



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

NAME & ADDRESS OF FIRM	DATE: June 3, 2022
	REFERENCE: The Services of a Company to Implement the Tshwane Innovation Challenge

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **The Services of a Company to Implement the Tshwane Innovation Challenge**

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

Technical and Financial Proposals may be submitted to bid.pretoria@undp.org no later than 12h00 midday **Friday, June 17, 2022** South African time

Your Proposal must be expressed in the **ENGLISH**, and valid for a minimum period of **90 days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit
UNDP South Africa
6/3/2022*

Description of Requirements

Context of the Requirement	<p>City of Tshwane (COT) and the United Nations Development Programme (UNDP) of South Africa signed a Memorandum of Understanding (MoU) in 2021 with the aim of leveraging value propositions and capacities aimed at achieving developmental objectives. These include enhancing the quality of life through improved access to basic services and economic opportunities. As a result of the MoU, the COT Innovation Unit and the UNDP Accelerator Laboratory in South Africa (AccLab SA) initiated the Tshwane Innovation Challenge to advance the development of home-grown innovations that can improve service delivery in the city. The Innovation Challenge seeks to 1) contribute to local economic development by supporting entrepreneurship, 2) promote a culture of innovation, 3) enhance the quality of life for City residents, 4) contribute to the achievement of the Sustainable Development Goals (SDGs) and the South African National Development Plan (NDP).</p> <p>The South African Accelerator Lab serves as one of 93 labs globally and aims to accelerate the achievement of the SDGs by fast-tracking the identification, testing and scaling of unique solutions that have the power of systematic and transformative change. The solutions targeted include grassroot innovations as well as those originating from mainstream scientific research and development (R&D) organisations. Given the myriad of development challenges faced globally ranging from poor education and unemployment, to lack of water and energy access, the labs use cutting-edge methodologies to unearth groundbreaking innovations. These methodologies include experimentation, prototyping, solutions mapping, collective intelligence, foresight and sensemaking. Most importantly however, the 93-lab network serves as a knowledge sharing platform. By learning from each another, the labs enable efficient use of limited developmental resources.</p> <p>In 2021, UNDP South Africa also signed a MoU with the Department of Science and Innovation (DSI), where both parties committed to working together to collaborate on research, development, and innovation to accelerate progress on the SDGs towards the achievement of socioeconomic prosperity in South Africa. Like the AccLabs, the DSI convenes programmes that support grassroot innovators who operate outside the formal R&D ecosystem and who innovate in response to real local needs.</p> <p>The Tshwane Innovation Challenge, supported by the COT, DSI and UNDP SA will afford an opportunity to South African entrepreneurs/innovators identified through the DSI Technology Innovation Agency's (TIA's) Grassroot Innovation Programme to pilot their innovative solutions within the City of Tshwane. The pilot will help assess the viability of selected innovations in addressing prioritised service delivery challenges and will be undertaken for a 6-month period, commencing in July 2022.</p>
Objectives	<p>To serve as an implementing partner (IP) for the Tshwane Innovation Challenge. As the IP, the selected company will be responsible for end-to-end management, co-ordination and execution of all activities to ensure that the goals and key outcomes of the Innovation Challenge are realised. The IP will be responsible for ensuring that all activities are executed taking into consideration the local and contextual realities; including aspects of safety and security, COVID-19 protocols, respecting cultural and community beliefs/traditions, upholding human rights and other policies and procedures upheld by the partnering organizations and key project stakeholders.</p>
Implementing Partner of UNDP	City of Tshwane (COT)
Brief Description of the Required Services	<p>The Services of a Company to Implement the Tshwane Innovation Challenge (For detailed information be found in terms of references)</p>

List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> - Identification of between 5 to 7 innovations that can address prioritised service delivery challenges in the City of Tshwane. Current thematic areas of focus include water, energy and revenue collection. High potential innovations outside these thematic categories may be considered - Provision of financial and technical support to selected innovators/entrepreneurs to fast-track solution and/or business development. - Provide an opportunity for selected innovations to be piloted in the COT within real-world/in-field contexts. Piloting environments that mimic target application areas for the innovation, will be selected. - Support innovators to better understand pathways to commercialisation and scale. - Develop a pipeline of new service delivery solutions for COT. - Contribute towards South Africa's socioeconomic recovery and employment creation by supporting small businesses. - Advance progress on the SDGs and South Africa's NDP. <p>(For detailed information be found in terms of references)</p>
Person to Supervise the Work/Performance of the Service Provider	Head of Experimentation at UNDP SA Accelerator Laboratory
Frequency of Reporting	<i>Monthly</i>
Progress Reporting Requirements	During progress feedback the company may be required to produce presentations or documents covering work to date. Progress meetings may be held at the UNDP Country Office in Pretoria or may done virtually, as deemed appropriate
Location of work	<input type="checkbox"/> <input type="checkbox"/> At Contractor's Location <input checked="" type="checkbox"/> other As required and detailed in the terms of references
Expected duration of work	8 months
Target start date	Upon signing of the contract by both parties
Latest completion date	February 2023
Travels Expected	n/a
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others (N/A)
Facilities to be Provided by UNDP (i.e., must be	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (None)

excluded from Price Proposal)												
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required											
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required											
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (South African Rands)											
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes											
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.											
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted											
Payment Terms	<table border="1"> <thead> <tr> <th>Deliverables/ Outputs</th> <th>Due Dates</th> <th>Review and Approvals</th> </tr> </thead> <tbody> <tr> <td>1. Project inception report incorporating a well-defined and clearly thought through plan of work, tasks, budget, and timeline which respond to the terms of reference (TOR). The sequence of activities and the planning are logical, realistic and promise efficient implementation of the project. The monitoring frameworks and tools, and implementation methods are outlined.</td> <td>3 weeks after contract is signed</td> <td>By Project Steering Committee</td> </tr> <tr> <td>2. Midterm progress report and presentation covering project milestones achieved, implementation status, findings, recommendations and challenges, including feedback on innovation pilots. All expected outcomes/outputs of the TOR must be addressed. Draft images/diagrams/tables/charts etc., are incorporated to present major trends and findings.</td> <td>4 months after contract is signed</td> <td>By Project Steering Committee</td> </tr> </tbody> </table>			Deliverables/ Outputs	Due Dates	Review and Approvals	1. Project inception report incorporating a well-defined and clearly thought through plan of work, tasks, budget, and timeline which respond to the terms of reference (TOR). The sequence of activities and the planning are logical, realistic and promise efficient implementation of the project. The monitoring frameworks and tools, and implementation methods are outlined.	3 weeks after contract is signed	By Project Steering Committee	2. Midterm progress report and presentation covering project milestones achieved, implementation status, findings, recommendations and challenges, including feedback on innovation pilots. All expected outcomes/outputs of the TOR must be addressed. Draft images/diagrams/tables/charts etc., are incorporated to present major trends and findings.	4 months after contract is signed	By Project Steering Committee
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	<div>All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNDP</div>											
<div>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</div>	<div>UNDP will approve and certify each deliverable and authorize payments.</div>											
<div>Type of Contract to be Signed</div>	<div><div><input checked="" type="checkbox"/> Purchase Order</div><div><input checked="" type="checkbox"/> Institutional Contract</div><div><input type="checkbox"/> Contract for Professional Services</div><div><input type="checkbox"/> Long-Term Agreement</div><div><input type="checkbox"/> Other Type of Contract</div></div>											
<div>Criteria for Contract Award</div>	<div><div><input type="checkbox"/> Lowest Price Quote among technically responsive offers</div><div><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</div><div><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</div></div>											
<div>Criteria for the Assessment of Proposal</div>	<div>Technical Proposal (70% of the overall proposal - 100 points) (minimum qualifying score – 70 points)</div> <table><tr><td>Criteria</td><td>Weight (%)</td><td>Max. Point</td></tr><tr><td>Technical</td><td></td><td></td></tr><tr><td>Proposed Work Plan and Approach:<ul style="list-style-type: none">The scope of work is well defined and responds to the TORThe proposal is clear, and the sequence of activities and the planning are logical, realistic and promise efficient implementation to the project, within prescribed timelines.The frameworks and tools for execution, monitoring and reporting are clearly outlined.</td><td>40</td><td>40</td></tr></table>			Criteria	Weight (%)	Max. Point	Technical			Proposed Work Plan and Approach: <ul style="list-style-type: none">The scope of work is well defined and responds to the TORThe proposal is clear, and the sequence of activities and the planning are logical, realistic and promise efficient implementation to the project, within prescribed timelines.The frameworks and tools for execution, monitoring and reporting are clearly outlined.	40	40
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	<p>Expertise of company submitting proposal demonstrates the following:</p> <ul style="list-style-type: none"> a) Knowledge and expertise in required fields of study as per the TOR. b) The project leader and team have the required experience. c) Project teams comprise a good distribution of experience levels and fields of expertise, and have experience operating in Tshwane d) Experience running innovation and business incubation/support programmes in Tshwane, and experience working with youth, women and businesses in the city. e) Previous projects with intergovernmental organizations/donors, and national government. 	30	30
	<p><u>Financial</u></p>		
	<p>Financial Proposal:</p> <ul style="list-style-type: none"> • Budget is realistic and comparable to market-related costs for similar services • Expected outputs are achievable within the proposed budget • The budget provides for the most development impact for this project 	30	30
Financial Proposal (30%)			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:		
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <i>[pls. specify]</i>		
Contact Person for Inquiries (Written inquiries only)	<p><i>Procurement Unit</i> procurement.enquiries.za@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>		
Other Information <i>[pls. specify]</i>			