



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 2, 2022
	REFERENCE: RFP-2022-29

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Pals with Disabilities Inclusive Activity Co-Design & Co-Creation for People with & without Disabilities**

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

Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

**Username:** event.guest

**Password:** why2change

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days.

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

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

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with**

**the “FINANCIAL PROPOSAL” must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

**IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.**

**PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT “1” AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.**

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

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

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:  
*Varisara Anansiribovorn*  
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Varisara Anansiribovorn  
Procurement and Administrative Analyst

**Annex 1****Description of Requirements**

Context of the Requirement	<i>Pals with Disabilities Inclusive Activity Co-Design &amp; Co-Creation for People with &amp; without Disabilities</i>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services <sup>1</sup>	As per TOR attached in Annex 2
List and Description of Expected Outputs to be Delivered	As per TOR attached in Annex 2
Person to Supervise the Work/Performance of the Service Provider	The Head of Experimentation, Thailand Accelerator Lab, UNDP Thailand
Frequency of Reporting	<i>As per deliverables</i>
Progress Reporting Requirements	N/A
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Assignment duration is 8 months from the contract signing date
Target start date	25 August 2022
Latest completion date	8 months from the contract signing date
Travels Expected	None
Special Security Requirements	<input checked="" type="checkbox"/> Others: N/A
Facilities to be Provided by UNDP (i.e., must be	<input checked="" type="checkbox"/> Others: The Contractor is expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistics services for implementation. The Contractor will utilize his/her/their own equipment to

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

excluded from Price Proposal)	complete the assignment. For all costs associated with the travel will be responsible by service provider and should be included in the cost breakdown.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency ( <b>Thai Baht</b> ) For local bidder and/or entity is located in Thailand territory  All prices shall be quoted in the currency or currencies indicated. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals: <ul style="list-style-type: none"> <li>• 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</li> <li>• In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>3</sup>	As per TOR attached in Annex 2
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The Head of Experimentation, Thailand Accelerator Lab, UNDP Thailand
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm: 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: 30% <p><b><u>Financial Proposal (30%)</u></b></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="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</a>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<p>Onanong Wuthimonkolkul          Procurement Associate          Email: <a href="mailto:onanong.wuthimonkolkul@undp.org">onanong.wuthimonkolkul@undp.org</a>; <a href="mailto:procurement.th@undp.org">procurement.th@undp.org</a></p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until <b>3 days</b> before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the e-tendering platform.</p> <p>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

<sup>4</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Required Documents that must be submitted to establish minimum qualification of proposers</p> <p>(Failure to submit the documents shall result in disqualification)</p>	<ul style="list-style-type: none"> <li>☒ <b>Technical Proposal</b> submission form as per the Template (Annex 3);</li> <li>☒ <b>Password protected Financial proposal</b> (Annex 4);</li> <li>☒ <b>Company Profile</b>, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>☒ <b>Certificate of Registration of the business</b>, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation;</li> <li>☒ <b>Tax Registration/Payment Certificate</b> 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;</li> <li>☒ <b>Latest Audited Financial Statement</b> – (balance sheets, including all related notes, and income statements) for past 3 years: 2019, 2020 and 2021;</li> <li>☒ <b>Track Record</b> – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references including name and email address;</li> <li>☒ <b>Completed and signed CVs</b> for the Proposed Key personnel; and</li> <li>☒ <b>Any other documents</b> to substantiate eligibility and qualification of the bidder as required in the Terms of Reference.</li> </ul>
<p>Special note</p>	<p>Electronic submission through e- Tendering shall be governed as follows:</p> <ul style="list-style-type: none"> <li>● Electronic files that form part of the proposal must be in PDF format;</li> <li>● The Technical Proposal and the Financial Proposal files <b>MUST BE COMPLETELY SEPARATE</b> and each of them must be uploaded individually and clearly labelled;</li> <li>● 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. <u>Failure to provide the correct password may result in the proposal being rejected;</u></li> </ul> <p><b>IMPORTANT NOTE:</b> The amount of the Financial proposal <b>MUST NOT</b> be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. <b>Failure in compliance with the mentioned condition shall result in rejection of the offer.</b></p> <p><b>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT “1” AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</b></p>



## **DETAILS OF EVALUATION OF PROPOSALS**

### **Evaluation of Proposal:**

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the TOR.

### **Minimum Eligibility criteria for the consultancy Firm:**

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- 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;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Minimum qualification experience requirement:
  - At least 4 years of proven experience in working on the empowerment of people with disabilities and social innovation
  - At least 4 years of proven experience in planning and organizing innovative training and workshops using innovative tools such as design thinking and system thinking

**Note: Necessary documentation must be submitted to substantiate the above eligibility criteria**

### **Technical Evaluation**

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Points Obtainable</b>
1.	Bidder's qualification, capacity and experience	400
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	300
<b>Total</b>		<b>1000</b>

**Technical Evaluation Passing Threshold – 70% of the Total Points obtainable**

<b>Section 1. Bidder's qualification, capacity and experience</b>		<b>Points obtainable</b>
1.1	At least 4 years of proven experience in working on the empowerment of people with disabilities and social innovation	200

1.2	At least 4 years of proven experience in planning and organizing innovative training and workshops using innovative tools such as design thinking and system thinking	200
<b>Total Section 1</b>		<b>400</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Detailed workplan	100
2.2	Identification of potential partners	100
2.3	Innovative tools and methodology focusing on inclusiveness	100
<b>Total Section 2</b>		<b>300</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
	Qualifications of key personnel proposed		
3.1	<b>Qualifications of Team Leader/Contract Manager</b>		150
	At least Bachelor's degree in social sciences, political science, public administration or a related field	50	
	At least 4 years of experience in leading policy or social innovation projects; preferably with a focus on people with disabilities issues;	100	
3.2	<b>Qualifications of Team Coordinator(s)</b>		150
	At least a Bachelor's degree in public administration, management, social sciences or a related field	50	
	At least 3 years of professional experience in organizing accelerators, incubator, hackathons or similar events.	100	
<b>Total Section 3</b>			<b>300</b>

## Annex 2

### TERM OF REFERENCE

## **Pals with Disabilities Inclusive Activity Co-Design & Co-Creation for People with & without Disabilities**

### **a. Background Information**

Economic empowerment of persons with disabilities (PWDs) is one of the priority areas of UNDP Thailand's Disability Inclusive Development Strategy which guides and supports the implementation of 2022-2026 Country Programme. UNDP Thailand realizes the important contribution that PWDs can bring to the economy and society, so building their capacity is crucial. Apart from activities to upskill PWDs and increase employers' awareness about inclusive employment that UNDP Thailand is already implementing this year, supporting entrepreneurs with disabilities to start their own businesses is another critical area that is part of our workplan. This will be particularly impactful when PWDs can bring their experiences and insight into their business to address the challenges faced by other PWDs. Disability-inclusive development can be achieved only when there is non-discrimination against, ensured accessibility for, and active participation of PWDs. In addition to the relatively lower economic status, PWDs in Thailand face challenges to fully participate in society and all development areas, which is further heightened by discriminatory social attitudes. The extent of inequalities experienced by PWDs is often the result of a lack of accessibility to physical and virtual environments, institutional and attitudinal barriers, exclusion, and unequal opportunities.

UNDP Thailand, Youth Co:Lab Thailand and Accelerator Lab Thailand believe that attitudinal barriers and discrimination on the ground of disability will be reduced if more people in society have an opportunity to understand and become friends with PWDs. Friendship can develop naturally and spontaneously when two people share their interests and enjoy doing activities together. However, there are very limited inclusive and accessible activities that allow PWDs to fully participate together with their peers without disabilities.

In this regard, Youth Co:Lab Thailand and Accelerator Lab Thailand will organize social innovation challenge on developing inclusive activities under the Youth Co:Lab programme entitled "Pals with Disabilities (PWDs)".

### **b. Project Description – Policy Innovation for Youth, by Youth**

This initiative will utilize a wide range of innovative methodologies from UNDP Accelerator Lab and Youth Co:Lab such as sensemaking, grassroots innovations mapping, system thinking, co-creation, experimentation, among others to gain insights on accessibility issues faced by persons with each disability type and create solutions. The initiative is open to 15–30-year-old youths (a team of 3-4 members) to submit applications and proposals of innovative approach to create inclusive activities which PWDs and people without disability can enjoy together. The activities can be accessible games or sports with adapted rules or special equipment. UNDP Thailand will select ten applications of the teams including PWD youth as their member(s).

The selected 10 youth teams will receive support to develop their ideas from an early stage; with design thinking training, mentorship, and peer-to-peer learning platform.

### **c. Specific Objectives**

UNDP seeks to appoint a qualified service provider to deliver the technical service in the designing and implementation of the inclusive Activity Co-Design & Co-Creation for People with & without Disabilities. The assignment responds to the Disability Inclusive Development Strategy of UNDP Thailand 2022-26 under strategic priority area 1: promoting equal rights.

### **d. Scope of work**

The selected service provider is expected to undertake the following tasks:

1. Launch of project initiative, open for applications, evaluate proposals submitted and select ten youth teams
2. Incubation process
  - Organize inclusive innovation training to ensure deep understanding of participants on the issues they want to solve and equip them with skills on user-centric design and business model.
  - Encourage a peer-to peer learning process for participants to develop critical thinking skills. Participants will have the chance to provide feedbacks and build relationships to strengthen a network of young changemakers.
  - Connect with various stakeholders by matching the ten youth teams with disability experts according to their areas of interest. Youth participants will also be able to connect with different sectors such as government agency, the private sector and NGOs to foster cross-collaboration and leverage social venture solutions.
  - Organize a pitching session for the youth teams to present their solution ideas and provide awards to three winning teams.
3. Experiment and implementation
  - Support the three winning teams to test their ideas and implement their developed inclusive activities for PWDs and people without disabilities.
  - Provide mentorship support along the experiment and implementation process

### **e. Approach and Methodology**

The contractor is expected to be able to design a comprehensive and innovative process as well as a detailed workplan which prioritizes the engagement of youth in participative and non-traditional ways for the Solution Design activities. Similarly, the contractor is also expected to develop a rigorous, innovative and conceptually sound method to experiment the policy options derived from the Hackathon. The contractor is required to describe methodologies incorporating the requirements with more details and is encouraged to propose innovative methodologies that are relevant and suitable for this assignment.

### **f. Minimum requirements**

#### ***i. Institutional capacity***

The contractor shall demonstrate its well-established institutional body with past engagements indicating its ability and responsibility to deliver results. This assignment requires comprehensive experience and understanding of people with disabilities, innovative methods and tools, management, and event planning. Equally important, the contractor shall demonstrate experience working with youth and the government sector on policy innovation.

- At least 4 years of proven experience in working on the empowerment of people with disabilities and social innovation
- At least 4 years of proven experience in planning and organizing innovative training and workshops using innovative tools such as design thinking and system thinking

**ii. Capacity of team members**

The team members who are assigned to this assignment shall demonstrate the relevant qualifications and experiences required to deliver quality results of this assignment. Team members must include team leader and team coordinator(s).

**Team Leader/Contract Manager**

- At least a Bachelor's degree in social sciences, political science, public administration or a related field;
- At least 4 years of experience in leading policy or social innovation projects; preferably with a focus on people with disabilities issues;
- Excellent communication and interpersonal skills and experience in working effectively in a multi-cultural environment; and
- Language proficiency in both written and oral English and Thai is required.

**Team Coordinator(minimum one person, maximum 2 persons)**

- At least a Bachelor's degree in public administration, management, social sciences or a related field;
- At least 3 years of professional experience in organizing accelerators, incubator, hackathons or similar events.
- Excellent communication and interpersonal skills and experience working in a multi-cultural environment; and
- Language proficiency in both written and oral English and Thai is required.

**g. Deliverables and Schedules/Expected Outputs**

No	Deliverables/ Outputs	Estimated Duration to Complete
1	<ul style="list-style-type: none"> <li>• Assignment workplan with the agreed scope and methodology</li> </ul>	31 August 2022
2	<ul style="list-style-type: none"> <li>• Inception report with work plan and timeline</li> <li>• List of stakeholders and institutions to be engaged (financial and non-financial supports specified)</li> <li>• List of educational institutions (at least 50) to promote the</li> </ul>	25 September 2022

No	Deliverables/ Outputs	Estimated Duration to Complete
	Challenge <ul style="list-style-type: none"> <li>• Communication materials</li> <li>• Application template for youth teams</li> <li>• Training workshop plan and materials</li> </ul>	
3	<ul style="list-style-type: none"> <li>• Organize training workshops for 10 selected youth teams</li> <li>• Provide mentorship to youth teams throughout the innovation process</li> <li>• Organize a local pitching</li> <li>• Organize a sharing forum for the 3 youth teams to exchange their experience during the testing period, and receive feedbacks from experts</li> <li>• Organize a final presentation session</li> <li>• Provide allowances and awards for youth teams according to UNDP guideline</li> <li>• Submit a report and a set of original presentations from all the youth team</li> </ul>	15 December 2022

#### **h. Key Performance Indicators**

- I. The performance will be evaluated based on the actual quality deliverables, the relevance to the areas of scoping described; and
- II. If the contractor does not meet the required quality level of deliverables, the hiring unit will not certify payments for the deliverable i.e., no payment will be made until the hiring unit certifies and accepts the deliverable. Eventually, if the deliverables are not met as per specifications, the contract may be terminated as per UNDP Procurement rules and regulations.

#### **i. Governance and Accountability**

The Head of Experimentation, Thailand Accelerator Lab, UNDP Thailand will directly supervise the Contractor, and the Contractor will be directly responsible to, reporting to, and seeking approval of output from the Head of Experimentation, Thailand Accelerator Lab, UNDP Thailand

#### **j. Facilities to be provided by UNDP**

The Contractor is expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistics services for implementation. The Contractor will utilize his/her/their own equipment to complete the assignment. For all costs associated with the travel will be responsible by service provider and should be included in the cost breakdown.

**k. Expected duration of the contract/assignment / Duty Station and Expected Places of Travel**

- I. Expected starting date is 25 August 2022.
- II. Assignment duration is 8 months from the contract signing date.
- III. Target date of commencement of the work and expected completion date: as per indicated in the deliverable table;
- IV. Estimated lead time for UNDP or Project Partners to review outputs, give comments, approve/accept outputs, 14 days all-inclusive on-demand basis within the contract duration.
- V. Duty Station: Home-based
- VI. Travel: None

**l. Price and Schedule of Payments**

The contractor must send a financial proposal based on the lump sum amount indicating research processes, activities for each deliverable and operation cost for the team. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance and any other applicable cost to be incurred by the contractor in completing the assignment. The contract price will be a fixed output-based price regardless of extension of the specified duration herein. Payments will be made upon completion of the deliverables/outputs in accordance with the schedule of payment below.

No	Deliverables/ Outputs	Percentage of Total Price (Weight for payment)	Estimated Duration to Complete
1	<ul style="list-style-type: none"> <li>Assignment workplan with the agreed scope and methodology</li> <li>Inception report with work plan and timeline</li> <li>Communication materials</li> <li>Application template for youth teams</li> <li>Training workshop plan and materials</li> </ul>	60%	25 September 2022
2	<ul style="list-style-type: none"> <li>Organize training workshops for selected youth teams</li> <li>Provide mentorship to youth teams throughout the innovation process</li> <li>Organize a local pitching</li> <li>Organize a sharing forum for the 3 youth</li> </ul>	40%	15 December 2022

No	Deliverables/ Outputs	Percentage of Total Price (Weight for payment)	Estimated Duration to Complete
	<p>teams to exchange their experience during the testing period, and receive feedback from experts</p> <ul style="list-style-type: none"> <li>• Organize a final presentation session</li> <li>• Provide allowances and awards for youth teams according to UNDP guideline</li> <li>• Submit a report and a set of original presentations from all the youth team</li> </ul>		

#### m. Additional References or Resources

The successful contractor shall submit the supporting documents listed below:

- I. Latest Business Registration Certificate
- II. Team profiles
- III. Portfolio of past works and client/partner lists

#### n. The Evaluation Criteria

Highest Combined Score method (based on the 70% technical offer and 30% price weight distribution).

#### Technical Evaluation Criteria (weighting 70%)

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Bidder's qualification, capacity, and experience	40%	400
2.	Proposed Methodology, Approach, and Implementation Plan	30%	300
3.	Management Structure and Key Personnel	30%	300
	Total		1000

Technical Evaluation Passing Threshold – 70% of the Total Points obtainable **Annex 3**



## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

### A. Qualifications of the Service Provider

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references including name and email address;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

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

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

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

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

## Annex 4

## FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>9</sup> (Must be Password Protected)

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

### A. Cost Breakdown per Deliverable\*

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price</b> <i>(Lump Sum, All Inclusive) in THB</i>
1	The 1 <sup>st</sup> payment shall be made upon the submission and completion of the Deliverable 1	60%	
2	The 2 <sup>nd</sup> payment shall be made upon the submission and completion of the Deliverable 2	40%	
	Total	100%	THB

\*This shall be the basis of the payment tranches

### B. Cost Breakdown by Cost Component [This is only an Example]:

**Table 1: Summary of Overall Prices**

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

**Table 2: Breakdown of Professional Fees**

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Name	Position	Fee Rate	No. of Days	Total Amount
		A	B	C=A+B
Home Based				
A. Expertise 1				
B. Expertise 2				
C. Expertise 3				
Subtotal Professional Fees:				

**Table 3: Breakdown of Other Costs** *[This is only an Example]:*

Description	UOM	Quantity	Unit Price	Total Amount
Local transportation costs				
Equipment and system related Expense				
License Fee				
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Out-of-Pocket Expenses				
Subtotal Other Costs:				

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*