



REQUEST FOR PROPOSAL (RFP) (RFP-BIOMASS-2022-81)

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Development of Real Time Google Transit Feed Specifications for Sri Lanka**.

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
9/26/2022

Description of Requirements

Context of the Requirement	<p>UNDP, Sri Lanka is assisting the Government to work towards a sustainable Sri Lanka building up institutional, legal, and individual capacities to respond to the effects of climate change as well as adherence to global commitments such as the Nationally Determined Contributions (NDCs) under the Paris Agreement.</p> <p>In this context, given its importance in effectively addressing the need for effective engagement in climate discussion, UNDP Sri Lanka in collaboration with the Ministry of Transport with modernization of the bus sector with higher quality bus service. One of the key components was the availability of freely and readily available real time information to users of the public transport and to the public.</p> <p>The General Transit Feed Specification (GTFS) is an internationally accepted standard to maintain public transport service information.</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 Development of Real Time Google Transit Feed Specifications for Sri Lanka
List and Description of Expected Outputs to be Delivered	<i>Please refer to Terms of Reference</i>
Person to Supervise the Work/Performance of the Service Provider	<i>Programme Coordinator (Energy & Waste), Climate and Environment Team</i>
Frequency of Reporting	<i>Please refer to Terms of Reference</i>
Progress Reporting Requirements	<i>Please refer to Terms of Reference</i>
Location of work	<i>As per the Terms of Reference</i>
Expected duration of work	4 months
Target start date	15 th October 2022
Latest completion date	27 th February 2023
Travels Expected	<i>As per the Terms of Reference</i>
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	<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.

involved in completing the services																									
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency [LKR] for local bidders & USD for international bidders																								
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><tr><th>Tranche</th><th>Deliverables</th><th>Percentage</th><th>Date</th></tr><tr><td>1st</td><td>Detailed system design and technical report describing the final solution and methodology</td><td>15%</td><td>4 weeks after signing of contract</td></tr><tr><td>2nd</td><td>GPS device modules developed for acquiring data from existing and new devices</td><td>20%</td><td>8 weeks after signing of contract</td></tr><tr><td>3rd</td><td>Development, Testing and Commissioning of the GTFS-rt System</td><td>40%</td><td>13 weeks after signing of contract</td></tr><tr><td>4th</td><td><ul style="list-style-type: none">• Training on Operation and Maintenance of the staff involved• Provision of training manuals, end user manuals, checklists• Project completion report• 6 months warranty for the deliverables including fixing of system issues, assisting training of staff and clarifications on technical and user documentation</td><td>15%</td><td>14 weeks after signing of contract</td></tr><tr><td>5th</td><td>Post Go-Live Confirmation</td><td>15%</td><td>15 weeks after signing of contract</td></tr></table> <p style="text-align: center;"><u>Condition for Payment Release</u></p> <p>Within thirty (30) days from the date of meeting the following conditions:</p> <p style="margin-left: 40px;">a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p style="margin-left: 40px;">b) Receipt of invoice from the Service Provider.</p>	Tranche	Deliverables	Percentage	Date	1 st	Detailed system design and technical report describing the final solution and methodology	15%	4 weeks after signing of contract	2 nd	GPS device modules developed for acquiring data from existing and new devices	20%	8 weeks after signing of contract	3 rd	Development, Testing and Commissioning of the GTFS-rt System	40%	13 weeks after signing of contract	4 th	<ul style="list-style-type: none">• Training on Operation and Maintenance of the staff involved• Provision of training manuals, end user manuals, checklists• Project completion report• 6 months warranty for the deliverables including fixing of system issues, assisting training of staff and clarifications on technical and user documentation	15%	14 weeks after signing of contract	5 th	Post Go-Live Confirmation	15%	15 weeks after signing of contract
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Person(s) to review/inspect/ approve outputs/completed services	Programme Coordinator (Energy & Waste), Climate and Environment Team																								

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.

and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <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 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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Firm's qualification, capacity and experience 25.00% <input checked="" type="checkbox"/> Proposed Methodology, Approach and Project Implementation Plan 46.43% <input checked="" type="checkbox"/> Firm's project management structure and expertise/experience of key personnel 28.57% <u>Financial Proposal (30%)</u> 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
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input checked="" type="checkbox"/> Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁶	<i>Name: Suranga Karavita</i> <i>Designation: Technical Coordinator</i> <i>Email: suranga.karavita@undp.org</i> <i>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.</i>
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

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ 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.

⁶ 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 PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[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, 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.

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/Stationery⁹)

[insert: Location]

[insert: Date]

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*

	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Detailed system design and technical report describing the final solution and methodology	10%	
2	GPS device modules developed for acquiring data from existing and new devices	20%	
3	Development, Testing and Commissioning of the GTFS-rt System	40%	
4	<ul style="list-style-type: none"> • Training on Operation and Maintenance of the staff involved • Provision of training manuals, end user manuals, checklists • Project completion report • 6 months warranty for the deliverables including fixing of system issues, assisting training of staff and clarifications on technical and user documentation 	15%	
5	Post Go-Live Confirmation	15%	
	Total	100%	

**This shall be the basis of the payment tranches*

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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.

Description of Activity	Unit Type	No. of Units	Unit Rate [LKR]	Total Amount [LKR]	Remarks
I. Personnel Services					
a. Software Architect					
b. Engineering Delivery Manager					
c. Transport Specialist					
d. Software Developer					
Add members if required					
II. Out of Pocket Expenses					
1. Travel cost (Travelling cost per Km and total (estimated as per proposal)					
2. Communication					
3. Accommodation					
4. Others, please specify					
III. Software					
a) Modules for GPS devices					
b) GTFS for Google Transit					
c) Add any other requirement and specify					
IV. Other Related Costs					
1. Testing and Commissioning					
2. Training on operation and maintenance					
3. After sales services					
4. Post Go-Live confirmation					
VII. Other Related Costs (Please specify)					
All-inclusive Total Cost					

- Payments will be based on invoices on achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification by the UNDP.
- 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]