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**REQUEST FOR PROPOSAL (RFP)**

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| NAME & ADDRESS OF FIRM | DATE: June 6, 2022 |
| REFERENCE: RFP/2022/16 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for Capacity assessment and implement a capacity development programme for members of Jordan’s Coalition for Persons with Disabilities (JCPD).

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

Proposals **(Technical and financial)** may be submitted on or before Tuesday, June 21, 2022 12pm and via email to the address below:

**United Nations Development Programme**

***Jordan Country Office***

Offers.jo@undp.org

**Following the technical evaluation, you will be contacted to provide the financial offer password to unlock the offer and view it, only if you have passed the score of 49 out of 70 for the technical offer**

Your Proposal must be expressed in 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/business/protest-and-sanctions.html>

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

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

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*Nahla Soussou*

*Procurement and ICT Analyst*

6/6/2022

**Annex 1**

**Description of Requirements**

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| Context of the Requirement | Capacity assessment and implement a capacity development programme for members of Jordan’s Coalition for Persons with Disabilities (JCPD). |
| Implementing Partner of UNDP | NA |
| Brief Description of the Required Services[[1]](#footnote-1) | As mentioned in attached TORs |
| List and Description of Expected Outputs to be Delivered | As mentioned in attached TORs |
| Person to Supervise the Work/Performance of the Service Provider | *Project manager* |
| Frequency of Reporting | *As needed, based planning of the assignment* |
| Progress Reporting Requirements | Weekly |
| Location of work | Exact Address/es  At Contractor’s Location |
| Expected duration of work | Three months |
| Target start date | July 2022 |
| Latest completion date | Three months from signing the contract |
| Travels Expected | Shall be agreed upon starting, UNDP shall be reosnsible of any travel out of the agreed duty station “Djibouti as initial”   |  |  |  |  | | --- | --- | --- | --- | | **Destination/s** | **Estimated Duration** | **Brief Description of Purpose of the Travel** | **Target Date/s** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| Special Security Requirements | Security Clearance from UN prior to travelling |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | Office space and facilities  Land Transportation |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | Required |
| Currency of Proposal | United States Dollars  Local Currency JOD |
| Value Added Tax on Price Proposal[[2]](#footnote-2) | must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes | Not permitted |
| Payment Terms[[3]](#footnote-3) | |  |  |  |  | | --- | --- | --- | --- | | Outputs | Percentage | Timing | Condition for Payment Release | | An inception report and action plan for the different items included in the consultancy work is delivered and presented. | 10% | One week after contract signature | Within thirty (30) days from the date of meeting the following conditions:   1. UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and 2. Receipt of invoice from the Service Provider. | | Capacity Assessment Report delivered based on FGDs and field visits to the DPOs. | 30% | 3 Weeks after Contract  Signature | | Training manuals and trainers’ bios are delivered and approved. | 20% | 5 Weeks after Contract  Signature |  | | Training is provided and training reports delivered. | 20% | 7 Weeks after Contract  Signature |  | | Support establishing a website fot the Coalition , in cooperation with the IT consultant to feed into the Website page. | 10% | 8 Weeks after Contract  Signature |  | | Fully-fledged final report consolidating the monthly deliverables and recommendations for future work improvement included is delivered and presented. | 10% | 11 Weeks after Contract  Signature |  | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Project manager |
| Type of Contract to be Signed | Face sheet |
| Criteria for Contract Award | Lowest Price Quote among technically responsive offers  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | **Technical Proposal (70%)**  The expertise of the organization based on provision of evidenced track records 30%  Proposed Methodology, Approach, and Implementation Plan, based on previous relevant experience. Effective Budget breakdown 20%  Management Structure and Key Personnel related to this activity 20%  Financial Proposal  Financial Scoring based on UNDP Procurement Formula  *(Lowest Bidder / Price Quoted \* 30) 30%*  **Financial Proposal (30%)**  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.  **Important Note:** No mention or indication of the price offer amount should be found in any of the technical offer documents, and the offer amounts should be only found in the financial offer pdf password protected file, for which the password will be requested for the bidders passing the technical evaluation (minimum 49/70 points). Any mention of the price offer in any other document than the Financial Proposal file or failing to encrypt the file (password protection for view) would lead to proposal immediate disqualification and rejection. |
| UNDP will award the contract to: | One and only one Service Provider  One or more Service Providers, depending on the following factors: *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]* |
| Contract General Terms and Conditions[[4]](#footnote-4) | General Terms and Conditions for de minimis contracts  Applicable Terms and Conditions are available at:  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Annexes to this RFP[[5]](#footnote-5) | Form for Submission of Proposal (Annex 2)  Detailed TOR *[optional if this form has been accomplished comprehensively]*  Others[[6]](#footnote-6) *[pls. specify]* |
| Contact Person for Inquiries  (Written inquiries only)[[7]](#footnote-7) | *Shamiran Bisso*  *Procurement and ICT Analyst*  *Shamiran.bisso@undp.org*  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* | Please provide reference list including focal point name and email |

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[8]](#footnote-8)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[9]](#footnote-9))***

[insert: *Location]*.

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

1. **Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
7. **Proposed Methodology for the Completion of Services**

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| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.* |

1. **Qualifications of Key Personnel**

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

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

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| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1 |  |  |
| 2 | Deliverable 2 |  |  |
| 3 | …. |  |  |
|  | Total | 100% |  |

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

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

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

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

1. *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.*  [↑](#footnote-ref-1)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-2)
3. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-3)
4. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-4)
5. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-5)
6. *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.* [↑](#footnote-ref-6)
7. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-7)
8. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-8)
9. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-9)