REQUEST FOR PROPOSAL (RFP)
(RFP-CDLG-2022-75)

Dear Sir / Madam:

We kindly request you to submit your Proposal for Digital Content Development for Learning Management System (LMS) and Build Capacity of Sri Lanka Institute of Local Governance (SLILG) and Management Development training Unit (MDTUs) in North, East, Uva and North Central.

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.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”.

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. 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
9/1/2022
## Description of Requirements

| Context of the Requirement | The Capacity Development for Local Government (CDLG) Project of UNDP Sri Lanka is part of larger efforts by the Government of Sri Lanka to strengthen the local governance system in the country. These efforts are supported by the European Union, and the World Bank. The Government of Sri Lanka will implement the Local Development Support Project (LDSP) in four provinces – North, North Central, Eastern, and Uva – to strengthen local service delivery and local economic infrastructure and enhance bottom-up approaches to support public engagement in local decision-making processes, including through participatory planning and feedback mechanisms for service delivery. The overall objective of the CDLG project is to strengthen the capacities of Local Government Authorities (LGAs) to be inclusive, responsive, and accountable and be able to plan, enhance resilience, and deliver better services. |
| 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 **Digital Content Development for Learning Management System (LMS) and Build Capacity of Sri Lanka Institute of Local Governance (SULIG) and Management Development training Unit (MDTUs) in North, East, Uva and North Central** |
| 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 | Project Manager- Capacity Development of Local Governments (CDLG) Project |
| Frequency of Reporting | Please refer to Terms of Reference |
| Progress Reporting Requirements | Please refer to Terms of Reference |
| Location of work | As per the Terms of Reference |
| Expected duration of work | 6 months |
| Target start date | 25\(^{th}\) September 2022 |
| Latest completion date | 25\(^{th}\) March 2022 |
| Travels Expected | As per the Terms of Reference |
| Special Security Requirements | ☒ Must adhere to Government and Ministry of Health instruction regarding COVID 19 pandemic. |
| Implementation Schedule indicating breakdown and | ☒ 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.
### Timing of activities/sub-activities

| Names and curriculum vitae of individuals who will be involved in completing the services | ☑ Required |

### Currency of Proposal


### Value Added Tax on Price Proposal[^2]

- ☑ must be inclusive of VAT and other applicable indirect taxes

### Validity Period of Proposals (Counting for the last day of submission of quotes)

- ☑ 90 days

In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.

### Partial Quotes

- ☑ Not permitted

### Payment Terms[^3]

<table>
<thead>
<tr>
<th>Tranche</th>
<th>Deliverables</th>
<th>Percentage</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(^{st})</td>
<td>Submission and approval of the inception report comprising methodology, tools and timeframe</td>
<td>25%</td>
<td>8(^{th}) Oct 2022</td>
</tr>
<tr>
<td>2(^{nd})</td>
<td>Submission of first eight subject contents (Task 1) and five subject contents (Task 2) and validated by UNDP/CLG for digital content development</td>
<td>20%</td>
<td>5(^{th}) Oct 2022</td>
</tr>
<tr>
<td>3(^{rd})</td>
<td>Submission of second eight subject contents (Task 1) and second five subject content (Task2) validated by UNDP/CLG for digital content development&lt;br&gt;Submission of first 8 digital content (out of 16 from Task 1) and upload onto the 5 LMS and provision of user training to 5 public institutions Mobile Apps to access all digital contents stored in the LMS via industry standard protocol such as TinCan/xAP(Android OS)</td>
<td>30%</td>
<td>20(^{th}) December 2022</td>
</tr>
<tr>
<td>4(^{th})</td>
<td>Submission of second eight digital content (Task1) and 10 digital content (task 2) and upload onto the 5 LMS and provision of user</td>
<td>20%</td>
<td>20(^{th}) Feb 2023</td>
</tr>
</tbody>
</table>

[^2]: VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

[^3]: UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.
<table>
<thead>
<tr>
<th>Training to 5 public institutions</th>
<th>Submission of 10 digital contents (Task 2) and upload onto the 5 LMS and provide user training to 5 public institutions Mobile Apps to access all digital contents stored in the LMS via industry standard protocol such as TinCan/xAP(iOS)</th>
<th>5%</th>
<th>13th March 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th</td>
<td>Submission of 5 training Reports together with all Knowledge Products and relevant lesson plans</td>
<td>5%</td>
<td>13th March 2023</td>
</tr>
</tbody>
</table>

### Condition for Payment Release

Within thirty (30) days from the date of meeting the following conditions:

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.

### Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment

- Project Manager - Capacity Development of Local Governments

### Type of Contract to be Signed

- ✔ Purchase Order
- ✗ Contract for Professional Services

### Criteria for Contract Award

- ✔ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
- ✔ Full acceptance of the UNDP Contract General Terms and Conditions (GTC).

This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.

### Criteria for the Assessment of Proposal

#### Technical Proposal (70%)

- ✔ Firm’s qualification, capacity and experience 35.71%
- ✔ Proposed Methodology, Approach and Project Implementation Plan 35.71%
- ✔ Firm’s project management structure and expertise/experience of key personnel 28.58%

#### Financial Proposal (30%)

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:

- ✔ One and only one Service Provider
| Annexes to this RFP<sup>4</sup> | ☑ Form for Submission of Proposal (Annex 2)  
| | ☑ General Terms and Conditions / Special Conditions (Annex 3)<sup>5</sup>  
| | ☑ Detailed TOR  
| Contact Person for Inquiries (Written inquiries only)<sup>6</sup> | Ramanaish Katheravelu  
| | Learning and Knowledge Development Specialist  
| | ramaanaish.katheravelu@undp.org  
| | Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.  
| Other Information | This procurement process is being conducted through Online Tendering System of UNDP. Proposals submitted via email or by hard copies will not be accepted  

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<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.  
<sup>5</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>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.
FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL
(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)

[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;
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.

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7 This serves as a guide to the Service Provider in preparing the Proposal.
8 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/Stationery)

Financial Proposal to be submitted separately

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*

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Submission and approval of the inception report comprising methodology, tools and timeframe</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>2 Submission of first eight subject contents (Task 1) and five subject contents (Task 2) and validated by UNDP/CLG for digital content development</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>3 Submission of second eight subject contents (Task 1) and second five subject content (Task2) validated by UNDP/CLG for digital content development Submission of first 8 digital content (out of 16 from Task 1) and upload onto the 5 LMS and provision of user training to 5 public institutions Mobile Apps to access all digital contents stored in the LMS via industry standard protocol such as Tincan/xAP (Android OS)</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>4 Submission of second eight digital content (Task1) and 10 digital content (task 2) and upload onto the 5 LMS and provision of user training to 5 public institutions Submission of 10 digital contents (Task 2) and upload onto the 5 LMS and provide user training to 5 public institutions</td>
<td>20%</td>
<td></td>
</tr>
</tbody>
</table>

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Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes
Mobile Apps to access all digital contents stored in the LMS via industry standard protocol such as TinCan/xAPI (iOS)

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of Activity</th>
<th>Unit Type</th>
<th>No. of Units</th>
<th>Unit Rate [LKR]</th>
<th>Total Amount [LKR]</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Submission of 5 training Reports together with all Knowledge Products and relevant lesson plans</td>
<td></td>
<td></td>
<td></td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

*This shall be the basis of the payment tranches*

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

The financial proposal should satisfy the following:
The calculation of fees should indicate the Total Cost for an “all-inclusive” cost in Sri Lankan Rupees (LKR) for the following breakdowns, as per the TOR. The cost should be all inclusive covering all relevant locations and outputs indicated in TOR.

- 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.
- **All-inclusive cost in the Table A should tally the all-inclusive cost in the Table B**

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