

# **REQUEST FOR QUOTATION (RFQ)**

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| RFQ Reference: **2022/GOV/AGO/ Data collection and reporting tool of the Municipal Accountability Forum** | Date: 09 June 2022 |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:

Name: Aguiar A. Cuiundana

Title: Head of Procurement

Date: 09 May 2022

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Introduction** | Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the [UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit)  Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.  UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website. |
| **Deadline for the Submission of Quotation** | **15 June 2022**  If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>.  For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. |
| **Method of Submission** | Quotations must be submitted as follows:  E-tendering  **Dedicated Email Address: tendersangola.ao@undp.org**  Courier / Hand delivery |
| **Cost of preparation of quotation** | UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| **Supplier Code of Conduct, Fraud, Corruption,** | All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>  Moreover, 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 to 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> |
| **Gifts and Hospitality** | 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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid 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, 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. |
| **Conflict of Interest** | **UNDP requires every prospective Supplier to** avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ. Bidders shall 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.  Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.  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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract  Select the applicable GTC:  ☐ x [General Terms and Conditions / Special Conditions for Contract.](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default)  ☐ [General Terms and Conditions for de minimis contracts (services only, less than $50,000)](http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/4.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)  ☐ [General Terms and Conditions for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_UNDP%20General%20Terms%20and%20Conditions%20for%20Civil%20Works.docx&action=default)  Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html) |
| **Special Conditions of Contract** | **☐ x** Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]  ☐ Others [pls. specify] |
| **Eligibility** | A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.  It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.  Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative |
| **Currency of Quotation** | Quotations shall be made in **AOA- Angolan Kwanzas or in US$. However payments will be disbursed in AOA at the prevailing UN Operational Rate of Exchange should a local company emerge the best. Foreign located countries will be paid in USD** |
| **Joint Venture, Consortium or Association** | If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid 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 Bid; 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, Consortium or Association.  Refer to Clauses 19 – 24 under [Solicitation policy](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation%20Process_Solicitation.docx.docx&action=default) for details on the applicable provisions on Joint Ventures, Consortium or Association. |
| **Only one Bid** | The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.  Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:  a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or  b) they have the same legal representative for purposes of this RFQ; or  c) 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 Bid of, another Bidder regarding this RFQ process;  d) they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or  e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid. |
| **Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:  All prices must:  be inclusive of VAT and other applicable indirect taxes  be exclusive of VAT and other applicable indirect taxes |
| **Language of quotation** | English  Including documentation including catalogues, instructions and operating manuals. |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:  **Annex 2: Quotation Submission Form duly completed and signed**  **Annex 3: Technical and Financial Offer duly completed and signed and in**  **accordance with the Schedule of Requirements in Annex 1**  ☐ **Company Profile.**  **☐ Registration certificate;**  **☐ List and value of projects performed for the last 3 years plus client’s contact details who may be contacted for further information on those contracts;**  **☒ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project**;  **☒ Statement of satisfactory Performance (Certificates) from the top XXXX clients in terms of Contract value in similar field;**  **☐ Completed and signed CVs for the proposed key Personnel;**  Other Click or tap here to enter text. |
| **Quotation validity period** | Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation. |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received. |
| **Partial Quotes** | Not permitted  Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| **Alternative Quotes** | Not permitted  Permitted  If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” |
| **Payment Terms** | 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.  Other  **Against Deliverables to be established in the contract** |
| **Conditions for Release of**  **Payment** | Passing Inspection [specify method, if possible] Complete Installation  ☐ Passing all Testing [specify standard, if possible]  ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible  **☐ x Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements**  ☐ Others [pls. specify] |
| **Contact Person for correspondence, notifications and clarifications** | E-mail address: Aguiar.cuiundana@undp.org  . |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than two days before the submission deadline. Responses to request for clarification will be communicated directly to requesting firms by 26 May 2022 |
| **Evaluation method** | The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer  **Other contract to be awarded to the offeror obtaining the highest combined score from technical and financial evaluations** |
| **Evaluation criteria** | Full compliance with all requirements as specified in Annex 1  Full acceptance of the General Conditions of Contract  Comprehensiveness of after-sales services  Earliest Delivery /shortest lead time  Others Click or tap here to enter text. |
| **Right not to accept any quotation** | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order |
| **Right to vary requirement at time of award** | At the time of award of Contract or Purchase Order, Click or tap here to enter text. 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. |
| **Type of Contract to be awarded** | ☐ Purchase Order  ☐ **x** [**Contract Face Sheet**](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_General%20Considerations%20of%20Contracting_Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc&action=default) **(Goods and-or Services)**  ☐ [Contract for Works](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_Model%20Contract%20for%20Civil%20Works.docx&action=default)  ☐ Other Type/s of Contract [pls. specify] |
| **Expected date for contract award.** | 24 June 2022 |
| **Publication of Contract Award** | UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site. |
| **Policies and procedures** | This RFQ is conducted in accordance with [UNDP Programme and Operations Policies and Procedures](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit) |
| **UNGM registration** | Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at [www.ungm.org](http://www.ungm.org).  The Bidder may still submit a quotation 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. |

**ANNEX 1: SCHEDULE OF REQUIREMENTS/TOR**

[](https://www.google.co.ao/search?q=Insignia+da+Republica+de+Angola&tbm=isch&imgil=DKvPjqvBNDtd3M:;W_TELiI0LKGQTM;http://www.governo.gov.ao/simbolos.aspx&source=iu&pf=m&fir=DKvPjqvBNDtd3M:,W_TELiI0LKGQTM,_&usg=__QphhH1lL8bN7_WkQ7F8QJmSxLbw=&ved=0ahUKEwi_ofyfltLWAhWeF8AKHQYwBfwQyjcIMQ&ei=cVDSWf-kO56vgAaG4JTgDw&biw=1920&bih=985)

**REPÚBLICA DE ANGOLA**

Ministério da Administração do Território

Direcção Nacional da Administração Local do Estado

**TERMOS DE REFERÊNCIA**

Solicitação de propostas para o desenvolvimento de uma ferramenta de recolha de dados e reporte para o Fórum Municipal de Prestação de Contas

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| **Título da Consultoria** | Ferramenta de recolha de dados e reporte do Fórum Municipal de Prestação de Contas |
| **Local de Trabalho** | Angola |
| **Tipo de Contrato** | Reimbursable Loan Agreement (RLA) |
| **Referência** | Assistência Técnica para Autarquias Locais – 00113597 |
| **Data de início** | 20 Junho 2022 |
| **Data de termino** | 29 Julho 2022 |
| **Duração da Consultoria** | 30 dias úteis de trabalho |

**Com o apoio**



**Luanda, Maio de 2022**

1. **NOTA JUSTIFICATIVA**

Nos últimos anos, a governação angolana, quer ao nível da Administração Central como da Administração Local do Estado, tem registado uma dinâmica evolutiva no que diz respeito à prestação de contas por parte dos gestores públicos. Igualmente, regista-se o aumento da vontade dos cidadãos em geral, em participarem cada vez mais no processo de definição de prioridades, nomeadamente, na construção dos planos e projectos dos órgãos do Estado.

Nesta perspectiva, os Órgãos da Administração Local do Estado (OALE), nomeadamente, as Administrações Municipais, desempenham um papel preponderante no processo de construção da participação cidadã na gestão pública. Contudo, não obstante o crescimento registado da vontade cidadã em participar na definição da agenda pública, observa-se a ausência de espaços/fóruns próprios que permitam os cidadãos/munícipes e não só, apresentarem as suas contribuições aos órgãos locais do Estado.

Se por um lado regista-se o aumento da vontade cidadã em participar no processo de definição de prioridades da agenda pública, regista-se, por outro, a ausência de fóruns próprios para a prestação de contas por parte dos gestores públicos aos seus munícipes, visando a melhoria do processo de transparência na governação local, bem como a construção de uma cultura de prestação de contas permanente dos gestores públicos junto da sua comunidade.

O Fórum Municipal de Prestação de Contas visa, entre outros objectivos, promover a cultura da prestação de contas dos gestores municipais para fomentar a participação da sociedade civil na formulação, acompanhamento e avaliação das políticas públicas, bem como estimular o exercício da cidadania.

Tendo em vista a autorização de sua Excelência Presidente da República e Titular do Poder Executivo, para a realização do Fórum Municipal de Prestação de Contas ao nível municipal, é elaborado os Termo de Referência (TdR) com vista a desenvolver a ferramenta de recolha de dados e reporte, solicitando a apresentação de propostas por parte de organizações ou empresas.

**2. OBJECTIVOS E RESULTADOS ESPERADOS**

Este termo de referência apresenta um conjunto de passos de recolha de dados e reporte do Fórum Municipal de Prestação de Contas, que possa ser convertido para uma ferramenta de recolha e reporte de dados relativo ao funcionamento do Fórum Municipal.

**2.1. OBJECTIVO GERAL**

* Elaborar um conjunto de passos de recolha de dados e reporte do Fórum Municipal de Prestação de Contas.

**2.2. OBJECTIVOS ESPECÍFICOS**

* Criar uma ferramenta de recolha de informação que incentive a transparência da gestão do orçamento pela administração dos municípios;
* Aumentar o conhecimento dos cidadãos sobre os procedimentos relativos ao orçamento dos seus municípios e a sua participação na gestão dos mesmos;
* Criar um mecanismo de recolha de dados e reporte sobre as prioridades dos munícipes participantes no Fórum Municipal de Prestação de Contas, de forma sistematizada;
* Organizar e reportar a informação relativa às prioridades dos munícipes, avaliando a sua persecução;
* Promoção da cultura de partilha e de prestação de contas dos gestores municipais aos munícipes;
* Melhorar o acompanhamento e supervisão do Fórum Municipal para a Prestação de Contas das Administrações Municipais.

**2.3. RESULTADOS ESPERADOS**

* Recolher dados sobre o Fórum Municipal de Prestação de Contas (FMPC);
* Criar uma ferramenta padronizada de recolher, compilar e reportar informação relativa ao funcionamento do Fórum;
* Alimentar a base de dados do Orçamento Participativo;
* Acompanhar o grau de execução de vários projetos a nível do município;
* Fornecer informação global sobre o FMPC.

**3. METODOLOGIA**

A ferramenta de recolha de dados e reporte do Fórum Municipal será o instrumento orientador do processo de prestação de contas aos cidadãos pelas Administrações Municipais, e uma componente integrante ao sistema digital de gestão de dados do Orçamento Participativo (OP). As fases previstas compreendem:

Fase I: Compreensão do funcionamento do Fórum Municipal

Para a criação da ferramenta de recolha de dados do Fórum Municipal de Prestação de Contas, será necessário que a equipa consultora se familiarize com os termos legais do regime de OP, constados no Decreto Presidencial (DP) 234/19 e 235/19 de 22 de Julho, além do disposto no Eixo 4 do Plano Nacional de Desenvolvimento de Angola relativamente ao fortalecimento da democracia.

Numa fase inicial, para compreender o trabalho do Fórum Municipal, a consultoria deve ter acesso e se informar relativamente aos documentos relevantes de realizações anteriores de Fórum Municipal, nomeadamente o Fórum Municipal piloto de Prestação de Contas, o Fórum Municipal de Ascultação para a Elaboração do Orçamento Participado da Administrações Municipais e relatórios adjacentes, e sobre o enquadramento teórico no qual o fórum se insere, incluindo as disposições legais mencionadas. Estas disposições incluem informação importante na criação da ferramenta, tal como o propósito do OP, as fases que o OP deve seguir e as entidades envolvidas na recolha e reporte de dados.

Fase II: Desenvolvimento de ferramenta padrão

A ferramenta de recolha de dados deverá ser criada num sistema de acesso fácil na ótica do utilizador, tal como o MS Office Suite. A sua estrutura segue um modelo de matriz de recolha de dados e reporte que orientará a realização do Fórum Municipal de Prestação de Contas, que se realiza com uma periodicidade anual. O Ministério da Administração do Território (MAT) terá o papel de monitorar a realização do Fórum e acompanhar a inserção da informação ou dados no sistema pela Administração Municipal.

Etapa 1: Elementos da base de dados

A ferramenta deve garantir as seguintes componentes/secções na sua matriz, como temas essenciais a serem apresentados/discutidos/debatidos no FMPC:

1. Ponto de situação do Programa Municipal de Combate à Pobreza;
2. Ponto de situação dos projectos do Plano Integrado de Intervenção nos Municípios (PIIM);
3. Ponto de situação da execução orçamental e financeira da Administração Municipal.
4. Ponto de Situação da execução Financeira do Orçamento dos Munícipes

Regra geral, os pontos apresentados acima devem sempre fazer menção aos seguintes aspectos do projecto ou actividade, a saber:

i. Valor Aprovado;

ii. Valor executado;

iii. Valor por executar;

iv. Grau de execução física e financeira da actividade/projectos (fotografias da construção da obra).

Além dos dados relativos aos pontos e temas acima mencionados, a ferramenta deve incluir o reporte do relatório final do Fórum Municipal de Prestação de Contas (FMPC).

Etapa 2:Elaboração da primeira proposta de sistema de recolha de dados e reporte e Feedback das entidades coordenadoras

A equipa deverá apresentar uma proposta de matriz de recolha de dados e reporte às entidades coordenadoras. Esta proposta será avaliada pelas mesmas entidades, que darão feedback à equipa relativamente à matriz e alterações apresentadas. Para tal, espera-se que a equipa tenha uma comunicação aberta e disponível para a troca de impressões e feedback durante este processo.

Etapa 3: Elaboração do produto final após apreciação de parceiros de coordenação

Ao se concluir as impressões das entidades coordenadoras a equipa apresentará a proposta final da ferramenta de recolha de dados e reporte do Fórum Municipal.

Fase III:Treinamento da equipa técnica da DNAL sobre o funcionamento/utilização da ferramenta padrão

Por último, a equipa consultora irá treinar a equipa técnica da Direcção Nacional de Administração Local (DNAL) sobre a ferramenta e os procedimentos da sua utilização. Para tal, as entidades coordenadoras irão agilizar as questões operacionais da sessão de treinamento, sendo que a equipa deverá levar a cabo a formação que poderá ser em formato online/virtual conforme seja possível.

# **4. CRONOGRAMA**

Prevê-se que a elaboração da ferramenta de recolha de dados e reporte tenha início a **20 de Junho de 2022**, que na **3ª semana de Julho,** a equipa técnica tenha concluído a ferramenta e na última semana de Julho a capacitação técnica, conforme a tabela abaixo.

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| **Atividades/Produtos** | **Responsável** | **Data** | **Meio** |
| **Sessão de Abertura**  MAT, PNUD, equipa consultora | MAT, PNUD | 20 de Junho de 2022 | Online |
| Elaboração da primeira proposta de sistema de recolha de dados e reporte | Equipa consultora | 1 de Julho de 2022 | Online |
| Feedback das entidades coordenadoras | MAT, PNUD | 2ª semana de Julho de 2022 | Online |
| Elaboração do produto final após apreciação de parceiros de coordenação | Equipa consultora | 3ª semana de Julho de 2022 | Online |
| Treinamento da equipa técnica da DNAL sobre o funcionamento/utilização da ferramenta padrão | Equipa consultora | Última semana de Julho de 2022 | Presencial/Online |

# **COORDENAÇÃO**

A consultoria trabalhará directamente com a Direcção Nacional da Administração Local do Estado (DNAL) do Ministério da Administração do Território (MAT), com o apoio e parceria técnica do Programa das Nações Unidas para o Desenvolvimento (PNUD) em Angola. Todos os produtos da consultoria serão remetidos à DNAL, coadjuvada pelo PNUD, na língua Portuguesa (versão electrónica e quando possível impresso).

# **QUALIFICAÇÕES E REQUISITOS**

Experiência:

* A equipa técnica deve apresentar experiência comprovada e conhecimento de criação de ferramentas de recolha de dados e reporte de informação de fácil compreensão na ótica do utilizador. Privilegia-se experiência de criação de ferramentas de recolha de dados e reporte no domínio de auscultações comunitárias, processos democráticos e fiscalização.
* A equipa técnica deve ter ainda experiência relevante de entre as seguintes áreas de trabalho: auscultação com cidadãos e comunidades; participação democrática; governação local; gestão das finanças públicas; desenvolvimento e monitoria e avaliação de projectos; e formação.
* A equipa deve ter no mínimo 5 anos de experiência profissional;
* Conhecimento sobre o contexto sócio-económico e político de Angola, incluindo dos esforços de descentralização e desenvolvimento de órgãos de administração local e cidadania participativa no país;
* Excelente competência de escrita no idioma português.

Qualificações:

Os membros da equipa técnica devem ter formação académica ou profissional nas áreas de administração pública, gestão, desenvolvimento, finanças públicas, governação local, sociologia e/ou outras áreas relevantes.

Competências:

* Proficiência no idioma Português: escrita e fala;
* Habilidade em comunicação e relações interpessoais;
* Criatividade/inovação;
* Capacidade de gerir diferentes pontos de vista.

# **PROCESSO DE SUBMISSÃO DE PROPOSTAS**

As propostas enviadas serão analisadas tendo como base as qualificações e requisitos apresentados no Ponto 6 acima. As partes interessadas deverão enviar os seguintes documentos:

* Uma carta de apresentação a explicar a razão pela qual a organização/equipa é a mais adequada para a realização da referida consultoria
* Proposta técnica alinhada com o cronograma no Ponto 4
* Proposta financeira
* Portfolio da organização e os CVs da equipa.

# **CRITÉRIOS DE SELECÇÃO DA PROPOSTA TÉCNICA**

Total de pontos obtidos 100/ 70% da avaliação total:

**Critério 1:** Qualificação educacional e 5 anos de experiência profissional no contexto de trabalho relevante em Angola (máximo de pontos: 30)

**Critério 2:** Experiência técnica comprovada na criação de ferramentas de recolha de dados e reporte de informação, preferencialmente no contexto de organização de fóruns com cidadãos e comunidades; gestão das finanças públicas; participação democrática; governação local; desenvolvimento e monitoria e avaliação de projectos; e formação (máximo de pontos: 30)

**Critério 3:** Conhecimento comprovado sobre o contexto social, económico e político de Angola (máximo de pontos: 20)

**Critério 4:** Metodologia para a execução do trabalho (Máximo de pontos: 20)

Serão consideradas para avaliação financeira as propostas que obtiverem um mínimo de 70% (70 pontos) da pontuação máxima possível para os critérios técnicos (100 pontos).

Critérios financeiros: (30% da avaliação total)

Tem como base o valor total alocado para os honorários profissionais alinhados com as tarefas apresentadas neste anúncio.

As propostas que obtiverem a pontuação combinada mais alta (avaliação técnica e financeira) serão consideradas tecnicamente qualificadas e receberão ofertas para celebrar um contrato com o PNUD.

Os pagamentos das prestações serão efectuados após a validação e aprovação do MAT e a solicitação ao PNUD, com base no seguinte cronograma de pagamento:

|  |
| --- |
| Plano de Trabalho e cronograma **20%** |
| Elaboração do sistema de recolha de dados e reporte **40%** |
| Treinamento da equipa técnica da DNAL sobre o funcionamento/utilização da ferramenta padrão **40%** |

**Award of the Contract**:

The proposal that obtains the highest score, in the combined score of the Technical-Financial evaluation, will be considered technically qualified and will be offered to celebrate contract with UNDP.

**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Company Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Description** | | **Detail** | | | |
| Legal name of bidder or Lead entity for JVs | | Click or tap here to enter text. | | | |
| Legal Address, City, Country | | Click or tap here to enter text. | | | |
| Website | | Click or tap here to enter text. | | | |
| Year of Registration | | Click or tap here to enter text. | | | |
| Legal structure | | Choose an item. | | | |
| Are you a UNGM registered vendor? | | Yes  No If yes, insert UNGM Vendor Number | | | |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):* | | Yes  No | | | |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):* | | Yes  No | | | |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | | Yes  No | | | |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)* | | Yes  No | | | |
| Is your company a member of the UN Global Compact | | Yes  No | | | |
| Bank Information | | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text. | | | |
| **Previous relevant experience: 3 contracts** | | | | | |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | | **Contract Value** | **Period of activity** | **Types of activities undertaken** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|  |  | I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
|  |  | **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
|  |  | I/We confirm to undertake not to engage in proscribed practices, , 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 wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|  |  | **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|  |  | **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and 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. |
|  |  | **Bankruptcy**: l/We 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. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
* *a brief methodology, approach and implementation plan;*
* *team composition and CVs of key personnel*

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation:** Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
|  |  |  |
| **Total Price** | |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| e.g. Project Manager/Team Leader | day |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Other expenses |  |  |  |  |
| International flights |  |  |  |  |
| Subsistence allowance |  |  |  |  |
| Local Transportation |  |  |  |  |
| Communication |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Total** |  |  |  |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | You Responses | | |
| Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements [pls. specify] |  |  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |