REQUEST FOR PROPOSAL

Services of a Firm to implement a parallel and asynchronous Systemic Design approach for Circular Economy

RFP No.: RFP-058-PHL-2022
Project: Accelerating NDC through Circular Economy in Cities

Country: Philippines

Issued on: 7 July 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
  o Form A: Technical Proposal Submission Form
  o Form B: Bidder Information Form
  o Form C: Joint Venture/Consortium/Association Information Form
  o Form D: Qualification Form
  o Form E: Format of Technical Proposal
  o Form F: Financial Proposal Submission Form
  o Form G: Financial Proposal Form

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: Name: Kristel Aberilla
           Title: Procurement Associate
           Date: July 7, 2022

Approved by: Name: Samantha Gunasekera
              Title: Operations Manager
              Date: July 7, 2022
### SECTION 2. INSTRUCTION TO BIDDERS

#### A. GENERAL PROVISIONS

| 1. Introduction | 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](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d) |
| 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. |
| 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](http://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. |

| 2. Fraud & Corruption, Gifts and Hospitality | 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](http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html) |
| 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. |
| 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. |
| 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](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct) |

| 3. Eligibility | 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. |
| 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. |
4. **Conflict of Interests**

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:

   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.

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.

4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:

   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.

   Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.

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.

**B. PREPARATION OF PROPOSALS**

5. **General Considerations**

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.

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.

6. **Cost of Preparation of Proposal**

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.

7. **Language**

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.

8. **Documents**

8.1 The Proposal shall comprise of the following documents:
| **Comprising the Proposal** | 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. |
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<td><strong>9. Documents Establishing the Eligibility and Qualifications of the Bidder</strong></td>
<td><strong>9.1</strong> 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.</td>
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| **10. Technical Proposal Format and Content** | **10.1** The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.  
**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.  
**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.  
**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. |
| **11. Financial Proposals** | **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.  
**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.  
**11.3** Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| **12. Proposal Security** | **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.  
**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.  
**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.  
**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.  
**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:  
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:
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<td>12.6</td>
<td>i. to sign the Contract after UNDP has issued an award; or 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.</td>
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| 13. Currencies | 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:

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

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. |
| 14. Joint Venture, Consortium or Association | 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.

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.

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.

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.

14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:

a) Those that were undertaken together by the JV, Consortium or Association; and

b) Those that were undertaken by the individual entities of the JV, Consortium or Association.

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.

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. |
| 15.    Only One Proposal | 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.  
15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:  
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. |
| 16. Proposal Validity Period | 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.  
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. |
| 17. Extension of Proposal Validity Period | 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.  
17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.  
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. |
| 18. Clarification of Proposal | 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.  
18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.  
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>| 19. Amendment of Proposals | 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>
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<td><strong>19.2</strong></td>
<td>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.</td>
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| **20. Alternative Proposals** | 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.  
20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal” |
| **21. Pre-Bid Conference** | 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. Submission** | 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.  
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.  
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.  
22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:  
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:  
i. Bear the name and address of the bidder;  
ii. Be addressed to UNDP as specified in the BDS |
### Email Submission

iii. **Bear a warning** that states “*Not to be opened before the time and date for proposal opening*” as specified in the BDS.

If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

#### 22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:

a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;

b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.

c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.

### eTendering submission

#### 22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:

a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;

b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.

d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.

c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.

d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: [http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/](http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/)

### 23. Deadline for Submission of Proposals and Late Proposals

| 23.1 | Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP |
| 23.2 | UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals. |

### 24. Withdrawal, Substitution, and Modification of Proposals

| 24.1 | A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission. |
| 24.2 | Manual and Email submissions: A bidder may withdraw, substitute or modify its proposal |
| 25. | The modification of Proposals after the deadline for submission would not be accepted. |

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11
**Proposals**

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”.

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.

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.

25. **Proposal Opening**

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.

### D. **EVALUATION OF PROPOSALS**

26. **Confidentiality**

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.

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.

27. **Evaluation of Proposals**

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.

27.2 Evaluation of proposals is made of the following steps:

   a) Preliminary Examination
   b) Minimum Eligibility and Qualification (if pre-qualification is not done)
   c) Evaluation of Technical Proposals
   d) Evaluation of Financial Proposals

28. **Preliminary Examination**

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.

29. **Evaluation of Eligibility and Qualification**

29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).

29.2 In general terms, vendors that meet the following criteria may be considered qualified:

   e) They are not included in the UN Security Council 1267/1989 Committee's
list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;
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.

30. Evaluation of Technical and Financial Proposals

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.

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.

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.

30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

\[
\text{Rating the Technical Proposal (TP):} \\
\text{TP Rating} = \frac{\text{(Total Score Obtained by the Offer / Max. Obtainable Score for TP)}}{100}
\]

\[
\text{Rating the Financial Proposal (FP):} \\
\text{FP Rating} = \frac{\text{(Lowest Priced Offer / Price of the Offer Being Reviewed)}}{100}
\]

Total Combined Score:

\[
\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30%})
\]
| 31. **Due Diligence** | 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:

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. |
|---|---|
| 32. **Clarification of Proposals** | 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.  
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.  
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. |
| 33. **Responsiveness of Proposal** | 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.  
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. |
| 34. **Nonconformities, Reparable Errors and Omissions** | 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.  
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.  
34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:

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 |
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;

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

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.

34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

### E. AWARD OF CONTRACT

#### 35. Right to Accept, Reject, Any or All Proposals

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. Award Criteria

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. Debriefing

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. Right to Vary Requirements at the Time of Award

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. Contract Signature

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. Contract Type and General Terms and Conditions

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](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html)

#### 41. Performance Security

41.1 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](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
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>42. <strong>Bank Guarantee for Advanced Payment</strong></td>
<td>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 <a href="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&amp;action=default">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&amp;action=default</a></td>
</tr>
<tr>
<td>43. <strong>Liquidated Damages</strong></td>
<td>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.</td>
</tr>
<tr>
<td>44. <strong>Payment Provisions</strong></td>
<td>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.</td>
</tr>
<tr>
<td>45. <strong>Vendor Protest</strong></td>
<td>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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a></td>
</tr>
<tr>
<td>46. <strong>Other Provisions</strong></td>
<td>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.</td>
</tr>
<tr>
<td>46.</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>BDS No.</th>
<th>Ref. to Section.2</th>
<th>Data</th>
<th>Specific Instructions / Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7</td>
<td>Language of the Proposal</td>
<td>English</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Submitting Proposals for Parts or sub-parts of the TOR (partial bids)</td>
<td>Not Allowed</td>
</tr>
<tr>
<td>3</td>
<td>20</td>
<td>Alternative Proposals</td>
<td>Shall not be considered</td>
</tr>
</tbody>
</table>
| 4       | 21                | Pre-proposal conference | Will be Conducted
Time: 11:00 AM, Manila Time
Date: July 13, 2022 11:00 AM
Venue: A Zoom link will be provided to bidders who will confirm their attendance by sending an email to procurement.ph@undp.org with the following details: Company name, Company Address, Name of Representative, Email address. Please confirm participation by 12 July 2022. |
| 5       | 10                | Proposal Validity Period | 120 days |
| 6       | 14                | Bid Security | Not Required |
| 7       | 41                | Advanced Payment upon signing of contract | Not Allowed |
| 8       | 42                | Liquidated Damages | Will not be imposed |
| 9       | 40                | Performance Security | Not Required |
| 10      | 18                | Currency of Proposal | 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 | Focal Person in UNDP: Kristel Aberilla  
Email Address: procurement.ph@undp.org |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>18, 19 and 21</td>
<td>Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries</td>
<td>Posted directly to eTendering</td>
</tr>
<tr>
<td>14</td>
<td>23</td>
<td>Deadline for Submission</td>
<td>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</td>
</tr>
<tr>
<td>14</td>
<td>22</td>
<td>Allowable Manner of Submitting Proposals</td>
<td>e-Tendering</td>
</tr>
</tbody>
</table>
| 15 | 22 | Proposal Submission Address | [https://etendering.partneragencies.org](https://etendering.partneragencies.org)  
**Insert BU Code and Event ID number**  
**Business Unit: PHL10**  
**Event ID: 0000013054** |
| 16 | 22 | Electronic submission (eTendering) requirements | ▪ 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.  
**Financial proposal must be EXCLUSIVE of VAT and applicable direct taxes)** |
| 17 | 27 36 | Evaluation Method for the Award of Contract | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively  
The minimum technical score required to pass is 70%. |
<table>
<thead>
<tr>
<th></th>
<th>Expected date for commencement of Contract</th>
<th>September 1, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Maximum expected duration of contract</td>
<td>8 months</td>
</tr>
<tr>
<td>19</td>
<td>UNDP will award the contract to:</td>
<td>One Proposer Only</td>
</tr>
<tr>
<td>20</td>
<td>Type of Contract</td>
<td>Contract for Goods and/or Services</td>
</tr>
<tr>
<td>21</td>
<td>UNDP Contract Terms and Conditions that will apply</td>
<td>UNDP General Terms and Conditions for Contracts (Goods and/or Services)</td>
</tr>
</tbody>
</table>
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

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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Criteria</th>
<th>Document Submission requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELIGIBILITY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Status</td>
<td>Vendor is a legally registered entity.</td>
<td>Form B: Bidder Information Form</td>
</tr>
<tr>
<td>Eligibility</td>
<td>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.</td>
<td>Form A: Technical Proposal Submission Form</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>No conflicts of interest in accordance with ITB clause 4.</td>
<td>Form A: Technical Proposal Submission Form</td>
</tr>
<tr>
<td>Bankruptcy</td>
<td>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.</td>
<td>Form A: Technical Proposal Submission Form</td>
</tr>
<tr>
<td></td>
<td>The Bidder shall be in operation for at least three (3) years as a private consulting entity, a non-profit organization, or an academic or research institution, among other relevant entities.</td>
<td></td>
</tr>
<tr>
<td><strong>QUALIFICATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History of Non-Performing Contracts(^1)</td>
<td>Non-performance of a contract did not occur as a result of contractor default for the last 3 years.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Litigation History</td>
<td>No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Previous</td>
<td>Has conducted at least three (3) research in the past five (5) years that utilizes either qualitative or mixed methods</td>
<td>Form D: Qualification Form</td>
</tr>
</tbody>
</table>

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\(^1\) 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.
| Experience | research designs on any topic related to the sustainable development goals (SDGs). Experience in circular economy/waste management/marine litter would be an advantage. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*  
Has conducted at least five (5) social design workshops, research, and projects in the past five (5) years that are relevant to the work at hand, including but not limited to design thinking / human-centered design, systems thinking, systemic design, rapid ethnography, user research, social research, social innovation, and design, among others. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* |
| Financial Standing | Minimum average annual turnover of USD 150,000 for the last 3 years (based on audited financial statements). *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*  
Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  
Quick Ratio – minimum should be 1:1 *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* |
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.

<table>
<thead>
<tr>
<th>Summary Proposal Evaluation</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Firm experience specific to the requirement</td>
</tr>
<tr>
<td>2</td>
<td>Proposed methodology, approach, and implementation plan</td>
</tr>
<tr>
<td>3</td>
<td>Management structure and key personnel</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 1. Firm experience specific to the requirement</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>At least three (3) years of operation as a private consulting entity, a non-profit organization, or an academic or research institution, among other relevant entities. (See G.1.a).</td>
</tr>
<tr>
<td></td>
<td>(70 points for 3 years; +50 per additional year)</td>
</tr>
<tr>
<td>1.2</td>
<td>Has conducted at least three (3) research in the past five (5) years that utilizes either qualitative or mixed methods research designs on any topic related to the sustainable development goals (SDGs). Experience in circular economy/waste management/marine litter would be an advantage. Ongoing projects, especially long-gestating ones, may be presented in the portfolio. (See G.1.b)</td>
</tr>
<tr>
<td></td>
<td>(140 points for 3 research, additional 20 points for each additional; additional 30 points for research in circular economy, waste management, marine litter)</td>
</tr>
<tr>
<td>1.3</td>
<td>Has conducted at least five (5) social design workshops, research, and projects in the past five (5) years that are relevant to the work at hand, including but not limited to design thinking/human-centered design, systems thinking, systemic design, rapid ethnography, user research, social research, social innovation and design, among others. Ongoing projects, especially long-gestating ones, may be presented in the portfolio. (See G.1.c)</td>
</tr>
<tr>
<td></td>
<td>(70 points for 5 relevant workshops/research/projects; +10 per additional project)</td>
</tr>
<tr>
<td><strong>Total Section 1</strong></td>
<td><strong>400</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2. Relevance of methodology/ies to be used in establishing the outputs</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Overall understanding of the requirement as shown by the alignment of the proposed work plan with the required quantity and quality of outputs as well as timeliness in their delivery.</td>
</tr>
<tr>
<td>2.2</td>
<td>Appropriateness and rigor of the proposed approach, technology, and methodologies to the research questions and overall objectives, which</td>
</tr>
</tbody>
</table>
demonstrate the Firm’s understanding of the issue at hand.

<table>
<thead>
<tr>
<th>Section 2</th>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Innovativeness in the proposed methodologies and tools to be implemented for the project, and how the use of these methods and tools are relevant and appropriate for the objectives of the project.</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Section 2</strong></td>
<td><strong>300</strong></td>
</tr>
</tbody>
</table>

### Section 3. Management Structure and Key Personnel

#### Qualifications of key personnel proposed

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Qualifications</th>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1.a Project Manager <em>(see G.2.a)</em></td>
<td>At least five (5) years of experience in managing projects that involve the application of social innovation tools such as, but not limited to, rapid ethnographic and user research, design thinking or human-centered design, systems thinking, etc. <em>(35 points for 5 years of experience, additional 5 points for each additional year)</em></td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>At least a bachelor’s degree in relevant fields, including but not limited to social science, communication, multimedia arts, innovation, business management or public administration, among others. A higher degree is advantageous. <em>(35 points for bachelor’s, 43 for Master’s, 50 for Ph.D.)</em></td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Fluency in English (as indicated in CV)</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>3.1.b Research Lead <em>(see G.2.b)</em></td>
<td>At least five (5) years of experience in qualitative and mixed methods research design, including the application of human-centered design, systems thinking, rapid ethnography and user research and other social innovation tools (e.g. design thinking / human-centered design, systems thinking, etc). <em>(35 points for 5 years of experience, additional 5 points for each additional year)</em></td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>At least a bachelor’s degree in relevant fields, including but not limited to social science, communication, multimedia arts, innovation, business management or public administration, among others. A higher degree is advantageous. <em>(35 points for bachelor’s, 43 for Master’s, 50 for Ph.D.)</em></td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Fluency in Filipino (as indicated in CV)</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>3.1.c Research Staff <em>(see G.2.c)</em> most senior research staff (of the 3 minimum) shall be evaluated</td>
<td>Has at least three (3) years’ experience in conducting or assisting research that employs either a qualitative or mixed methods research design. <em>(35 points for 3 years of experience, additional 5 points for each additional year)</em></td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>At least a bachelor’s degree in relevant fields, including but not limited to social science,</td>
<td>50</td>
</tr>
</tbody>
</table>
communication, multimedia arts, innovation, business management or public administration, among others.

*(35 points for bachelor's degree, 43 for Master's, 50 for Ph.D.)*

<table>
<thead>
<tr>
<th>Fluency in Filipino (as indicated in CV)</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Section 3**  

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.
Terms of Reference

Services of a Firm to implement a parallel and asynchronous Systemic Design approach for Circular Economy

A. Project Title

Accelerating NDC through Circular Economy in Cities

A. Background and Description

Waste, including marine litter, is one of the most pressing issues in the Philippines and a significant contributor to greenhouse gas emissions (GHG). There is recognition that this complex challenge requires a systemic approach and a shift to a circular economic model.

The project aims to support the Nationally Determined Contribution through enabling and accelerating the country's transition to circular economy (CE), with demonstrations in key cities. By doing so, it will help the country achieve economic, social, and environmental goals, while also grasping the potential for substantial and accelerated reductions in GHG emissions across all sectors, while also supporting recovery from the pandemic.

The project is expected to benefit national government agencies, local governments in the target cities, participating private sector companies, academic and science organizations, NGOs (Non-Governmental Organizations), informal waste sector, and communities/households through access to data and utilization of data platform, policy support at national and subnational level, CE solutions/business models, partnerships, and knowledge exchange, capacity building, and jobs created.

This will be delivered through three main outputs, in alignment with UNDP's Circular Economy:

1. Data-driven and gender responsive analytical systems and policies developed to support the transition to a circular economy in support of NDC.
2. Portfolio of solutions to promote gender responsive circular economy models in 4 cities implemented
3. Partnerships established and knowledge and lessons shared at local, national, and regional level

The project will be piloted in 4-6 key cities in Metro Manila and potentially outside the region, leveraging on the work being done in Pasig City, which aims to contribute to addressing the waste challenge, while unlocking the potential to transition towards a circular economy at the city level. Through innovative approaches, Circular economy solutions will be implemented in the pilot cities, thereby demonstrating results and benefits of these models to achieve the NDC, with co-benefits to the economy, job creation, and environment.

This takes into consideration that cities are grappling with the effects of the current wasteful linear economic system. While pursuing a circular economy model in the city will allow for policymakers to rethink how we build sustainably, how we move people efficiently, and how we produce and consume products sustainably – while taking advantage of the socioeconomic benefits and support to a greener and more resilient recovery from the pandemic.

The project will employ a systemic design approach, which has been piloted in Pasig City, seeking to create the conditions to enable participants to zoom-out to understand systemically the drivers of
current dynamics, zoom in to understand specific nuances within this broader context, to embrace the lived experience of people to empathetically understand their lived realities, and the design of experiments and scale interventions to begin to discover how desired change may happen over time given this systemic understanding. The approach follows a four-step process that includes: 1) Rapid Ethnographic Research; 2) Systemic Design Workshops; 3) Portfolio Ideation; 4) Portfolio Experimentation/Implementation.

The approach provides a new framing and a strategic narrative that looks into long-term impact; identifying levers of change that would help enhance the coherence of actions; provides guiding logic for resource allocation; and meaningful engagement with multiple stakeholders/actors and build a movement and coalition to effect the needed change.

To support the scaling up and scaling out of the Systemic Design for Circular Economy, UNDP requires the services of a Firm to implement a parallel and asynchronous Systemic Design approach in four (4) Metro Manila cities to understand the lived experiences of key Circular Economy system actors. The Systemic Design approach shall follow the three-step process that includes: 1) Rapid Ethnographic Research; 2) Systemic Design Workshops; and 3) Portfolio Ideation & Development. The conduct of the Systemic Design approach shall be in close coordination with the Systemic Design Consultant (hired by UNDP) and the UNDP PH Systemic Design for Circular Economy Technical Working Group (SD-CE TWG).

B. Scope of Work and Outputs

The Firm shall support UNDP with the performance of the following tasks:

1. Design and Implementation of the Systemic Design Approach for Circular Economy
   1.1. Working together with the Circular Economy for Cities Consultant, the Firm shall coordinate with the relevant local government authorities and city stakeholders for the conduct systemic design approach.
   1.2. In consultation with the Systemic Design Consultant and SD-CE TWG and in coordination with LGU partners, develop overall work plan, including timeline, for the implementation of the systemic design process, including ethnographic research, systemic design workshops, portfolio design
   1.3. Rapid Ethnographic Research
      1.3.1. In coordination with the Systemic Design Consultant and the SD-CE TWG, develop an implementation plan to operationalize the Rapid Ethnographic research design in four (4) cities within Metro Manila. The Firm shall use the knowledge products produced as a reference during the Systemic Design for Circular Economy in Pasig.
      1.3.2. The Firm shall design and implement a rapid ethnographic research to gain a deeper understanding of the perspective and experience of the Circular Economy ecosystem actors in four (4) cities.
      1.3.3. Propose appropriate methodologies / tools for the rapid ethnographic research, including but not limited to empathic interviews, user experience/journey mapping, solutions mapping, and other tools.
      1.3.4. Present and process with key stakeholders the preliminary findings of the Rapid Ethnographic Research in the Systemic Design workshops in four (4) cities to include the user personas, narratives / stories, key insights, and a summary of analysis findings and recommendations.
1.4. Systemic Design, Portfolio Ideation & Development Workshops

1.4.1. In coordination with the Systemic Design Consultant and the SD-CE TWG, develop an implementation plan to operationalize the Systemic Design framework and process in four (4) cities.

1.4.2. As agreed with the SD-CE TWG and mindful of the COVID-19 Alert Level status, implement and facilitate a series of systemic design workshops with a minimum of 30 participants per session, with the following modes:
   1.4.2.1. At least four (4) in-person SD workshops; or,
   1.4.2.2. At least five (5) online (e.g. zoom) workshops.

1.4.3. Implement a portfolio framework

1.4.4. In collaboration with the SD-CE TWG, propose methodologies / tools for the systemic design workshops, portfolio ideation framework, and draft composition that may be appropriate to the process.

2. Learning & Submission of a Final Report

2.1. The Firm shall conduct and produce a final report that will review, analyze, and index related literature, including local policies, academic research, data, and other materials relevant to the Systemic Design process. In addition, the report shall consolidate the results of the Rapid Ethnographic research and the conduct of the systemic design workshop series, and portfolio narrative from the four (4) cities covered in this project.

2.2. Ensure implementation of systemic design in individual cities is sequenced and synchronized as part of a larger portfolio. In addition, the Firm shall ensure that different teams and “experiments” learn from each other as implementation of the approach proceeds.

2.3. Contribute to ongoing and planned studies on circular economy such as, but not limited to, the Innovation for Circular Economy (ICE) Hub, Citizen Science Research, Behavioral Insights Experiments, and others.

2.4. Co-develop with the UNDP PH Circular Economy working group at least one (1) knowledge product (e.g. local policy briefs, research articles, blogs, vlogs, and other communication materials) on Circular Economy in the City which consolidates lessons learned from the implementation of systemic design in the city.

3. Integration of Gender Equality and Social Inclusion (GESI) throughout the project

3.1. Ensure meaningful participation of women, LGBTQI community, youth, and persons from disadvantaged groups in all the project activities

3.2. Conduct of gender-aware consultations taking into account gender and vulnerability considerations when preparing for and conducting activities

3.3. Collect gender-disaggregated data and conduct post-activity evaluations to determine the impact of these activities on GESI

3.4. As needed, consult with the Gender Focal Team or the Gender Equality and Social Inclusion Expert in the design and implementation of the research to ensure that specific measures are taken to identify challenges, ensure access to and quality of services for all in the portfolio design

3.5. Include GESI indicators in the design, implementation, assessment and monitoring and evaluation of the project

3.6. Implement Zero tolerance on all forms of discrimination, sexual harassment and sexual exploitation and abuse, extending to third-party partners and stakeholders

In performing the above, the Firm shall consult with key officers and other relevant personnel
within UNDP, key partners, as well as with external stakeholders, as may be recommended.

C. Timetable of Deliverables

The Firm shall perform its responsibilities and deliver its outputs following the schedule below.

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Target Due Date from Start of Contract</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception Report including work plan and other details agreed during preparatory meetings with UNDP.</td>
<td>within 2 weeks after awarding of contract</td>
<td></td>
</tr>
<tr>
<td>Preliminary Rapid Ethnographic Research Report and the final Systemic Design implementation plan, including an executive summary of the FGDs and empathy interviews conducted for the research.</td>
<td>Month 3</td>
<td>Main: JSB Circular Economy Project Manager In consultation with relevant CAP, ALabPH, and other UNDP PH colleagues</td>
</tr>
<tr>
<td>Preliminary Systemic Design presentation report per city, including the validated Rapid Ethnographic Research Report</td>
<td>Month 6</td>
<td></td>
</tr>
<tr>
<td>Consolidated Final Report that includes a synthesis and analysis of the cities covered in the research. The individual rapid ethnography, systemic design, and draft composition portfolio report per city shall be added as an annex.</td>
<td>Month 8</td>
<td></td>
</tr>
</tbody>
</table>

D. Governance and Accountability Including Duty Station

1. The JSB-funded Accelerating NDC through Circular Economy is a joint project Climate Action Team and the Impact Advisory Team. All outputs and communication of the Research Firm shall be submitted and coursed through the JSB Circular Economy Project Manager, copy furnished the Programme Analyst of the Climate Action Team and the Head of Solutions Mapping of the Accelerator Labs. The Team Leader of the Climate Action Programme Team will approve the outputs of the firm. The Firm may also be tasked to collaborate with other UNDP teams, such as the Impact Advisory Team, and consultants of the UNDP.

2. The workshops shall be performed primarily in person but with the possibility of being conducted remotely depending on the agreement with the SD-CE TWG and the COVID-19 Alert level status. However, conduct of key informant interviews, focus-group discussions, and other rapid ethnographic methodologies shall be done in-person. UNDP and the Firm shall assess, once Community Quarantine restrictions are eased, if it is safe and necessary to have in-person meetings and activities. The Firm is expected to have his/her own working premises, ICT (Information and Communication Technologies) equipment, internet connectivity, cloud hosting, among others.

3. Considering the COVID-19 pandemic, all work and travel shall be done within the guidelines and protocols set by the local and national government. UNDP and the Firm shall assess based on community quarantine guidelines set by government when it is safe and necessary to have in-person meetings and trainings.
4. The Firm shall consider at least ten (10) working days lead time for UNDP to review outputs, give comments, certify approval/acceptance of outputs, etc.

E. Expected Duration of the Contract

1. The Firm is expected to complete the deliverables between July 2022 until 15 March 2022.

F. Professional Qualifications of the Firm and its Key Personnel

1. The successful Firm must have demonstrable capability and track record to undertake the systemic design approach. The Firm must meet the following qualifications:

   a. In operation for at least three (3) years as a private consulting entity, a non-profit organization, or an academic or research institution, among other relevant entities.
   b. Has conducted at least three (3) research in the past five (5) years that utilizes either qualitative or mixed methods research designs on any topic related to the sustainable development goals (SDGs). Experience in circular economy/ waste management/marine litter would be an advantage. Ongoing projects, especially long-gestating ones, may be presented in the portfolio.
   c. Has conducted at least five (5) social design workshops, research, and projects in the past five (5) years that are relevant to the work at hand, including but not limited to design thinking / human-centered design, systems thinking, systemic design, rapid ethnography, user research, social research, social innovation, and design, among others. Ongoing projects, especially long-gestating ones, may be presented in the portfolio.

2. The Firm shall assign its in-house personnel or source these from its partners and rosters for the project. At least one (1) project manager, one (1) lead researcher, and three (3) research staff shall be assigned to the project. The Firm may propose to include additional personnel as it sees fit, and these will be evaluated by UNDP based on their relevance and value-addition. The Firm must also demonstrate how its senior leadership and advisers can be tapped to provide guidance to the project as may be necessary.

   a. **Project Manager** – The Project Manager shall be the primary point of contact with UNDP and ensure that the delivery of outputs and advice is done in a timely and high-quality manner. They shall meet the following qualifications:
      i. Has a strong background in managing projects that involves the application of social innovation tools such as, but not limited to, rapid ethnographic and user research, design thinking or human-centered design, systems thinking, etc., with at least five (5) years of experience.
      ii. At least a bachelor's degree in relevant fields, including but not limited to social science, communication, multimedia arts, innovation, business management or public administration, among others. A higher degree is advantageous.
      iii. Fluency in both English and Filipino is required.

   b. **Research Lead** – The Research Lead shall provide the technical guidance and direction of the research, including proposing an appropriate research framework for the project. They shall meet the following qualifications:
      i. Has a strong background in qualitative and mixed methods research design, including the application of human-centered design, systems thinking, rapid ethnography and user research and other social innovation tools (e.g. design thinking / human-centered design, systems thinking, etc.), with at least five (5) years of experience.
ii. At least a bachelor's degree in relevant fields, including but not limited to social science, communication, multimedia arts, innovation, business management or public administration, among others. A higher degree is advantageous.

iii. Fluency in both English and Filipino is required.

c. Research Staff (3) – Working under the supervision of the Research Lead, the research staff shall assist the implementation of the rapid ethnographic research in the city they are assigned to. They shall meet the following qualifications:
   i. Has at least three (3) years experience in conducting or assisting research that employs either a qualitative or mixed methods research design.
   ii. At least a bachelor's degree in relevant fields, including but not limited to social science, communication, multimedia arts, innovation, business management or public administration, among others.
   iii. Fluency in both English and Filipino is required.

d. Additional personnel proposed will be evaluated based not only on the minimum criteria spelled out for a researcher but also on relevance and value-added contribution to the work as well as to cost efficiency.

e. For each of the key personnel and any additional personnel, the Firm must present the proposed level of effort, in person-days of work to be rendered, which will be evaluated by UNDP based on sufficiency for the work required.

2. The Firm shall be responsible for ensuring adequate administrative, logistical, and coordination arrangements for its key personnel, including travel and billeting arrangements and coordination. While UNDP staff will collaborate with the Firm with respect to scheduling, logistics, attendance, and other administrative matters related to the works described above, the Firm shall provide for its own logistical and administrative support for its key personnel.

G. Scope of Price Proposal and Schedule of Payment

1. The contract price shall be a fixed output-based price regardless of extension of the herein specific duration. Payments shall be made upon submission and acceptance of the outputs as specified in Part D. Acceptance of the outputs shall be based on how these meet evaluation quality standards and address stakeholder requirements.

2. The following components should be included, as a minimum, in the financial proposal:
   a. Professional fees of the proposed team
   b. Other professional fees and salaries
   c. Workshop venue and food
   d. Workshop and research materials, reproduction
   e. Management and operational costs
   f. Others as may be relevant to the scope of work

Please note that any assets to be procured for this project by the firm will have to be handed over to UNDP once the project has been completed.

3. The firm shall make a proposal for payment tranches for four (4) to five (5) milestones based on its assessment of the share of the value of the outputs and deliverables at each milestone. In no case shall the first tranche payment be higher than 20 percent and the final tranche payment be lower than 20 percent. Following is an illustration:
<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Payment from Start of Contract</th>
<th>Indicative Percentage of Lump-Sum Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submission and acceptance of Inception Report</td>
<td>2 weeks after awarding the contract</td>
<td>20%</td>
</tr>
<tr>
<td>2. Submission and acceptance of Preliminary Rapid Ethnographic Research Report and the final Systemic Design implementation plan</td>
<td>Month 3</td>
<td>30%</td>
</tr>
<tr>
<td>3. Submission and acceptance of the Preliminary Systemic Design presentation report per city, including the validated Rapid Ethnographic Research Report</td>
<td>Month 6</td>
<td>30%</td>
</tr>
<tr>
<td>4. Submission and acceptance of the consolidated Final Report</td>
<td>Month 8</td>
<td>20%</td>
</tr>
</tbody>
</table>
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
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/ Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal

Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?

Financial Proposal Envelope
(Must be submitted in a separate password protected file)

- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form
FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>[Insert Name of Bidder]</th>
<th>Date:</th>
<th>Select date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP reference:</td>
<td>[Insert RFP Reference Number]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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]
<table>
<thead>
<tr>
<th><strong>FORM B: BIDDER INFORMATION FORM</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal name of Bidder</strong></td>
</tr>
<tr>
<td><strong>Legal address</strong></td>
</tr>
<tr>
<td><strong>Year of registration</strong></td>
</tr>
</tbody>
</table>

**Bidder’s Authorized Representative Information**

| **Name and Title** | [Complete] |
| **Telephone numbers** | [Complete] |
| **Email** | [Complete] |

**Are you a UNGM registered vendor?**

- [ ] Yes
- [ ] No
If yes, [insert UNGM vendor number]

**Are you a UNDP vendor?**

- [ ] Yes
- [ ] 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:**

- Company Profile, which should **not** 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.

<table>
<thead>
<tr>
<th>No</th>
<th>Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)</th>
<th>Proposed proportion of responsibilities (in %) and type of services to be performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>[Complete]</td>
<td>[Complete]</td>
</tr>
<tr>
<td>2</td>
<td>[Complete]</td>
<td>[Complete]</td>
</tr>
<tr>
<td>3</td>
<td>[Complete]</td>
<td>[Complete]</td>
</tr>
</tbody>
</table>

**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]

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]  
RFP reference: [Insert RFP Reference Number]

Date:  
Select date

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

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years  
☐ Contract(s) not performed for the last 3 years

<table>
<thead>
<tr>
<th>Year</th>
<th>Non-performed portion of contract</th>
<th>Contract Identification</th>
<th>Total Contract Amount (current value in US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name of Client:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Address of Client:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reason(s) for non-performance:</td>
<td></td>
</tr>
</tbody>
</table>

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years  
☐ Litigation History as indicated below

<table>
<thead>
<tr>
<th>Year of dispute</th>
<th>Amount in dispute (in US$)</th>
<th>Contract Identification</th>
<th>Total Contract Amount (current value in US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name of Client:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Address of Client:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Matter in dispute:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Party who initiated the dispute:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Status of dispute:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Party awarded if resolved:</td>
<td></td>
</tr>
</tbody>
</table>

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 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.

<table>
<thead>
<tr>
<th>Project name &amp; Country of Assignment</th>
<th>Client &amp; Reference Contact Details</th>
<th>Contract Value</th>
<th>Period of activity and status</th>
<th>Types of activities undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Annual Turnover for the last 3 years</th>
<th>Year</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Latest Credit Rating (if any), indicate the source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
</tr>
<tr>
<td>Year</td>
</tr>
<tr>
<td>Year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial information (in US$ equivalent)</th>
<th>Historic information for the last 3 years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
</tr>
<tr>
<td>Information from Balance Sheet</td>
<td></td>
</tr>
</tbody>
</table>

- Total Assets (TA)
- Total Liabilities (TL)
- Current Assets (CA)
- Current Liabilities (CL)

<table>
<thead>
<tr>
<th>Information from Income Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total / Gross Revenue (TR)</td>
</tr>
<tr>
<td>Profits Before Taxes (PBT)</td>
</tr>
<tr>
<td>Net Profit</td>
</tr>
<tr>
<td>Current Ratio</td>
</tr>
</tbody>
</table>

☐ Attached are copies of the **audited financial statements for 2018, 2019 and 2020** (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
b) Historic financial statements must be audited by a certified public accountant;
c) 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 at least three (3) research in the past five (5) years that utilizes either qualitative or mixed methods research designs on any topic related to the sustainable development goals (SDGs). Experience in circular economy/waste management/marine litter would be an advantage. Completed and ongoing projects, especially long-gestating ones, may be presented in the portfolio.
1.7 List of at least five (5) social design workshops, research, and projects in the past five (5) years that are relevant to the work at hand, including but not limited to design thinking/human-centered design, systems thinking, systemic design, rapid ethnography, user research, social research, social innovation and design, among others. Completed and ongoing projects, especially long-gestating ones, may be presented in the portfolio.

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 Overall understanding of the requirement as shown by the alignment of the proposed work plan with the required quantity and quality of outputs as well as timeliness in their delivery
2.2 Appropriateness and rigor of the proposed approach, technology, and methodologies to the research questions and overall objectives, which demonstrate the Firm’s understanding of the issue at hand.
2.3 Innovativeness in the proposed methodologies and tools to be implemented for the project, and how the use of these methods and tools are relevant and appropriate for the objectives of the project.

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

<table>
<thead>
<tr>
<th>Name of Personnel</th>
<th>[Insert]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position for this assignment</td>
<td>[Insert]</td>
</tr>
<tr>
<td>Nationality</td>
<td>[Insert]</td>
</tr>
<tr>
<td>Language proficiency</td>
<td>[Insert]</td>
</tr>
</tbody>
</table>

### 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.

- Name of institution: [Insert]
  - Date Employment: [To:] [From:]
  - Position: [Insert]
  - Description of activities/functions performed: [Insert]

- Name of institution: [Insert]
  - Date Employment: [To:] [From:]
  - Position: [Insert]
  - Description of activities/functions performed: [Insert]

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

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>[Insert Name of Bidder]</th>
<th>Date:</th>
<th>Select date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP reference:</td>
<td>[Insert RFP Reference Number]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>[Insert Name of Bidder]</th>
<th>Date:</th>
<th>Select date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP reference:</td>
<td>[Insert RFP Reference Number]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
(EXCLUSIVE of VAT and applicable direct taxes)

<table>
<thead>
<tr>
<th></th>
<th>Amount(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Fees</strong> (from Table 2)</td>
<td></td>
</tr>
<tr>
<td><strong>Other Costs</strong> (from Table 3)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Amount of Financial Proposal</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Table 2: Breakdown of Professional Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Fee Rate</th>
<th>No. of Days/months/hours</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-Country</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Based</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal Professional Fees:
Table 3: Breakdown of Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>UOM</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>International flights</td>
<td>Trip</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsistence allowance</td>
<td>Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous travel expenses</td>
<td>Trip</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local transportation costs</td>
<td>Lump Sum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-Pocket Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Costs: (please specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal Other Costs:

Table 4: Breakdown of Price per Deliverable/Activity

<table>
<thead>
<tr>
<th>Deliverable/Activity description</th>
<th>Time (person days)</th>
<th>Professional Fees</th>
<th>Other Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliverable 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliverable 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>.....</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>