



REQUEST FOR PROPOSAL (RFP) (RFP/RNE/2022/73)

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Engaging entrepreneurs to meet economic challenges and strengthen social cohesion and stability**.

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

Proposals must be submitted on or before the deadline indicated by UNDP in the eTendering system. Bids must be submitted in the online eTendering 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

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in the English, and valid for a minimum period of **90 days from the bid closing date**.

You are kindly requested to indicate whether your company intends to submit a Proposal by utilize the "Accept Invitation" function in eTendering system. This will enable you to receive amendments or updates to the RFP.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. **The system will automatically block and not accept any bid after the deadline. Bid Submission deadline appearing on e-Tendering portal will be FINAL and prevail on the ones appearing on other websites.** Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

The Financial Proposal and the Technical 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. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting**

the financial proposal. Do not disclose your price in the line items. You must put price as 1 in the system and provide the Financial Proposal as encrypted file as explained above.

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Sripalee De Silva
Procurement Assistant
1/9/2022

Description of Requirements

Context of the Requirement	<p>UNDP has identified the following key development challenges as strategic priorities for Sri Lanka to be covered broadly under its recalibrated Governance Portfolio.</p> <ul style="list-style-type: none"> • Voice and Representation • Rights and Justice • Strong and Efficient Institutions • Social Cohesion <p>Accordingly, UNDP Sri Lanka will be undertaking key project initiatives in support of the four strategic priority areas identified above, in close partnership with relevant national and sub-national partners.</p> <p>Sri Lanka is experiencing the worst economic crisis the country has witnessed since its independence. The public outcry against economic hardships and protests have seemingly unified the ethnically and religiously divided nation. However, as a country emerges out of 26-year-old civil strife, fears grow whether this unity will continue to prevail or will be weakened through political and economic distractions.</p> <p>Amidst the prevailing conditions, people are left with uncertainty and a fragile environment that impede their ability to prepare and respond to the crisis effectively and execute their duties as responsible citizens of a crisis-ridden country. If left unaddressed, these tensions coupled with misunderstandings or misinterpretations of the current political and economic crisis and lurking social, ethnic, and religious divisions, can lead to an outbreak of conflict and violence that could further jeopardize any attempts for recovery.</p> <p>In light of this, UNDP Sri Lanka seeks to work with an institution that can work closely with the private sector in order to promote entrepreneurship and implement a program that leads to a positive economic outcome which will help address currently identified risks and challenges worsening the economic crisis whilst ensuring inclusivity and participation of diverse communities to promote social cohesion and stability. The project concepts should demonstrate a strong alignment to a process of sustainable peacebuilding and promotion of social cohesion amidst the economic crisis.</p>
Implementing Partner of UNDP	UNDP

Brief Description of the Required Services ¹	United Nations Development Programme (UNDP) in Sri Lanka wishes to call for Request for Proposals from qualified service providers for engaging entrepreneurs to meet economic challenges and strengthen social cohesion and stability
List and Description of Expected Outputs to be Delivered	Please refer to Terms of Reference
Person to Supervise the Work/Performance of the Service Provider	Technical Specialist- Reconciliation and Peacebuilding UNDP
Frequency of Reporting	As per TOR
Progress Reporting Requirements	Monthly
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	8 months
Target start date	19 September 2022
Latest completion date	20 May 2023
Travels Expected	As per the TOR
Special Security Requirements	<input checked="" type="checkbox"/> Must adhere to Government and Ministry of Health instruction regarding COVID 19 pandemic
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	<input checked="" type="checkbox"/> Required

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

completing the services																						
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency LKR																					
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes																					
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																					
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																					
Payment Terms ³	<table border="1"> <thead> <tr> <th>Deliverable</th> <th>Time Frame (Tentative)</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Deliverable 01</td> <td>30th September 2022</td> <td>30% of the total contract value excluding provisional sum allocated for award under the financial support scheme</td> </tr> <tr> <td>Deliverable 02</td> <td>30th October 2022</td> <td>10% of the total contract value excluding provisional sum allocated for award under the financial support scheme</td> </tr> <tr> <td>Deliverable 03</td> <td>10th November 2022</td> <td>20% of the total contract value excluding provisional sum allocated for award under the financial support scheme</td> </tr> <tr> <td>Deliverable 04</td> <td>15th December 2022</td> <td>20 % of total contract value excluding provisional sum+ 60% of provisional sum allocated for award under the financial support scheme</td> </tr> <tr> <td>Deliverable 05</td> <td>30th March 2023</td> <td>10 % of total contract value excluding provisional sum + 40% of provisional sum allocated for award under the financial support scheme</td> </tr> <tr> <td>Deliverable 06</td> <td>20th May 2023</td> <td>10% of total contract value excluding provisional sum allocated for award under the financial support scheme</td> </tr> </tbody> </table> <p><u>Condition for Payment Release:</u></p> <p>Within thirty (30) days from the date of meeting the following conditions:</p> <ul style="list-style-type: none"> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. 	Deliverable	Time Frame (Tentative)	Payment	Deliverable 01	30 th September 2022	30% of the total contract value excluding provisional sum allocated for award under the financial support scheme	Deliverable 02	30 th October 2022	10% of the total contract value excluding provisional sum allocated for award under the financial support scheme	Deliverable 03	10 th November 2022	20% of the total contract value excluding provisional sum allocated for award under the financial support scheme	Deliverable 04	15 th December 2022	20 % of total contract value excluding provisional sum+ 60% of provisional sum allocated for award under the financial support scheme	Deliverable 05	30 th March 2023	10 % of total contract value excluding provisional sum + 40% of provisional sum allocated for award under the financial support scheme	Deliverable 06	20 th May 2023	10% of total contract value excluding provisional sum allocated for award under the financial support scheme
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Technical Specialist- Reconciliation and Peacebuilding UNDP
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Goods and 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><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 28.56% <input checked="" type="checkbox"/> Proposed Methodology, Approach and Project Implementation Plan 35.72% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 35.72% <i>Minimum score for technical compliance 70% (490)</i> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ³	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a and Annex 2b) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁴ uploaded separately to e-tendering portal <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> eTendering user guide for Bidders uploaded separately to e-tendering portal
Contact Person for Inquiries	Mr. Priyan Senevirathna Technical Specialist - Reconciliation and Peacebuilding Email priyan.senevirathna@undp.org

³ Where the information is available in the web, a URL for the information may simply be provided.

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

(Written inquiries only) ⁵	Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information	This procurement process is being conducted through Online Tendering System of UNDP. Proposals submitted via email or by hard copies will <u>not be accepted</u>

⁵ 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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁶***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)***

[insert: Location].

[insert: Date]

To: Head of Procurement,
202-204, Bauddhaloka Mawatha,
Colombo 7

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, contract references;*
- 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.

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ 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.*

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

[Designation]

[Date]

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL
(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

Financial Proposal:

This MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as "FINANCIAL PROPOSAL". 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. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal. Do not disclose your price in the line items. **You must put price as 1 in the system and provide the Financial Proposal as encrypted file as explained above.**

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	LKR <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 01	30% of the total contract value excluding provisional sum allocated for award under the financial support scheme	
2	Deliverable 02	10% of the total contract value excluding provisional sum allocated for award under the financial support scheme	
3	Deliverable 03	20% of the total contract value excluding provisional sum allocated for award under the financial support scheme	
4	Deliverable 04	20 % of total contract value excluding provisional sum+ 60% of provisional sum allocated for award under the financial support scheme	
5	Deliverable 05	10 % of total contract value excluding provisional sum + 40% of provisional sum allocated for award under the financial support scheme	
6	Deliverable 06	10% of total contract value excluding provisional sum allocated for award under the financial support scheme	
	Provisional sum		
	All-inclusive Total	100%	

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

**Kindly note that following the submission of proposals and evaluation, the aforementioned percentages may be subject to revision prior to signing the final contractual agreement with the selected service provider.*

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

Description	Unit Type	No. of Unit	Unit Rate (LKR)	Amount (LKR)	Remarks
1. Personnel Services					
a. Expertise Team Leader					
b. Expertise Team Member					
Add members if required					
2. Workshops* (if any)					
3. Out of pocket expenses					
a. Travel costs					
b. Communications					
c. Others (please specify)					
4. Other related cost (please specify)					
Total Cost					

- The service provider must factor in all possible costs in “All Inclusive cost” including the professional fee, honorarium, any additional human resource cost (as required) and any other foreseeable costs in this exercise.
- No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the contracting institution.
- Any costs that are outside of this TOR and scope of work and unplanned will be reimbursed subject to discussion and prior approval by UNDP.
- **All-inclusive cost in the Table A should tally the all-inclusive cost in the Table B**

*UNDP prefers to do physical meetings, but if it is difficult in the current COVID 19 pandemic or economic situations, action should be taken to conduct virtual meetings and programs. **Kindly capture the cost of the physical meetings in the above cost breakdown** and financial estimates of virtual discussions and meetings should be submitted separately

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