

United Nations Development Programme



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Resilient nations.*

REQUEST FOR PROPOSAL

Establishment of a LongTerm Agreement (LTA) to provide digital product design, testing and development services to meet the needs of the UNDP nature, climate, and energy project portfolio.

RFP No.: RFP-NCE-006-2022

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):


- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to gef.procurement@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

DocuSigned by:

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Name: Paul Mwangi

Title: Procurement Analyst

Date: September 27, 2022

Approved by:

DocuSigned by:

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Name: Alfonso Buxens

Title: Procurement Advisor

Date: September 27, 2022

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
	2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

<p>4. Conflict of Interests</p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. Cost of Preparation of Proposal</p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. Language</p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>

8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal</p>

	<p>Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association.

	<p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified</p>

	<p>in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All</p>

	<p>copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p> <p>iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
<p>Email Submission</p>	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p>
<p>eTendering submission</p>	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:</p>

	http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal , Substitution , and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>

	<p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on</p>

	<p>a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsive ness of	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP</p>

Proposal	<p>without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
36. Award Criteria	<p>36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.</p>
37. Debriefing	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.</p>
38. Right to Vary	<p>38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the</p>

Requirements at the Time of Award	total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other	46.1 In the event that the Bidder offers a lower price to the host Government (e.g.

Provisions	<p>General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>
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Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time: 10:00 AM NY Time</p> <p>Date: October 4, 2022</p> <p>Venue : Zoom meeting (Zoom link will be shared with short listed bidders confirming their interest in attending)</p> <p>The UNDP focal point for the arrangement is:</p> <p>Mrs. Paul Mwangi</p> <p>E-mail: paul.mwangi@undp.org</p> <p>Bidders must send confirmation of their intention to attend the Pre-proposal conference no later than 24 hours before the meeting date.</p> <p>Minutes of the meeting will be prepared and circulated by UNDP to all shortlisted bidders</p>
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows:

			<p>Only applicable after Purchase Order (PO) / Contract signature on a project base and once the Long-Term Agreement (LTA) has been established.</p> <p>If the Contractor fails to render the agreed deliverables within the time period(s) stipulated by the PO/Contract, the Purchaser may, if deemed necessary and without the intention of penalizing the Contractor, and without prejudice to its other remedies under the contract, deduct from the agreed cost the equivalent of:</p> <p>Percentage of contract price per day of delay: 0.5%</p> <p>Max. number of days of delay 20, after which UNDP may terminate the contract.</p>
9	40	Performance Security	Further to establishment of the LTAs', UNDP may request performance security taking into consideration the context and specifics of each subsequent request/case in terms of requirements, estimated value of the project, related volume, the size, the location, etc.
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	4 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Paul Mwangi</p> <p>Address: BPPS / NCE Implementation Support Team</p> <p>E-mail address: gef.procurement@undp.org</p> <p>Only requests for clarifications should be sent to this email address.</p> <p>Any delay in UNDPs response shall not be used as a reason for extending the submission deadline, unless UNDP determines that such an extension is necessary and communicates a new submission deadline in writing to Bidder</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Posted directly to eTendering</p> <p>https://etendering.partneragencies.org;</p> <p>Proposers are advised to frequently check the above-mentioned website for any addenda/clarifications that may be posted.</p>
14	23	Deadline for Submission	As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.

			Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issues submitting your bid at the last minute, UNDP may not be able to provide any assistance.
14	22	Allowable Manner of Submitting Proposals	<p>e-Tendering</p> <p>For additional information on the UNDP e-tendering system and guidance on how to make use of the system please consult Resources for bidders United Nations Development Programme (undp.org)</p>
15	22	Proposal Submission Address	<p>https://etendering.partneragencies.org</p> <p>Business Unit: UNDP1 Event ID: 0000013743</p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Max. File Size per transmission: 45 MB. Financial Proposal must be submitted as a separate file encrypted with a password. Ensure none of the financial proposal data is disclosed in other documents of the submission. Please enter the price only as 1 USD in the system and upload financial proposal as password protected file. Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP. <p>Bidders are encouraged to check the attachment formats prior to submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software.</p>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>December 1, 2022</i>
19		Maximum expected duration of contract	The LTAs will be established for an initial period of 2 years with possibility for extension of 1+1 additional years subject to suppliers' performance review.
20	35	UNDP will award the contract to:	<p>One Proposer Only.</p> <p>In principle, it is UNDP's intention to award the resulting LTA contract to one proposer only. However, in the case that during the LTA implementation period business needs determine the need for the organization to rely on more than one vendor under this LTA, the</p>

			organization reserves the right to consider the establishment of a second LTA with the proposer that results ranked 2 nd as outcome of the RFP evaluation process. In case, a second vendor is added to the LTA framework based on business needs, UNDP may opt for either a secondary bidding modality to be in place among LTA holders, or, alternatively for a primary / secondary type of LTA arrangement to be in place.
21	39	Type of Contract	<p>Purchase Order, Contract Face Sheet and General Terms and Conditions for contracts (Goods and/or services)</p> <p><i>Call-offs will be issued from the resulting LTAs on an if/when required basis over the LTA 2+1+1-year validity period.</i></p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>General Terms and Conditions for contracts (Goods and/or services)</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
24		Other Information Related to the RFP	<p>IMPORTANT</p> <p>i. Bidders are reminded that as stated in the Terms of Reference (Section 5) bidders are required to submit technical and financial proposals in response to each of the Scenarios described in pages 33-35 of this RFP. Bidders shall, therefore, include 3 technical proposals as part of their submission in response to the RFP. Each of the 3 technical proposals will be evaluated separately by the evaluation team, always applying the technical evaluation criteria outlined in the table included in Section 4 of this RFP, to each Scenario. Equal weight will be assigned to each case Scenario.</p> <p>ii. Calculation of costs under Financial Proposals for RFP evaluation purposes.</p> <p>Bidders are requested to complete all Tables included In Section A and Section B of the Form G included in this RFP.</p> <p>In the table included in Section A, bidders are required to indicate the applicable rate (USD/person day) for each of the Level of Expertise indicated in the table.</p> <p>Bidders are requested to ensure that the Fee Rates quoted under the column titled "Fee Rate" in tables 1b, 2b and 3b in Section B of Form G, MATCH AND ARE EQUAL TO the respective applicable rates (USD / person day) that they have quoted in the table included in Section A. In case of disparity, UNDP will make use of the applicable rate (USD/person day) quoted by the bidder for each Level of Expertise in the table included in Section A, for RFP evaluation purposes.</p> <p>At the time specific needs originate, the corresponding ToRs will be shared with the LTA holder. The LTA holder will be asked to develop a simple approach, methodology and timeframe to deliver on each specific ToRs.</p>

			<p>Similarly, the LTA holder will be requested to develop a corresponding financial proposal.</p> <p>The rates per Level of Expertise provided by bidders as part of their financial proposal, submitted in response to this RFP (as reflected in table 'Rate per Key Expertise Position (s), In Section A in form G and in tables 1b, 2b and 3 b respectively in Section B) will be used as ceiling prices and benchmark pricing for any call-of request / contract that UNDP issues through the resulting LTA.</p> <p>Post Qualification Actions;</p> <p>UNDP may at its discretion conduct post qualification actions using one or more, or all the actions indicated below:</p> <ul style="list-style-type: none"> • Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted. • Verification of the affiliation / relationship of proposed CVs to the bidder. • Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or any other entity that might have done business with the Bidder, <p>Inquiry and reference checking with other previous clients on the quality of performance on ongoing or past contracts completed.</p>
25		Payment Terms ¹	<p>Payment to the awarded vendor will be processed upon completion of the assignment i.e., upon delivery of the services specified in the TORs applicable on a project/LTA call-off base, and upon the corresponding deliverables accepted and certified as satisfactorily completed by the appointed UNDP supervisor.</p>
26		Annexes to this RFP	<p><input checked="" type="checkbox"/> Section 6. Form A: Technical Proposal Submission Form (returnable)</p> <p><input checked="" type="checkbox"/> Section 6. Form B: Bidder Information Form (returnable)</p> <p><input checked="" type="checkbox"/> Section 6. Form D: Qualification Form (returnable)</p> <p><input checked="" type="checkbox"/> Section 6. Form E: Format of Technical Proposal (returnable)</p> <p><input checked="" type="checkbox"/> Section 6. Form F: Financial Proposal Submission Form (returnable)</p> <p><input checked="" type="checkbox"/> Section 6. Form G: Financial Proposal Form (returnable)</p>

¹ 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.

			Important: <i>Bidders are requested to note that Forms A through G in Section 6 are returnable forms which bidders are requested to complete and return as content to any submitted proposal.</i>
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Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form And a Certificate of Incorporation/ Business Registration
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
Certificates and Licenses	<ul style="list-style-type: none"> ▪ Quality Certificate (e.g., ISO9001, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any. ▪ Environmental Compliance Certificates (e.g. ISO 14001), Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures, if any. 	Copy of any corresponding certificate.

QUALIFICATION		
History of Non-Performing Contracts²	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 3 years of experience in the provision of services related to digital product design, testing and development	Form D: Qualification Form
	<p>Minimum 5 contracts of similar value, nature and complexity implemented over the last 3 years.</p> <p>At least one of the purchase orders / contracts shall be of an amount above U\$ 50,000.</p> <p>Each purchase order / contract shall clearly indicate the type and scope of services provided, contract amount, date, and customer's current contact details for references to be sought.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Form D: Qualification Form</p> <p>Plus, clients' contact details (name, telephone number, email) who may be contacted for further information on those contracts in table format and client statement of satisfactory completion requested under Form B.</p>
	Statement of Satisfactory Performance from 3 relevant Clients. Such statements shall be dated two months or later, before the deadline for submission of bids in response to this RFP.	
Financial Standing	<p>Minimum average annual turnover of USD 300,000 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

² Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Technical Evaluation Criteria

The overall evaluation score will be based on a combination of the technical score (max. 70%) and the financial offer (max. 30%).

The Technical Proposals will be evaluated on the basis of their responsiveness to the Terms of Reference (Section 5) and other documentation provided, applying the technical evaluation criteria outlined in the table below:

Bidders are reminded that as stated in the Terms of Reference (Section 5) bidders are required to submit technical and financial proposals in response to each of the Scenarios described in pages 33-35 of this RFP. Bidders shall, therefore, include 3 technical proposals as part of their submission in response to the RFP. Each of the 3 technical proposals will be evaluated separately by the evaluation team, always applying the technical evaluation criteria outlined in the table included in Section 4 of this RFP, to each Scenario. Equal weight will be assigned to each case Scenario.

Post Qualification Actions;

UNDP may at its discretion conduct post qualification actions using one or more, or all the actions indicated below:

- Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted
- Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or any other entity that might have done business with the Bidder,

Inquiry and reference checking with other previous clients on the quality of performance on ongoing or past contracts completed.

Only proposals that achieve at least 70% of the total points obtainable will be considered during the financial evaluation stage.

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	400
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	30
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> • Financial stability • Loose consortium, holding company or one firm • Age/size of the firm • Strength of project management support 	50

	<ul style="list-style-type: none"> • Project financing capacity • Project management controls 	
1.3	Relevance of specialized knowledge and experience on similar engagements done for: <ul style="list-style-type: none"> • Experience on Similar Programme / Projects. • Experience on Projects in relevant UNDP countries. • Work for UNDP/ major multilateral/ or bilateral programmes. 	80
1.4	Quality assurance procedures and risk mitigation measures	30
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 5 points -Organization is a member of the UN Global Compact -2.5 points -Organization demonstrates significant commitment to sustainability through some other means- 2.5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	10
Total Section 1		200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	60
2.2.	Ability to develop concepts from idea stage including identification of the critical assumptions and ways to validate those	70
2.3	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	80
2.4	Details on how the different service elements shall be organized, controlled and delivered	40
2.5	Availability to engage the various experts and cover the different types of requirements identified (relevant network and market knowledge)	70
2.6	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	30
2.7	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	20
2.8	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	30
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	60

3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		80
	- General Experience	20	
	- Specific Experience relevant to the assignment	20	
	- Training and capacity building experience	10	
	- Regional/International experience	20	
	- Language Qualifications	10	
3.2 b	Senior Expert(S)		140
	- General Experience	20	
	- Specific Experience in the area of specialization	75	
	- Training and capacity building experience	20	
	- Regional/International experience	20	
	- Language Qualifications	5	
3.2 c	Junior Expert (s)		30
	- General Experience	10	
	- Specific Experience relevant to the assignment	10	
	- Regional/International experience	5	
	- Language Qualifications	5	
3.3	EXTRA – Additional key experts		90
	Points obtained by each of the thematic areas covered with a key expert fulfilling the minimum requirements listed in the ToR. Additional points will also be given by each language covered by the experts (French, Spanish, Arabic, Portuguese and Chinese) as well as for demonstrated working experience in developing countries.		
Total Section 3			400

Since the Bidder's qualification, capacity and experience (Section 1 in table above) are NOT evaluated on a case scenario basis, there is no need for bidders to submit three responses incorporating narrative related to Section 1 in the table above. As indicated in Form E, one will suffice.

The proposed Key Personnel corresponding to Team Lead (3.2a), Senior Expert(s) (3.2 b) and Junior Expert(s) (3.2c) in the table above, will be evaluated for each of the three case scenarios described in the ToRs of this RFP. Bidders are required to indicate in their respective technical proposals submitted in response to each of the 3 case scenarios included in the RFP, who the proposed expert/s are. See form E, Format of Technical Proposal, for more detailed information

Bidders may assign more than one expert to each of the Key Personnel under each case scenario, as the purpose is to ensure that the proposed team of key personnel will be able to deliver the products and outputs required under each case scenario.

Financial Evaluation Criteria

Bidders are requested to complete all Tables included In Section A and Section B of the Form G included in this RFP.

In the table included in Section A, bidders are required to indicate the applicable rate (USD/person day) for each of the Level of Expertise indicated in the table.

Bidders are requested to ensure that the Fee Rates quoted under the column titled "Fee Rate" in tables 1b, 2b and 3b in Section B of Form G, MATCH AND ARE EQUAL TO the respective applicable rates (USD / person day) that they have quoted in the table included in Section A. In case of disparity, UNDP will make use of the applicable rate (USD/person day) quoted by the bidder for each Level of Expertise in the table included in Section A, for RFP evaluation purposes.

At the time specific needs originate, the corresponding ToRs will be shared with the LTA holder. The LTA holder will be asked to develop a simple approach, methodology and timeframe to deliver on each specific ToRs. Similarly, the LTA holder will be requested to develop a corresponding financial proposal.

The rates per Level of Expertise provided by bidders as part of their financial proposal, submitted in response to this RFP (as reflected in table 'Rate per Key Expertise Position (s), In Section A in form G and in tables 1b, 2b and 3 b respectively in Section B) will be used as ceiling prices and benchmark pricing for any call-of request / contract that UNDP issues through the resulting LTA.

Section 5. Terms of Reference

1. Project Background

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work is carried out through a network of advisors and specialists located at HQ, Regional, and Country Office levels, to ensure that local knowledge and context-specific expertise are linked to cutting-edge global perspectives and advocacy. In this context, UNDP provides its policy advisory and programme support functions through the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains, in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan. Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policies and guidance to support the results of UNDP's Strategic Plan and works closely with the Crisis Bureau (CB) which has the responsibility to guide and implement UNDP's corporate crisis-related strategies and vision for crisis prevention, response, and recovery. The Nature, Climate and Energy Team as part of the GPN, supports countries to promote and scale up integrated whole-of-governance approaches and nature-based solutions that reduce poverty and inequalities, strengthen livelihoods and inclusive growth, mitigate conflict, forced migration, and displacement, and promote more resilient governance systems that advance linked peace and security agendas.

The NCE Team works with governments, civil society, and private sector partners to integrate natural capital, environment, and climate concerns into national and sector planning and inclusive growth policies; support country obligations under Multilateral Environmental Agreements; and implement the UN's largest portfolio of in-country programming on the environment, climate change, and energy. This multi-billion dollar portfolio encompasses Biodiversity and Ecosystem Services including forests; Sustainable Land Management and Desertification including food and commodity systems; Water and Ocean Governance including SIDS; Climate Change Mitigation and Adaptation; Renewable and Modern Energy; Extractive Industries; Chemicals and Waste Management; Environmental Governance and Green/Circular Economy and SCP approaches. This work advances crosscutting themes on innovative finance, digital transformation, capacity development, human rights, gender equality, health, technology, and South-South learning.

UNDP has embarked upon a series of transformational efforts across its policy and programme, operational, and external relations areas under the auspices of a “#NextGenUNDP” effort. The organization is aiming to digitally transform itself in order to catalyze action for the achievement of the Strategic Plan. In line with the Digital Strategy 2022-2023, the NCE Team embarked on a road to accelerate digital transformation in collaboration with the Chief Digital Officer in the Executive Office, bringing digital technologies and data into different levels of decision-making processes and programming within the portfolio.

2. Specific Objectives

Within this overall background, UNDP is seeking the service of a service provider to support the NCE on digital product design, testing, and development. The awarded contractor is expected to support the full cycle of digital product design and testing including needs assessment, feature list development and prioritization, and development and user testing of mockups, prototypes, and MVPs. The company should also have the capacity to prepare and facilitate all workshops necessary to accompany this process. Support will be provided to all product exploration efforts across the portfolio, as well as to specific projects, including but not limited to the Payment for Ecosystem Services, Certification and Carbon Registry.

UNDP aims to establish a Long-Term Agreement (LTA) with a reliable and value-adding service provider to support the achievement of its goals. Once the LTA is established, call-offs will be issued throughout the LTA life span on a need basis. It is expected that the volume/budget for the services required under each specific project/request will vary from 20,000 USD/service to 200,000 USD/service approximately. UNDP's estimate is that the total annual value of services to be contracted through the resulting LTA can be in the U\$ 300,000 – US 1 Mio range.

3. Scope and Expected Outputs

The consultancy services are required to support UNDP in:

- Design digital products as solutions to problems faced by NCE portfolio projects in multiple countries,
- Conduct user research to define product requirements, core features, and their prioritization,
- Develop mockups, click dummies, wireframes, prototypes, and MVPs needed for quick and low-cost testing of the digital solutions,
- Test developed prototypes with users, incorporate feedback and iterate with fast learning cycles,
- Develop roadmaps for product development according to learnings from prototyping cycles.

The scope of services may include but is not limited to the below. The specific details will be available on a project basis and related to the final needs, location, and/or context.

1. **Product design**
 - i. User needs research
 - ii. Feature definition and prioritization
 - iii. Product requirements definition
2. **Prototyping**
 - i. Mockups
 - ii. Wireframes
 - iii. Other digital prototyping modalities
3. **Project management**
 - i. Full cycle project management
4. **Product management**
 - i. Translation of the user research into product requirements and features

- ii.Product roadmap definition
 - iii.Product roadmap execution
- 5. **UX/UI**
 - i.UX/UI research
 - ii.UX/UI development
- 6. **Software development**
 - i.Front-end (mobile apps, web development, etc.)
 - ii.Back-end (DB, system logic, etc.) - *optional*

4. Location

UNDP supports governments and other partners all over the world. As reflected in the Case Scenarios included in the RFP, the request for services to be provided through the resulting LTA can originate in any of these countries. However, it is envisaged that the design, testing and development of the needed digital products, as per the RFP/LTA scope will not necessarily require onsite location. It is, therefore expected that the services under the LTA can be provided remotely from home base, possibly with the need to communicate with users/beneficiaries/stakeholders located on site.

5. Approach and Methodology – Case scenarios

As part of the technical proposal, bidders shall describe the approach, methodology, tools, and resources for the implementation of the 3 case scenarios described in this section. They are also expected to cost their proposed implementation of the three scenarios described as part of their financial proposals, and following the indications provided in this RFP.

If there is information missing from the brief description of the case scenarios that shall be required to develop the case study, bidders are expected to make a reasonable assumption and outline it at the beginning of the case.

Project Management is expected to be covered by in-house expertise. However, the technical expertise can be outsourced (subcontracts or special arrangements).

It should be noted that the number of person-days, indicated for each Case Scenario is indicative only and serves to provide a reference on the level of detail and scope of work expected.

When developing their technical and financial proposals in response to each of the three case scenarios included in the RFP, bidders are expected to envisage that the scope of services required under each scenario will be conducted remote / from home base. While there may be an expected iteration with UNDP Country Offices, beneficiary groups / organizations, other stakeholders, etc. it is expected that such will be managed remote through virtual communication means.

Bidders are required to submit three technical proposals and to reflect as well, in their financial proposals (Form G), the cost of each of the three financial proposals corresponding to the case scenarios described in the ToRs of this RFP, as outlined below:

Case scenario 1 – Digital solution to facilitate collection of ground data

UNDP Country Office of Ecuador is running a program that requires the collection of the farmers' data on the ground. The necessary data includes personal information about the farmers (ID, name, household size, etc.), land title documentation, farm coordinates and outline, and the outline of the forest on the farm.

Currently, the collection of this data is paper-based and done by government representatives on the ground. However, some of the farmers are in very hard-to-reach locations and manual collection is very costly, slow, and prone to errors.

UNDP is working with the government of Ecuador on building a digital solution for the collection of the farmers' data on the ground. The solution should enable governmental representatives to collect data faster while reducing errors as well as giving farmers a direct way to provide information to the program without a need to wait for a governmental representative.

The services required are to design and test with users a digital solution to facilitate the collection of the ground data by local representatives or farmers themselves and make the collected data available to UNDP Country Office program managers.

There are a lot of existing open-sourced solutions in this space that need to be considered and used as much as possible to avoid replication of the efforts.

It is also important to note that the farmers are in very rural areas where internet coverage is poor and have very limited access to and knowledge of digital technologies. While the full product design and development should be implemented remotely. Interviews with relevant local stakeholders will be facilitated by UNDP and conducted via video calls.

The estimated required efforts are approx. 60 person-days and the expected project deliverables include:

- D1. Comprehensive list of technical requirements for the system
- D2. List of the core features and their prioritization
- D3. Analysis of existing open-source solutions and their fit for purpose
- D4. Mockup of the front end and back end
- D4. Product development roadmap

Case scenario 2 – Cocoa Supply Chain Traceability

According to a new European Commission law only cocoa that is certified as deforestation-free, meaning no forest was cut to produce that cocoa, will be eligible for purchasing by EU countries. To facilitate the process of certification of cocoa produced by farmers in West Africa UNDP is tasked with building a digital system that will allow physical traceability of goods from farmers to buyers.

UNDP is seeking support in understanding and mapping the supply chain and designing a physical traceability system, analyzing available technologies, choosing the best-suited ones, prototyping the solution and testing it with the users, and building a scalable product development roadmap.

The system will be developed based on input from 3 different countries in West Africa. The full design and development cycle is expected to be done remotely. Required interviews and consultations with relevant local stakeholders will be facilitated by UNDP and conducted via video conference calls.

The estimated required efforts are 300 person-days and the expected project deliverables include:

- D1. System map and comprehensive list of requirements
- D2. Research of existing and emerging technologies that can achieve the system goals
- D3. Iteratively developed MVP of the solution
- D4. Full product development roadmap

Case scenario 3 – Carbon registry platform

Digital systems are an important technological element of The Paris Agreement to enable transparency and credibility to the Nationally Determined Contributions (NDCs) reporting, as well as to enable countries to trade carbon credits or mitigation outcomes effectively in order to secure finance for climate change mitigation as per Article 6. While host countries and international communities are preparing the ground, a collective lift-off on the digital system is needed to accelerate implementation.

In order for countries to engage in Article 6.2 cooperative approaches or other forms of carbon trading, each country will require access to a carbon registry. National registries are the preferred option of most countries to issue, record, and retire carbon units in a transparent manner, while keeping the overall carbon inventory aligned with the NDC targets.

Given that many beneficiary countries will be embarking on journeys to create or upgrade national MRV systems and carbon registries, which require similar features to adhere to the Paris Agreement and subsequent guidance, UNDP sees a unique opportunity to cooperatively create a reusable, open-source, digital systems with countries. This can be approached with a Digital Public Good lens-- by creating open source, interoperable and modular options for core elements of the necessary digital ecosystem based on past and ongoing support to countries and continuing to build on the central code base, the overall technological infrastructure will develop faster in a more cost-effective way, using the most updated technological options and with enhanced cross-pollination across countries and regions.

UNDP is seeking support in the design, development, and rolling out of the MRV and carbon registry system in at least 5 countries.

The full design and development cycle is expected to be done remotely. Required interviews and consultations with relevant local stakeholders will be facilitated by UNDP and conducted via video conference calls.

The estimated required efforts are approx. 600 person-days and the expected project deliverables include:

- D1. Core system requirements based on research in at least 5 countries
- D2. Product development and rollout roadmap
- D3. Iterative full product development (PoC, MVP, etc.)

- D4. The product rolled out in at least 5 countries

6. Key Performance Indicators and Service Level

The LTAs will be established for an initial period of 2 years with possibility for extension of 1+1 additional years subject to suppliers' performance review.

Supplier performance review will be applied to the areas which are listed below:

- Performance evaluation of contracts called-off through the LTA framework considering:
 - Delivery of the required services on time
 - Error-free provision of services
 - Quality of the services provided, in terms of end user satisfaction
 - Accuracy and timeliness of reporting
 - Due communications in time
 - Error-free documentation

7. Institutional Arrangement, Governance and Accountability

UNDP intends to establish one only LTA with a recommended bidder, following the evaluation method and award criteria stated in this RFP.

At the time specific needs originate, the corresponding ToRs will be shared with the LTA holder. The LTA holder will be asked to develop a simple approach, methodology and timeframe to deliver on each specific ToRs. Similarly, the LTA holder will be requested to develop a corresponding financial proposal.

Important: The rates per Level of Expertise provided by bidders as part of their financial proposal, submitted in response to this RFP (as reflected in table 'Rate per Key Expertise Position (s), In Section A in form G) will be used as ceiling prices and benchmark pricing for any call-of request / contract that UNDP issues through the resulting LTA.

8. Professional Qualifications of the Successful Contractor and its key personnel

Project Team Members:

Project Management is expected to be covered by inhouse personnel. The technical expertise and/or regional/local presence can be outsourced (subcontracts or special agreements).

At least 2 out of the Key Experience Positions with relevant experience in digital product design and development providing the services indicated under Section 5 shall be inhouse.

It is expected that the key experts included in the proposal can provide the services to fulfill the requirements listed in the case scenarios described in the RFP. Additional points will be given to the extra digital solutions/thematic areas that can be covered by the bidder.

N.	LEVEL OF EXPERTISE	Expected Scope of Expertise	Min. years of working Expertise
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1	Key Experience Position 1 (Director/Partner/Principal (S), equivalent)	Extensive experience in their specialist field, in which they are nationally or internationally renowned as an expert. Extensive experience in leading or directing major, complex and business/critical projects, bringing genuine strategic insight.	15+
2	Key Experience Position 2 (Senior Manager (S), equivalent)	Substantial experience in their specialist field and in a consultancy role. Previous experience in project management on at least five projects.	10+
3	Key Experience Position 3 (Manager (S), equivalent)	Substantial experience in their specialist field and in a consultancy role. Previous experience in project management on at least five projects.	7+
4	Key Experience Position 4 (Senior Consultant, equivalent)	Substantial experience in their specialist field and in consultancy/training role. Previous experience in project management and working in a wide range of high quality and relevant projects.	5+
5	Key Experience Position 5 (Junior Consultant, equivalent)	Notable experience and in-depth knowledge in their specialist field. Evidence of a wide range of consultancy projects and client facing experience.	2-5

Key Technical Experts: The technical experts can either be inhouse or subcontracted. The following technical experts are required:

N.	Key Technical Expertise	Background	Minimum expertise	Minimum languages
1	Human-centered design	Advanced university degree in the areas of Engineering, Computer science, Product Design, Design or similar	At least 3 years of working experience in human-centered design consulting including user research, needs identification and solutions ideation	English
2	Product design	Advanced university degree in the areas of Engineering, Computer science, Product Design, Design or similar	At least 3 years of working experience in product design	English
3	Prototyping	Advanced university degree in the areas of Engineering, Computer science, Product Design, Design or similar	At least 3 years of working experience in digital products prototyping including mockups, wireframes, and other prototyping modalities	English
4	UX/UI	Advanced university degree in the areas of Engineering, Computer science, Product Design, Design or similar	At least 3 years of working experience in designing and implementing user centered UX/UI for a variety of digital products including but	English

			not limited to mobile apps and web applications	
5	Project Management	Advanced university degree in the areas of Engineering, Computer science, Management or similar	At least 3 years of working experience in full cycle management of digital product development	English
6	Product Management	Advanced university degree in the areas of Engineering, Computer science, Product Design, Design or similar	At least 3 years of working experience in full cycle digital products development	English
7	Front End development	Advanced university degree in the areas of Engineering, Computer science, or similar	At least 3 years of working experience in Front End technologies such as web, mobile and app development	English
8	Back End development	Advanced university degree in the areas of Engineering, Computer science, or similar	At least 3 years of working experience in developing products using technologies such as IoT, AI/ML, blockchain, GIS	English

Languages: English is the main language required for this LTA, having in-house capacities to work in Spanish, French, Arabic, and Portuguese are an asset. Professional experience accumulated in developing countries will also be considered an asset. See Section 3.2 d in the Evaluation table, Section 4 in the RFP.

Price and Schedule of Payments

The **financial proposal** is divided into two sections (refer to *Form G: Financial Proposal Form*):

1. **Section A. Rates per key Experience Position (s):** Bidders are requested to complete the table titled "Rate per key experience position (s)" included in the Section A of Form G. In this table, bidders shall indicate the maximum applicable daily rates of the different levels of expertise. The rates will be considered as ceiling rates in the LTA and will be the reference for future projects:
2. **Section B. Project-based financial proposal:** Bidders are requested to complete the tables provided in Section B of *Form G: Financial Proposal Form* with the details of the resources deployed for each case study. Important. Bidders are required to take note of footnotes, notes, content of drop-down menus and other instructions indicated in Form G.

Please Note: the Financial Proposal Form must be submitted as a separate file encrypted with a password. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical Evaluation as per the criteria established and disclosed in the solicitation document. The Proposer shall assume the responsibility for not encrypting the financial proposal.

DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS IN E-TENDERING. YOU MUST PUT PRICE AS 1 IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.

Under each case study, bidders are requested to indicate the resources that the bidder would use to complete the services (e.g., professional resources and fees, inclusive of overheads and any other related costs) Bidders shall assume that for the case scenarios where workshop or training may need to be conducted, UNDP will provide (or pay for) venue, catering and other logistical arrangements.

The actual Purchase Order/contract and subsequent payments will be based on the specific project requirements and related awarded offer for the specific case.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____ **[Stamp with official stamp of the Bidder]**

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Please provide additional documentation to evidence fulfilment of the minimum qualification criteria stated in Section 4 in the RFP (in the form of copies of earlier contracts, client confirmation of satisfactory / timely delivery of relevant contracts awarded in the past, etc.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from three relevant clients.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			

Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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

1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
2. Historic financial statements must be audited by a certified public accountant;
3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Bidders are reminded that they are expected to develop and submit a technical proposal in response to each of the three case scenarios described in the RFP ToRs. These separate/individual technical proposals shall cover each Section 2 and Section 3 for EACH of the case scenarios described in the ToRs and shall be identified accordingly to simplify the RFP evaluation process.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

Note. Since this section is bidder/firm and not case scenario specific, bidders are only expected to include it once in their final proposals.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project (for each case scenario), keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain how the experts and thematical areas will be covered and how the company and experts are aligned with the marked developments based on the networks and market knowledge. Please complete the matrix below:

Name of Expert	Referenced managerial / technical expertise	Languages	Background/Experience and confirmation of CV availability in the submitted proposal

- 2.4 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.5 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.6 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.7 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.8 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.
- 3.3 The Key Personnel positions of Team Lead (3.2a), Senior Expert(s) (3.2 b) and Junior Expert(s) (3.2c), in the evaluation table in Section 4 of the RFP will be evaluated for each of the three case scenarios described in the ToRs of this RFP. Bidders are required to indicate in their respective technical proposals submitted in response to each of the 3 case scenarios included in the RFP, who the proposed expert/s are for each of these positions and include their corresponding CVs. **Bidders may assign more than one expert to each of the Key personnel under each case scenario, as the purpose is to ensure that the proposed team of key personnel will be able to deliver the products and outputs required under each case scenario.**

Bidders are required to complete the following table FOR EACH CASE SCENARIO, for each of the names proposed under each of the three Key Personnel positions named above

Name	Technical Title / Expertise	Proposed position/Role as Key Personnel (i.e. Team Lead, Senior Expert, Junior Expert)
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.

3.4 The positions corresponding to Additional Key Experts (3.3) in the evaluation table in Section 4 will be evaluated based on the pool of CVs that the bidder will submit to demonstrate that it can cover the key technical expertise indicated in the Table Key Technical Experts in Page 36. These are not case scenario specific. Bidders are required to summarize this information in the table below

Name of expert / in CV	Technical expertise covered (select from the table titled Key Technical Experts in pages 36 and 37 of these ToRs). Please remember to include the corresponding CV in your technical proposals

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>

	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form (must be submitted as a separate file encrypted with a password. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical Evaluation as per the criteria established and disclosed in the solicitation document. The Proposer shall assume the responsibility for not encrypting the financial proposal)

DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS IN E_TENDERING. YOU MUST PUT PRICE AS 1 IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form (must be submitted as a separate file encrypted with a password. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical Evaluation as per the criteria established and disclosed in the solicitation document. The Proposer shall assume the responsibility for not encrypting the financial proposal)

DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS IN E_TENDERING. YOU MUST PUT PRICE AS 1 IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Section A. Rate per Key Experience Position (s)

These rates will be considered as LTA maximum/ceiling rates under the LTA and will be the reference for the future projects³:

Indicated Rates shall be interpreted as all inclusive (i.e. including overhead and administrative costs applicable)

N.	Level of expertise	Minimum years of working Expertise	Rate (USD/person-day)
1	Key Experience Position 1 (Director/Partner/Principal (S), equivalent)	15+	
2	Key Experience Position 2 (Senior Manager (S), equivalent)	10+	
3	Key Experience Position 3 (Manager (S), equivalent)	7+	
4	Key Experience Position 4 (Senior Consultant, equivalent)	5+	
5	Key Experience Position 5 (Junior Consultant, equivalent)	2-5	

³ Please refer to Sections ToR and Bid Data Sheet in this RFP for more detailed information on how UNDP will conduct the evaluation of financial proposals received in response to this RFP.

Section B. Project based financial proposal:

Under each of the 3 case scenarios included in the RFP, bidders are requested to indicate the resources that the bidder would use to complete the services (e.g., professional resources and fees, inclusive of travel, living allowances, taxes, insurances related to health, security or travel, etc.). Bidders shall assume that for the case scenarios where workshop or training will be conducted, UNDP will provide (or pay for) venue, catering and other logistical arrangements.

Summary of Overall Prices

	Amount(s)
Total Amount Case Scenario 1 (from Table 1.a)	
Total Amount Case Scenario 2 (from Table 2.a)	
Total Amount Case Scenario 3 (from Table 3.a)	
Total Amount of Financial Proposal	

Case Scenario 1 – Digital solution to facilitate collection of ground data by local representatives of farmers

Table 1.a: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 1.b)	
Other Costs (from Table 1.c)	
Total Amount Case Scenario 1	

Table 1.b: Breakdown of Professional Fees

These will correspond to the addition of all personnel and experts assigned by the bidder to deliver the products and outputs described in scenario 1 described in the Section ToRs in the RFP.

Name	Proposed position/Role ⁴	Matching Equivalent under table in Section A. Rate per key Experience Position (s) ⁵	Fee Rate ⁶	No. of Days	Total Amount
			A	B	C=A+B
		Choose an item.			
		Choose an item.			
		Choose an item.			
		Choose an item.			
		Choose an item.			
Subtotal Professional Fees:					

Note. Insert more lines to table above if needed. IMPORTANT. See and Note Footnotes 4 to 6 below when completing the table.

Table 1.c: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

⁴ These can either refer to role expected to be played by the proposed expert, such as project direction / management, quality assurance, etc. or to the specific technical capacity that the given expert will contribute with (i.e. software development expert, content designer, etc). **Important:** For evaluation purposes, it is necessary that the bidder identifies each of these proposed positions / roles to the 4 Key Personnel Options indicated under Section 3.2 and 3.3 “Management Structure and Key Personal” under the Evaluation Table in Section 4 in the RFP. This can be done, for example by indicating the matching proposed position / role within brackets in this column (for example Software Engineer (Senior Expert) or Human Centered Designer (Additional Key Expert), etc.

⁵ IMPORTANT Bidders are required to match each proposed position/role to one of the key experience positions that are listed under the table titled Rate per key Experience Position, detailed in Section A of Form G in the RFP.

⁶ IMPORTANT Bidders are requested to ensure that the Fee Rates quoted under the column titled “Fee Rate” in tables 1b, 2b and 3b in Section B of Form G, MATCH AND ARE EQUAL TO the respective applicable rates (USD / person day) that they have quoted in the table included in Section A. In case of disparity, UNDP will make use of the applicable rate (USD/person day) quoted by the bidder for each Level of Expertise in the table included in Section A, for RFP evaluation purposes.

NOTE: It is expected that bidders shall be able to conduct the scope of services required under each case scenario from home base. Therefore, generally, it is not foreseen that additional costs to applicable professional fees will apply.

Table 1.d: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				

Case Scenario 2 – Cocoa Supply Chain Traceability

Table 2.a: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2.b)	
Other Costs (from Table 2.c)	
Total Amount Case Scenario 2	

Table 2.b: Breakdown of Professional Fees

These will correspond to the addition of all personnel and experts assigned by the bidder to deliver the products and outputs described in scenario 2 described in the Section ToRs in the RFP.

Name	Proposed position/Role ⁷	Matching Equivalent under table in Section A. Rate per key Experience Position (s) ⁸	Fee Rate ⁹	No. of Days	Total Amount
			A	B	C=A+B
		Choose an item.			
		Choose an item.			
		Choose an item.			
		Choose an item.			
		Choose an item.			
Subtotal Professional Fees:					

Note. Insert more lines to table above if needed. IMPORTANT. See and Note Footnotes 4 to 6 below when completing the table.

Table 2.c: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

⁷ These can either refer to role expected to be played by the proposed expert, such as project direction / management, quality assurance, etc. or to the specific technical capacity that the given expert will contribute with (i.e. software development expert, content designer, etc). **Important:** For evaluation purposes, it is necessary that the bidder identifies each of these proposed positions / roles to the 4 Key Personnel Options indicated under Section 3.2 and 3.3 “Management Structure and Key Personal” under the Evaluation Table in Section 4 in the RFP. This can be done, for example by indicating the matching proposed position / role within brackets in this column (for example Software Engineer (Senior Expert), or Human Centered Designer (Additional Key Expert), etc.

⁸ IMPORTANT Bidders are required to match each proposed position/role to one of the key experience positions that are listed under the table titled Rate per key Experience Position, detailed in Section A of Form G in the RFP.

⁹ IMPORTANT Bidders are requested to ensure that the Fee Rates quoted under the column titled “Fee Rate” in tables 1b, 2b and 3b in Section B of Form G, MATCH AND ARE EQUAL TO the respective applicable rates (USD / person day) that they have quoted in the table included in Section A. In case of disparity, UNDP will make use of the applicable rate (USD/person day) quoted by the bidder for each Level of Expertise in the table included in Section A, for RFP evaluation purposes.

NOTE: It is expected that bidders shall be able to conduct the scope of services required under each case scenario from home base. Therefore, generally, it is not foreseen that additional costs to applicable professional fees will apply.

Table 2.d: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				

Case Scenario 3 – Carbon registry platform

Table 3.a: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 3.b)	
Other Costs (from Table 3.c)	
Total Amount Case Scenario 3	

Table 3.b: Breakdown of Professional Fees

These will correspond to the addition of all personnel and experts assigned by the bidder to deliver the products and outputs described in scenario 3 described in the Section ToRs in the RFP.

Name	Proposed position/Role ¹⁰	Matching Equivalent under table in Section A. Rate per key Experience Position (s) ¹¹	Fee Rate ¹²	No. of Days	Total Amount
			A	B	C=A+B
		Choose an item.			
		Choose an item.			
		Choose an item.			
		Choose an item.			
		Choose an item.			
Subtotal Professional Fees:					

Note. Insert more lines to table above if needed. IMPORTANT. See and Note Footnotes 4 to 6 below when completing the table.

Table 3.c: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

¹⁰ These can either refer to role expected to be played by the proposed expert, such as project direction / management, quality assurance, etc. or to the specific technical capacity that the given expert will contribute with (i.e. software development expert, content designer, etc). **Important:** For evaluation purposes, it is necessary that the bidder identifies each of these proposed positions / roles to the 4 Key Personnel Options indicated under Section 3.2 and 3.3 “Management Structure and Key Personal” under the Evaluation Table in Section 4 in the RFP. This can be done, for example by indicating the matching proposed position / role within brackets in this column (for example Software Engineer (Senior Expert) or Human Centered Designer (Additional Key Expert), etc.

¹¹ IMPORTANT Bidders are required to match each proposed position/role to one of the key experience positions that are listed under the table titled Rate per key Experience Position, detailed in Section A of Form G in the RFP.

¹² IMPORTANT Bidders are requested to ensure that the Fee Rates quoted under the column titled “Fee Rate” in tables 1b, 2b and 3b in Section B of Form G, MATCH AND ARE EQUAL TO the respective applicable rates (USD / person day) that they have quoted in the table included in Section A. In case of disparity, UNDP will make use of the applicable rate (USD/person day) quoted by the bidder for each Level of Expertise in the table included in Section A, for RFP evaluation purposes.

NOTE: It is expected that bidders shall be able to conduct the scope of services required under each case scenario from home base. Therefore, generally, it is not foreseen that additional costs to applicable professional fees will apply.

Table 3.d: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				