2 points for each additional year</i>	20
3.2	Sr. NodeJS Developer 2	100
	University degree in Computer Science, Information Technology, or any equivalent field/discipline <i>7 points for Bachelor's; additional 3 points for additional degree</i>	10

Section 3. Qualification, capacity, and experience of the required resources		Points Obtainable
	Has a minimum of five (5) years of experience as a Backend/NodeJS Developer with expertise in the Management Information Systems, Content Management Systems, Migration projects from software and/or databases, building a ground-up application using Microservice and/or SOA architecture, and web services. <i>28 points for 5 years, additional 4 points for each additional year</i>	40
	Has a minimum of five (5) years of knowledge with software development life cycle <i>7 points for 5 years, an additional point for each additional year</i>	10
	Has a minimum of five (5) years of experience in managing multiple coding or application development work <i>14 points for 5 years, an additional point for each additional year</i>	20
	Has a minimum of three (3) years of experience in developing engineering applications, system security measures, and code analysis <i>14 points for 3 years, an additional point for each additional year</i>	20
3.3	Sr. Frontend Developer	100
	University degree in Computer Science, Information Technology, or any equivalent field/discipline <i>7 points for Bachelor's; additional 3 points for additional degree</i>	10
	Has a minimum of five (5) years of experience as a Frontend Developer with expertise in Management Information Systems, Content Management Systems, and building ground-up application using Vue Framework/HTML and CSS <i>28 points for 5 years, additional 4 points for each additional year</i>	40
	Has a minimum of five (5) years of experience in software development life cycle <i>7 points for 5 years, an additional point for each additional year</i>	10
	Has a minimum of three (3) years of experience with functional programming and JavaScript libraries <i>14 points for 3 years, an additional 2 points for each additional year</i>	20
	Has a minimum of three (3) years of experience with responsive and adaptive design <i>7 points for 3 years, an additional 2 points for each additional year</i>	20
3.4	Sr. Quality Assurance Tester	100
	University degree in Computer Science, Information Technology, or any equivalent field/discipline <i>7 points for Bachelor's; additional 3 points for an additional degree</i>	10

Section 3. Qualification, capacity, and experience of the required resources		Points Obtainable
	Has a minimum of five (5) years of experience as a Test/QA Engineer with expertise in Management Information Systems, Content Management Systems, Migration projects from software and/or databases, building ground-up applications, and web services. <i>28 points for 5 years, additional 4 points for each additional year</i>	40
	Has a minimum of three (3) years of experience with automated testing (e.g., VSTS E2E Automation testing, Selenium, Load Testing, or other equivalent tools) <i>14 points for 3 years, additional 2 points for each additional year</i>	20
	Has a minimum of two (2) years of experience with database and backend testing <i>7 points for 2 years, an additional point for each additional year</i>	10
	Has a minimum of three (3) years of experience in the use of version control systems (like Git, VSTS, or other equivalent systems) <i>7 points for 3 years, an additional point for each additional year</i>	10
	Has a minimum of three (3) years of experience in configuring testing environments (i.e., setting) <i>7 points for 3 years, an additional point for each additional year</i>	10
3.5	Sr. Data Center Specialist	100
	University degree in Computer Science, Information Technology, or any equivalent field/discipline <i>7 points for Bachelor's; additional 3 points for an additional degree</i>	10
	Has a minimum of five (5) years of experience in client installations and deployment <i>28 points for 5 years, additional 4 points for each additional year</i>	40
	Has a minimum of five (5) years of experience with networking configuration and operation, PC configuration and operation, Operating Systems, Microsoft Office Suite, Application troubleshooting, Distributed Software, Imaging, Active Directory, and Hardware troubleshooting skills in a complex networked IT environment. <i>21 points for 5 years, additional 3 points for each additional year</i>	30
	Has a minimum of two (2) years of experience in databases and cloud infrastructure set up. <i>14 points for 2 years, additional 2 points for each additional year</i>	20
Total Section 3		500

3. In the combined scoring, the Financial Proposal will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

Section 5. Terms of Reference

A. Background

The Development for Renewable Energy Applications Mainstreaming and Market Sustainability (DREAMS) Project is a five-year project being implemented by the Department of Energy (DOE) through its Renewable Energy Management Bureau (REMB) in partnership with the Global Environment Facility (GEF) and the United Nations Development Programme (UNDP).

The objective of the DREAMS Project is to reduce GHG emissions through the promotion and facilitation of the commercialization of renewable energy (RE) markets and the removal of barriers to increasing investments in RE-based power generation projects.

One activity is to provide support to the DOE-REMB to have a platform that will share RE information that will attract investments for RE projects, a timely information system to monitor the implementation of RE projects, and the activities related to the National Renewable Energy Program 2020- 2040.

B. Stakeholders of the Project

The project will be implemented together with the Renewable Energy Management Bureau, Department of Energy Luzon, Visayas, and Mindanao Field offices. Other bureaus, divisions, and offices of the DOE—such as the Energy and Power Industry Management Bureau, Information Technology and Management Services Division, Investment Promotions Office, and Records Information and Data Management Division may also be involved in the project.

C. Objective

This activity relates to Component 2 of the DREAMS project. The objective is to strengthen the capacity of the REMB to monitor the status of RE projects and the implementation of the National Renewable Energy Program 2020-2040.

The Warehouse will include the database of all RE projects from 2008 to at least December 2020. A consolidated database across the 5 divisions and the DOE's different offices will hasten coordination and decision making at REMB. The database will also have an interactive dashboard that will be open to developers and investors on opportunities for RE development across the Country.

The Database will also be used by the Energy Virtual One Stop Shop (EVOSS) that has been developed by the Investment Promotion Office of the DOE. The EVOSS is intended to facilitate the approval of energy projects.

D. Scope of Work and Methodology of the Required Services

The Contractor is responsible for the provision of IT Staff Augmentation services to develop, design, integrate, test, and implement the Renewable Energy Management Bureau (REMB) Data Warehouse and Management Information System that will consolidate all the existing Renewable Energy information available in different data

warehouses into a centralized database which will be made available through the internet. The system will aggregate the data from different energy sectors and present them in a logical format that the REMB management can then use to aid them in the decision-making process.

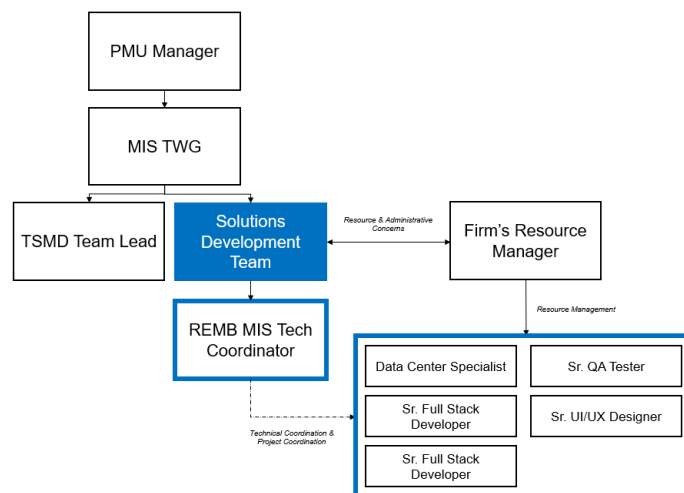
The Contractor shall also be responsible for providing a cloud-based server. Services include the provision of a Data Center Specialist that will support and execute deployment to the cloud and support workloads on the cloud, in addition to cloud infrastructure itself.

The Contractor will work under the supervision of the DREAMS Project Manager in coordination with a Technical Working Group to be created for this purpose. The TWG shall include the Resource Manager of the Contractor as a permanent representative and able to make decisions on the implementation of the contract. The UNDP REMB MIS Technical Coordinator shall provide the technical guidance to develop and implement the MIS.

i. PROJECT STRUCTURE

The following organizational structure outlines the composition of the RIS project. The Contractor shall provide the following resources for the project:

- 2 Sr. NodeJS Developers
- 1 Sr. Frontend Developer (Knowledgeable in Vue Framework and CSS)
- 1 Sr. Quality Assurance Tester
- 1 Sr. Data Center Specialist (Knowledgeable in MSSQL, Linux OS based On-Premises Server, and Cloud Server setup)



ii. SOLUTIONS DEVELOPMENT TEAM PRIMARY RESPONSIBILITIES

Project Role	FTE	Responsible Group	Primary Responsibility
REMB MIS Technical Coordinator	1	UNDP	<ul style="list-style-type: none"> ▪ Responsible to implement, educate, and enable REMB MIS end-users to run the new business processes with the highest quality, understanding, and responsibility. ▪ Provide quality assurance and expertise knowledge of the solution

Project Role	FTE	Responsible Group	Primary Responsibility
			functionality, processes, and integration. <ul style="list-style-type: none"> Identify delta requirements and design solutions (<i>see Annex A for the High-Level Design Plan of the system</i>) Oversee the process of planning, designing, execution, delegation, monitoring, controlling, and closure of the project. Ensure that the scope and direction of the project are on schedule, that deliverables and goals are met by 'removing' any obstacle that may hinder achieving these, work closely with the PMU Manager, MIS TWG, and TSMD Team Lead.
Sr. NodeJS Developer	2	Contractor	<ul style="list-style-type: none"> Responsible for the overall system functionality design and development, testing, end-user training, and acceptance of the solution. Provide knowledge and expertise of the day-to-day business processes and master data within each functional area. (<i>See the Methodology section for the detailed responsibilities</i>)
Sr. Frontend Developer	1	Contractor	
Sr. Quality Assurance Tester	1	Contractor	
Sr. Data Center Specialist	1	Contractor	<ul style="list-style-type: none"> Responsible for the installation of the servers and deployment of the solution. Provide knowledge expertise in the day-to-day server management processes (<i>See the Methodology section for the detailed responsibilities</i>)

Refer to Annex A for the System High-Level Design Plan and Annex B for the Schedule of Activities.

iii. SCOPE OF WORK

The Contractor shall be required to provide the IT Staff Augmentation Services for the RIS, which will entail the following:

- ☐ Application development, design, enhancement, integration, testing, and implementation of the agreed applications covered by the engagement;
- ☐ Provision of hyper care support to systems in scope and Service Level Agreement of 100% during the contract duration. An agreed-upon response time on request for support during the period shall be defined and agreed upon during the inception planning;

- ☐ Technical support on server installations and troubleshooting network and server issues.
 - ☐ Monitoring and maintaining servers, applications, and tools performance, conducting second-level resolution and escalation of incidents;
 - ☐ Assume the role of Subject Matter Experts (SMEs) to REMB, DOE, and other internal clients for the realization of project objectives related to REMB systems and tools;
 - ☐ Coordination with the REMB MIS Technical Coordinator and as the need arises with designated members from the REMB/DOE to ensure high resource utilization and productivity of the team; and
 - ☐ Performance of any other function or task related to the foregoing services.
- Cloud server subscription management, server (on-premises and cloud) installation support, and web domain subscription of the REMB MIS.

The UNDP shall

- ☐ Assign a Technical Coordinator and Technical Working Group (TWG) representatives from the UNDP and DOE REMB;
- ☐ Provide the required number and use of the Physical production server; and
- ☐ Performance of any other function or task related to the foregoing services.

Refer to Annex A for the high-level design plan of the system, and Section ii for the detailed Implementation Methodology.

ii. IMPLEMENTATION METHODOLOGY

The Contractor shall comply with the following objectives:

- ☐ To develop an agile application development and development team to address REMB business requirements.
- ☐ A key success factor for the implementation of the REMB MIS is a strong core project team that consists of both operational resources and project team resources working together.

The table below summarizes the required staffing, the corresponding number of man-days required for the milestone, and the target dates of completion.

Activity	Required Resource	Responsibilities	FTE	Duration
Requirements Analysis	REMB MIS Technical Coordinator	<ul style="list-style-type: none"> ▪ The REMB MIS Technical Coordinator will serve as the conduit between REMB and the Contractor. This can include helping the REMB write requirements to create specs for the Contractor to work from. ▪ The REMB MIS Technical Coordinator will assist the solutions development team to understand what the REMB is asking for. Conversely, the analyst can help the REMB team understand limitations, such as why certain requirements will cost too much to do versus an alternative. 	1	To be provided by UNDP
Creation of Functional and Technical Specifications				
Creation of User story Board				

Activity	Required Resource	Responsibilities	FTE	Duration
Project Management		<ul style="list-style-type: none"> Facilitate the project team for better creativity and try to improve the efficiency of the solutions development team. Responsible for managing the business process and operations with the coordination of the solutions development team in agile methodology. Arrange and facilitate meetings, schedule meetings, demo, and decision-making processes to ensure quick inspection and proper use of the adaptation process. Help REMB to make the system backlogs in good shape and make them ready for the next iteration. 		
System User Interface Designing	Sr. Frontend Developer	<ul style="list-style-type: none"> Propose, develop, and implement an interactive, appealing, highly usable, and responsive web design with all elements of the front-end user interface/user experience (UI/UX) able to render appropriately on a wide variety of browsers and platforms. Coordinate closely with the solutions development team to discuss design considerations and implementation timeline Develop corresponding user interface components (web templates, style sheets, scripts, images, etc.) as needed 	1	6 months
Development	Sr. NodeJS Developer	<ul style="list-style-type: none"> Design, develop, implement, and support technical solutions to meet the business needs Participate in meetings and workshops to communicate information system capabilities Coordinate with DOE Network Administrators and System Administrators Working closely with the solutions development team to constantly innovate system functionality and design Build and manage project assets repository (codes and reusable library) Responsible for the end-to-end execution of the defined and agreed solution Setup and manage DEV, QA, PROD, and other performance tools Perform other related functions as assigned to ensure efficient and effective functioning of the work unit 	2	6 months
Testing, Test Cases, Test Results, UAT Support	Sr. QA Tester	<ul style="list-style-type: none"> Perform system testing (functional testing, data testing, integration testing, etc.) Create Test Plan, test cases, and UAT cases Provide test results, test reports, and other test findings Perform other related functions as assigned to ensure efficient and effective functioning of the work unit 	1	6 months

Activity	Required Resource	Responsibilities	FTE	Duration
Server Installation, Support, Monitoring	Sr. Data Center Specialist	<ul style="list-style-type: none"> ▪ Ensure successful installation of servers ▪ Ensure server performance and maintain applications on servers ▪ Problem-solving and documentation of current and new servers in both physical and virtual environments ▪ Performs and oversees continuous system health checks, user administration, and application of patches and upgrades ▪ Performs data management services, server tuning, and directory services maintenance ▪ Ensures compliance to security standards, policies, and guidelines across the DOE network ▪ Provides business continuity through thorough back-up and restore procedures, and periodic testing of outage scenarios ▪ Assists in the operations and maintenance of the organization's local area network ▪ Coordinates and works with outside vendors to resolve problems and issues with hardware and software products ▪ Provides technical support to troubleshoot network and server issues 	1	6 months

Refer to Annex B for the detailed Schedule of Activities.

iii. COMPLIANCE, WARRANTY, AND DELAYS IN THE CONTRACTOR'S PERFORMANCE

a) IT Staff Augmentation Services

- To assure that system defects shall be corrected by the Contractor, a fixed fourteen (14) days will be provided by the Contractor as part of its hyper care support to perform corrective measures on any significant programming defects, errors, and malfunctions, within the REMB/UNDP's standard business practices.
- The Contractor shall agree that it will not charge UNDP on hours rendered beyond the timeline and hours rendered during the system development and hyper care period unless the said work extensions have been acknowledged by UNDP.
- The Contractor shall provide its personnel with the office/workspace, tools, and equipment necessary in rendering the Services, such as desktop, laptop, and the other requisite applications/software.

b) Cloud Services

- The Contractor shall agree that the cloud service and web domain to be procured shall be under the name of UNDP including all intellectual property assignments for the software.

- The Contractor shall agree that the UNDP and its designated unit or office or agency will have access to the various cloud services available on the subscription plan depending on the level of access they select.
- The Contractor shall gain full visibility of how REMB MIS cloud services are consumed, and where they can be tuned for security, reliability, performance, and cost.
- The Contractor shall provide transparency to the UNDP on the location of cloud infrastructure used to process and store their data.

Delivery of goods and/or performance of services shall be made by the Contractor in accordance with the time schedule prescribed in Annex B – Schedule of Requirements.

iv. NUMBER, CHARACTERISTICS, AND MINIMUM QUALIFICATION OF PERSONNEL

- ☐ The Contractor should possess all knowledge required to deliver a working software product. This does not include business knowledge but does include sufficient knowledge about, Quality Assurance, User Interface, Application Development, Data Integration, and Server Management. This knowledge needs to be spread across team members.
- ☐ The Contractor shall assume full responsibility for the contract work until its final acceptance by the REMB and shall be held responsible for any damage or destruction of works except those occasioned by force majeure.
- ☐ The Contractor should have a specialized and balanced set of skills.
- ☐ The Contractor shall provide five (5) personnel to perform the services.
- ☐ In the event of an increase in the number of personnel or in case of replacement of personnel, the DREAMS PMU shall be informed at least 15 days before the proposed engagement for the PMU to make the appropriate decisions, and the need shall be justified by the Contractor.

Item#	Required Resource	Skill Level	Required#	Level of effort required (number of days/hours)
1	NodeJS Developer	Senior	2	Duration is 6 months; estimated effort (in hours) is 1,114.
2	Frontend Developer	Senior	1	Duration is 6 months; estimated effort (in hours) is 1,114.
3	QA Tester	Senior	1	Duration is 6 months; estimated effort (in hours) is 890.
4	Data Center Specialist	Senior	1	Duration is 6 months; estimated effort (in hours) is 946.

v. CLOUD SERVICES MINIMUM SPECIFICATIONS

Below are the minimum specifications of the required items to be procured:

Quantity	Item	Specifications	Subscription Period
2	Cloud Server Cost App Service, SQL DB, Storage Accounts (1 for the non-production environment and 1 for the production environment)	<ul style="list-style-type: none"> Service Type: VM based server Region: Asia Pacific (Singapore) Operating System: Windows vCPUs: 4 Memory (GiB): 16 GB t3a.xlarge Storage Amount: 30 GB 	12 months
1	Web Domain	<ul style="list-style-type: none"> Subscription Cycle: Annual or Semi-Annual With SSL Certificate The Web Domain Name shall be discussed and finalized with the DOE-REMB during the Inception Planning phase 	12 months

E. Institutional Arrangement/Governance and Accountability

The Firm and the Technical Working Group (TWG) that will be formed for this activity will be supervised by the DREAMS Project Manager under the general guidance of the National Project Director.

A Technical Working Group (TWG) will be led by the Division Chief of the REMB Technical Services Management Division to ensure that the Firm will have access to data and other information needed for the MIS. The REMB, upon review of the TWG, will endorse the acceptance of the MIS solution to the DREAMS PMU. A REMB MIS Technical Coordinator (technical consultant of the DREAMS project) will monitor the outputs of the Firm to ensure compliance with the requirements specified in the TOR.²

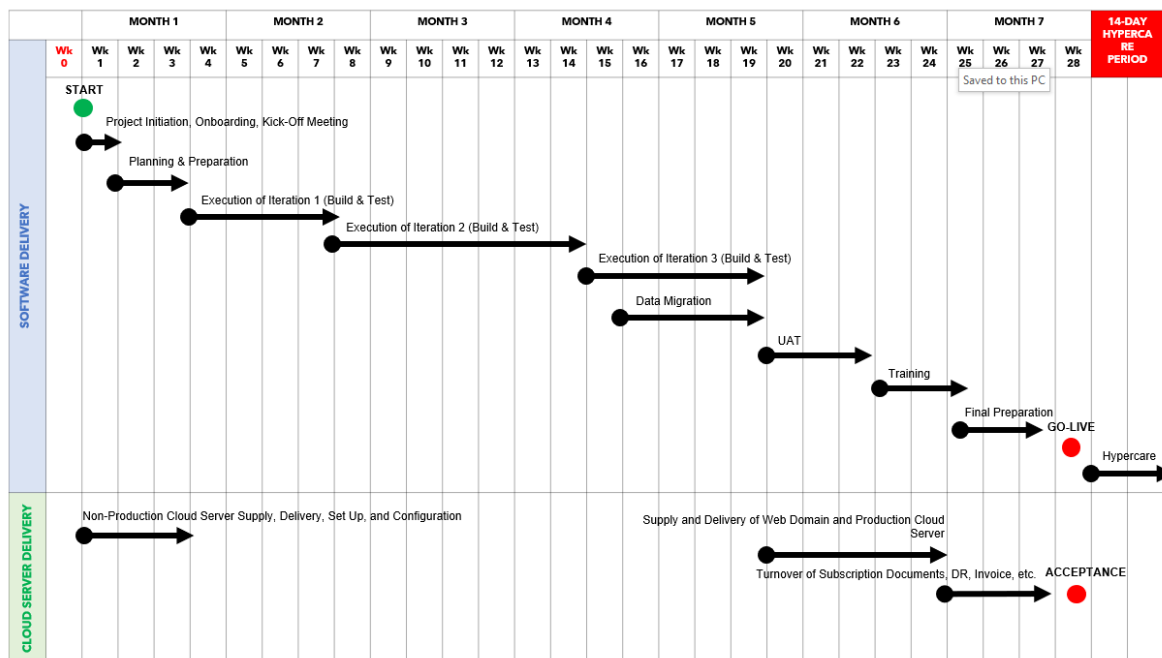
F. Duration of the Work

The contract period will be for 6 months with a target start date of 30 June 2022.

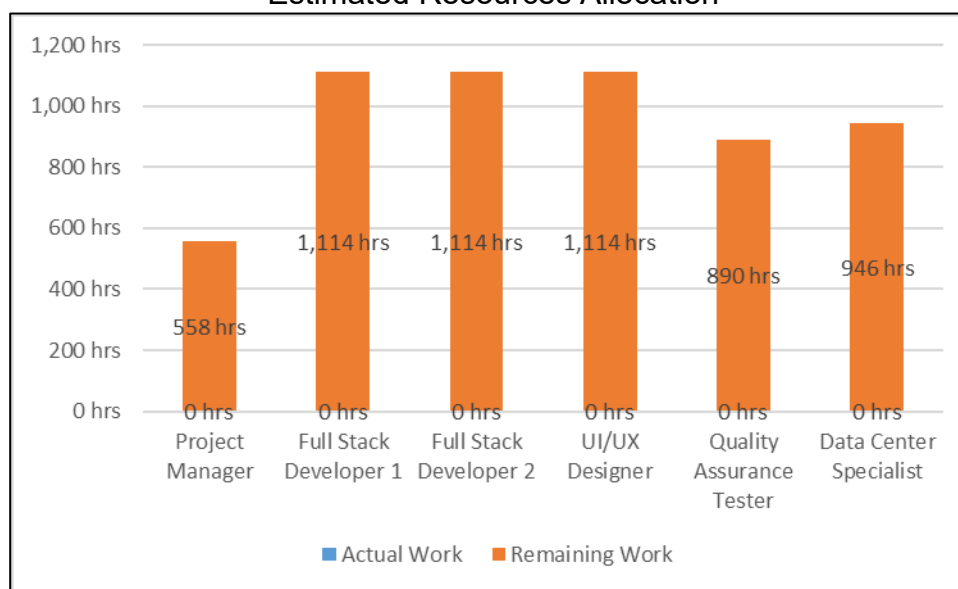
The graphic below shows a high-level representation of important project milestones and tasks.

²

The REMB MIS Technical Coordinator serves as the conduit between the product owner (REMB) and the dev / QA teams. The TC helps the team understand what the product owner is asking for. Conversely, the TC can help the product owner understand limitations, such as why certain requirements will cost too much to do versus an alternative.



Estimated Resources Allocation



G. Facilities to be provided by the Project

The Firm's resources will be working with the REMB based on the service level agreement. Considering the COVID-19 pandemic and declaration of State of Public Health Emergency in the Philippines, all work of the Contractor or its staff shall be done within the guidelines and protocols set by the local government or offices it will work with.

The solutions development team members should be kept together until the project is completed. Any change in the team member composition must be with 15 days prior notice and shall be subject to the approval of UNDP, except in case of medical reasons.

If work has to be spread over multiple locations, a communication channel should be created.

For the duration of the contract, the Contractor shall work in close coordination with UNDP Project Manager, Technical Officer, REMB MIS Technical Coordinator, REMB concerned divisions, and other identified project partners. The DREAMS Project Manager will supervise the implementation of the contract with the technical guidance of the REMB.

i. COMMUNICATIONS MANAGEMENT

This section defines the overall communication methods and process for sharing project information. Communication areas include:

Meeting Schedules

Project meetings are essential to facilitate proper communication during the life of a project. To be effective, the meetings need to be planned and scheduled on a timely basis. Some of the recommended formal project meetings are listed below:

- ☐ Project kick-off meeting
- ☐ Coordination meeting
- ☐ Meetings that are required to facilitate project tasks
- ☐ Weekly Project Team Meeting
- ☐ Issue Resolution
- ☐ Organizational Structure Meeting
- ☐ Virtual Meeting (via Skype, Viber, Zoom, Google Meet, Teams, etc.)

Ad hoc meetings are also encouraged. By default, these meetings should be short in duration and should be facilitated to fact-finding and problem resolution.

Daily meetings are encouraged as the project approaches the Go-Live date. The purpose of this meeting is to review the day's activities (tasks) and any issues that will affect the Go-Live date. The meeting should be held in the morning and the duration should not exceed thirty (30) minutes.

ii. COMMUNICATION TOOLS

Several communication tools will be established to ensure successful collaborative work:

- ☐ Email will be the primary medium for the Project Management Team communication.
- ☐ Phone Calls and SMS will be the secondary form for PMT communication.
- ☐ Viber will be used for private and/or group messaging to facilitate immediate resolution of the issue and/or concerns pertaining to the project.
- ☐ MS Teams and/or Zoom platforms will be the primary venue for the project virtual meetings.

H. Professional Qualifications of the Successful Firm Contractor and its key personnel

The Contractor establishes the development processes for the entire team, from development tools to peer code review to how and when code can be checked in.

The Contractor must have a minimum of 5 years of accumulated experience in providing highly skilled IT professionals and comprehensive staff augmentation services, and a minimum of 5 years of accumulated experience in any of the following:

- Application and Web Development
- Quality Assurance and Testing
- Database
- Infrastructure

The Firm shall assign, on a full-time basis, the following experts for the REMB MIS:

1. Two (2) Sr. NodeJS Developers
2. One (1) Sr. Frontend Developer
3. One (1) Sr. Quality Assurance Tester
4. One (1) Sr. Data Center Specialist

The Contractor must ensure that all resources to be deployed are fit to work, have no criminal or legal liabilities, and has a non-disclosure agreement between resources and the Contractor/Company.

The Contract must also

- ☐ Ensure that their personnel/resources meet all service requirements.
- ☐ Ensure that the resources understand their roles and responsibilities.
- ☐ Ensure that the resources are skilled and competent to perform the contracted services.
- ☐ Ensure that the resources understand and follow the house rules such as business hours, policies, procedures, etc. of DOE.
- ☐ Turnover, transitions, and replacement of resources with no or minimum disruptions (backfill).
- ☐ Facilitate resource requirements such as, but not limited to, IDs, DOE access, etc.
- ☐ Manage the time, utilization, productivity, and optimization of the resources. This includes request/s to render extra time or time off while ensuring that the contracted services are met.
- ☐ Address escalations and concerns involving the resources and the contracted services.
- ☐ Ensure compliance with legal requirements.

I. Scope of Price Proposal and Schedule of Payments

This is a lump-sum approach. The lump-sum amount must be “all-inclusive” of expenses, e.g., supplies, reproduction, meals, lodging, and other local travel fares.³ The contract price is fixed regardless of changes in cost components.

³The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

Deliverables/ Outputs	Payment Tranche	Target Completion Date
Month 1 Accomplishment Report containing the following artifacts: <ul style="list-style-type: none"> • Onboarding Completion Document • Planning and Preparation Completion Document • Iteration 1 Development Completion • Non-Production Cloud Server Supplied and Delivered 	15%	July 30, 2022
Month 2 Accomplishment Report containing the following artifacts: <ul style="list-style-type: none"> • Iteration 1 Testing Completion • Iteration 1 Demo Completion • Iteration 2 Development Started 	15%	August 30, 2022
Month 3 Accomplishment Report containing the following artifacts: <ul style="list-style-type: none"> • Iteration 2 Development Completion • Iteration 2 Testing Completion • Iteration 2 Demo Completion 	15%	September 30, 2022
Month 4 Accomplishment Report containing the following artifacts: <ul style="list-style-type: none"> • Iteration 3 Development Completion 	15%	October 30, 2022
Month 5 Accomplishment Report containing the following artifacts: <ul style="list-style-type: none"> • Iteration 3 Testing Completion • REMB Data and Contents Migration • Iteration 3 Demo Completion • REMB UAT Completion 	15%	November 30, 2022
Month 6 Accomplishment Report containing the following artifacts: <ul style="list-style-type: none"> • LFO, VFO, MFO UAT Completion • Final Product Demo Completion • System Administration Training Completion • End-Users Training Completion • Production Cloud Server Supplied and Delivered 	15%	December 30, 2022
Final Report containing the following: <ul style="list-style-type: none"> • Transition to Operations Completion Report • System Deployment to Production • 14-day Hypercare Period Completion 	10%	January 15, 2022
Total	100%	

J. Key Performance Indicators and Service Level

Key services required	Frequency	Minimum standard/requirement
Regular Project Meeting of Local Project Team	weekly	Minutes of the meeting signed by the REMB MIS Technical Coordinator
Status report based on Inception plan or work breakdown structure	monthly	Based on the agreed-upon format during the inception planning Copy furnished REMB MIS Technical Coordinator
Project Management Report	every end of the month	Approved by the REMB MIS Technical Coordinator Signed Minutes of Meeting (if any) that happened during the period being covered by the report
Completion Report	end of the project	Clearance from REMB MIS Technical Coordinator and UNDP Project Manager that the Contractor has no further commitment or pending issues with the REMB

Non-submission of these documents (either in hard or soft copies) will lead to deferment of payments due to the Firm. For purposes of documentation, soft copies of the reports are acceptable but duly signed hard copies of the reports must be submitted as part of the final requirement for final payment.

K. Criteria for Selection of the Best Offer

This competitive selection process for the Firm will use the Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively.

L. Annexes to the TOR (uploaded separately in the eTendering site)

- Annex A : System High-Level Design Plan
- Annex B : Schedule of Activities
- Annex C : Project Composition Board
- Annex D : Technical Specifications
- Annex E : Sample REMB Reports / Templates

Please refer to www.doe.gov.ph for documents related to renewable energy projects and other relevant Department Circulars related to the Local Energy Code. Information on the SF4RE and SF4RE Concept Note template is attached to this TOR.

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted. Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal (including Compliance Response to Technical Requirements)	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate password-protected file)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ **NOTARIZED Letter of intent to form a joint venture**

OR

☐ **NOTARIZED JV/Consortium/Association agreement**

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of	Client & Reference Contact Details	Contract Value	Period of activity and	Types of activities undertaken
---------------------------	------------------------------------	----------------	------------------------	--------------------------------

Assignment			status	

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.
- 1.6 **List of previous experience/contracts in providing IT Managed Services and/or IT Staff Augmentation services to public or private institutions and in Application and Web Development, Quality Assurance and Testing, Database, or Infrastructure (fill in below)**

Project Title	Description	Client	Contract Duration	Contract Amount	Contact name and email of Client focal

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.

- 2.3 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.6 Any other comments or information regarding the project approach and methodology that will be adopted.
- 2.7** Bidders shall also submit the **Compliance Response to Technical Requirements**.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]
	[Insert]
Professional certifications	[Provide details of professional certifications relevant to the scope of services]
	Name of institution: [Insert] Date of certification: [Insert]
Employment Record/ Experience	[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date Employment: [To:] [From:] ▪ Position: [Insert] ▪ Description of activities/functions performed: [Insert] <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date Employment: [To:] [From:] ▪ Position: [Insert] ▪ Description of activities/functions performed: [Insert] <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date Employment: [To:] [From:] ▪ Position: [Insert] ▪ Description of activities/functions performed: [Insert]
References	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

(PLEASE PASSWORD-PROTECT)

Proposal must be exclusive of VAT and other applicable direct taxes.

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

(PLEASE PASSWORD-PROTECT)

Proposal must be exclusive of VAT and other applicable direct taxes.

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

FORM H: FORM OF PROPOSAL SECURITY

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

