



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: 31 Oct, 2022
	REFERENCE: RFP-CHN-2022-026

Dear Sir / Madam:

We kindly request you to submit your Proposal for **the Research on Teaching Methods for Hydrogen Vocational Education** to the “UNDP and ‘Guangdong-Hongkong-Macao’ Greater Bay Area Hydrogen Economy Vocational College Demonstration Project”.

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

Proposals may be submitted on or before Monday, November 14, 2022(BJS) and via email bids.china@undp.org.

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

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Ge Yunyan
Operations Manager
10/31/2022

Description of Requirements

Context of the Requirement	<i>Research on the Teaching Methods for Hydrogen Vocational Education for the “UNDP and ‘Guangdong-Hongkong-Macao’ Greater Bay Area Hydrogen Economy Vocational College Demonstration Project ”</i>		
Brief Description of the Required Services ¹	To investigate the teaching methods of hydrogen related courses set up in domestic and foreign colleges, training institutions, and enterprises to provide reference for the formulation of appropriate teaching methods for the project. And to design appropriate teaching methods for hydrogen vocational education programmes.		
List and Description of Expected Outputs to be Delivered	Deliverables	Target Due Dates	Review and Approvals
	1. Submission of the inception report in Chinese for the investigation report and teaching method design, including the work plans.	Within 1 week of contract issuance	Review and confirm of acceptance by the Implementation Partner staff and Hydrogen Economy Portfolio of UNDP China
	2. Submission of the first draft of the investigation report in Chinese (based on research on the current situation and future plans, if relevant, of no less than 5 schools) and the framework of the teaching method design in Chinese.	Within 4 weeks of contract issuance	Review and confirm of acceptance by the Implementation Partner staff and Hydrogen Economy Portfolio of UNDP China
	3. Submission of the final drafts in both English and Chinese the investigation report and teaching method design.	Within 9 months of contract issuance	Review and confirm of acceptance by the Implementation Partner staff and Hydrogen Economy Portfolio of UNDP China
Please find details in TOR, Annex6			

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

Person to Supervise the Work/Performance of the Service Provider	<i>UNDP China/Programme Manager of the Hydrogen Economy Portfolio</i>
Frequency of Reporting	<i>Bi-weekly report during the contract period</i>
Progress Reporting Requirements	Tel-conference and phone communication
Location of work	<input checked="" type="checkbox"/> remote
Expected duration of work	9 months
Target start date	15 Dec 2022
Latest completion date	15 Oct 2023
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> CNY, Renminbi Yuan Only
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	<p>First installment: 20% upon submission of the inception report in Chinese for the investigation report and teaching method design, including the work plans.</p> <p>Second installment: 40% upon the satisfactory completion of the first draft of the investigation report in Chinese (based on research on the current situation and future plans, if relevant, of no less than 5 schools) and the framework of the teaching method design in Chinese.</p> <p>Third installment: 40% upon the satisfactory completion of the final drafts in both English and Chinese the investigation report and teaching method</p>

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

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

	design.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Goods and/or Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest combined score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%) with minimum passing score at 70%</u> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 25% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25% <u>Financial Proposal (30%)</u> To be computed as a ratio of the proposal' s offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>UNDP China/Programme Manager of the Hydrogen Economy Portfolio</i>
Contact Person for Inquiries (Written inquiries only) ⁵	<i>UNDP China Office Procurement Unit</i> <i>bids.china@undp.org</i> Attention: Quotations shall be submitted to this address: bids.china@undp.org. Otherwise, offer shall be disqualified. Any delay in UNDP' s response shall be not used as a reason for

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

⁵ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

	extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Method of submission	<input checked="" type="checkbox"/> Format: One PDF file only. Please merge your proposals into one PDF for submission. <input checked="" type="checkbox"/> All files must free of viruses and not corrupted. <input checked="" type="checkbox"/> Max.File Size per transmission: [5M]
Other Information <i>[pls. specify]</i>	

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

Beijing, China

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider (maximum obtainable points:20 points)

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; Requirement: The company should have at least 2 years of experience in the field of new energy development, the automotive industry, or other relevant field; preferably related to the hydrogen, fuel cells, education and training, or related human resources and social security topics.(3 points)*
- b) Business Licenses which covers technical services, technical consultancy services, technical training, conference service, or a related field. (3 points)*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. financial quick ratio should be equal or higher than 1;(3 points).*
- d) Track Record – Please fill the below forms and provide at least two clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;(4 points)*

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

- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (4 points)*

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

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

f) Written Self-Declaration (please find the details in Annex 5) that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.(3 points)

B. Proposed Methodology for the Completion of Services (maximum obtainable points: 25 points)

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

- a) The Service Provider must describe how it will address/deliver the demands of the RFP. (10points).*
- b) The Service Provider must provide reasonable implementation plan indicating the detailed sequence of activities that will be undertaken and their corresponding timing and reporting time. (10 points)*
- c) The Service Provider must provide quality assurance mechanisms. (5 points)*

C. Qualifications of Key Personnel (maximum obtainable points: 25 points)

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

- a) At least 4 CVs demonstrating qualifications and experiences of key personnel must be submitted. The key personnel for the required service should include at least 1 project manager, 3 senior researchers. The project team should also include 4 junior researchers or supporting officers (Please use the template in Annex 4, where detailed requirements of each key personnel are elaborated).*
- b) Maximum of 7 points for the Project Manager; maximum 18 points for the 3 senior researchers.*
- c) Please elaborate the details if additional research support will be proposed. If additional research support is proposed by the bidder, please submit the CVs of the additional research support team for reference only. No points for technical evaluation will be given to the additional research support team.*

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL

Bidders are required to provide cost breakdown in Chinese Yuan (CNY) in the following table D with authorized signature and official stamp.

D. Cost Breakdown by Cost Component

This form needs to be provided in a separate PDF and with a password

I. Deliverable 1: Submission of the inception report in Chinese for the investigation report and teaching method design, including the work plans.				
Description of Activity	Remuneration per days: CNY (a)	Total Period of Engagement in days (b)	No. of Personnel (c)	Subtotal: CNY (d) $d=a*b*c$
I. Personnel Services for overall project management				
1.1 Project Manager				
II. Personnel Services for research services				
2.1 Senior Researcher				
2.2 Junior Researcher				
2.3 Other, if any				
<p>*Note for 2.3: Please elaborate the details if additional research study support will be proposed and quoted. If additional research support is proposed by the bidder, please submit the CVs of the additional research support team for reference only. No points for technical evaluation will be given to the additional research support team. Yet, the related additional cost for the proposed additional research support will be evaluated and included in the total bid</p>				
III. Other Related Costs				
3.1 Other, if any (please elaborate details, description of activity, unit price, quantity, unit of the quantity). UNDP will reserve the right to evaluate the necessity and reasonableness and then decide if the addition cost in "Other" will be included for financial evaluation.				
Sub Total: CNY				
II. Deliverable 2: Satisfactory completion of the first draft of the investigation report in Chinese (based on research on the current situation and future plans, if relevant, of no less than 5 schools) and the framework of the teaching method design in Chinese.				
Description of Activity	Remuneration per days: CNY (a)	Total Period of Engagement in days (b)	No. of Personnel (c)	Subtotal: CNY (d) $d=a*b*c$
I. Personnel Services for overall project management				
1.1 Project Manager				
II. Personnel Services for research services				
2.1 Senior Researcher				
2.2 Junior Researcher				
2.3 Other, if any				

<p>*Note for 2.3: Please elaborate the details if additional research study support will be proposed and quoted. If additional research support is proposed by the bidder, please submit the CVs of the additional research support team for reference only. No points for technical evaluation will be given to the additional research support team. Yet, the related additional cost for the proposed additional research support will be evaluated and included in the total bid</p>				
III. Other Related Costs				
3.1 Other, if any (please elaborate details, description of activity, unit price, quantity, unit of the quantity). UNDP will reserve the right to evaluate the necessity and reasonableness and then decide if the addition cost in "Other" will be included for financial evaluation.				
Sub Total: CNY				
III. Deliverable 3: Satisfactory completion of the final drafts in both English and Chinese the investigation report and teaching method design.				
Description of Activity	Remuneration per days: CNY (a)	Total Period of Engagement in days (b)	No. of Personnel (c)	Subtotal: CNY (d) d=a*b*c
I. Personnel Services for overall project management				
1.1 Project Manager				
II. Personnel Services for research services				
2.1 Senior Researcher				
2.2 Junior Researcher				
2.3 Other, if any				
<p>*Note for 2.3: Please elaborate the details if additional research study support will be proposed and quoted. If additional research support is proposed by the bidder, please submit the CVs of the additional research support team for reference only. No points for technical evaluation will be given to the additional research support team. Yet, the related additional cost for the proposed additional research support will be evaluated and included in the total bid</p>				
III. Other Related Costs				
3.1 Other, if any (please elaborate details, description of activity, unit price, quantity, unit of the quantity). UNDP will reserve the right to evaluate the necessity and reasonableness and then decide if the addition cost in "Other" will be included for financial evaluation.				
Sub Total: CNY				
Total (CNY)				

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

Annex 4

CVs of the proposed personnel

1. CV of one Project Manager (total 1 project manager required, maximum 7 points)

Name of Personnel	[Insert]
Position for this assignment	<i>[Requirement: project manager: including but not limited to the following responsibilities: In charge of action plan submission and overall coordination and communication with UNDP and contract management.]</i>
Nationality	[Insert]
Language proficiency	<i>[Requirement: English and Chinese language skills for communication and materials compilation.]</i>
Education/ Qualifications	<i>[Requirement: Master's degree or above.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services, if there is any]</i> <ul style="list-style-type: none"> ▪ Name of institution:[Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[Requirement: Minimum 5 years of working or training experience in hydrogen, fuel cells, automotive, education, human resources and social security or related field Please provide details in the box below:]</i> [Insert]

2. CV for 3 senior researchers (total 3 senior researchers required, maximum 18 points)

Name of Personnel	[Insert]
Position for this assignment	<i>[Requirement: complete deliverable 1,2 and 3 in compliance with the RFP. See detailed in the TOR]</i>
Nationality	[Insert]
Language proficiency	<i>[Requirement: Chinese language skills for communication and materials compilation.]</i>
Education/Qualifications	<i>[Requirement: Master's degree in science, engineering, economics, or a relevant field.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services, if there is any]</i> <ul style="list-style-type: none"> ▪ Name of institution:[Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[Requirement:</i> (1) <i>Conducted research or advisory projects in the field of new energy development, the automotive industry, or other relevant field; preferably related to the hydrogen, fuel cells, education, and training, related human resources and social security topics. Please provide link or details.</i> (2) <i>Minimum 5 years of experience relevant to the above mentioned fields.</i>

Written Self-Declaration

*This is to declare that
(Company name) is not listed in the UN Security Council 1267/1989 List, UN Procurement
Division List or Other UN Ineligibility List.*

Name	
Signed	
Date	

Annex 6

Terms of Reference

Research on the *Teaching Methods for Hydrogen Vocational Education* (中国氢能产业职业学院教学方法与教学方式研究) for the “UNDP and ‘Guangdong-Hongkong-Macao’ Greater Bay Area Hydrogen Economy Vocational College Demonstration Project”

Background

As one of the 11 cities in the Guangdong-Hongkong-Macao Greater Bay Area of China, Foshan is not only the forerunner in promoting the demonstration of hydrogen industries, but also the pioneer in the technology development and standard innovation. Foshan city is one of the earliest five demonstration cities under the ‘Accelerating the Development and Commercialization of Fuel Cell Vehicles in China’ project (GEF FCV Project), which was being implemented by UNDP in close collaboration with the Ministry of Science and Technology with funding from the Global Environment Facility (GEF), and supported by the China Automotive Technology and Research Center Co., Ltd (CATARC).

However, with the rapid development of technology-intensive hydrogen industries with high safety level requirements and the gradual improvement of relevant industrial planning, which requires highly skilled workers in research, industrialization, safety, testing and other aspects of hydrogen industrial value chain. The shortage of technical talents in the hydrogen energy industries has become increasingly obvious across China.

To this end, within the framework of ‘GEF/UNDP/MOST Accelerating the Development and Commercialization of Fuel Cell Vehicles in China’ project, the United Nations Development Programme (UNDP) cooperates with the People’s Government of Nanhai, Foshan, to set up the Hydrogen Economy Institute (Hydrogen Economy Vocational College) in Guangdong-Hongkong-Macao Greater Bay Area for further solving the shortage of technical talents in the hydrogen industries.

In order to establish the Hydrogen Economy Institute (Hydrogen Economy Vocational College), Nanhai District is responsible for the implementation of the project and the identification of and coordination with the university that houses the project, and first set up ‘UNDP China Guangdong-Hong Kong-Macao Greater Bay Area Hydrogen Economy Institute’ (hereinafter referred to as Hydrogen Economy Vocational College) to carry out preparatory work. The Institute will draw from the experience of the German ‘Berufsschule’ (i.e., ‘Vocational College’) model and implement the pilot of ‘dual system’ training combining theoretical knowledge with hands-on practices in enterprises. The project will provide further support for upgrading of Hydrogen Economy Institute to Hydrogen Economy Vocational College when time is right. The college will take the lead in innovation of the dual accreditation of awarding academic degrees and professional qualifications certification to students after successful completion of vocational training to ensure the sustainable development of talents in the hydrogen and fuel cell industries.

The establishment of the Hydrogen Economy Institute will fill the vacancy of professional and skilled workers in China’s hydrogen industry development. At the same time, by integrating the world’s first-class teachers in the field of hydrogen energy in China and abroad, it will be established as one of the top vocational colleges for training professionals in hydrogen economy in Guangdong-Hong Kong-Macao Greater Bay Area, and even the whole world.

Apart from this perspective of sustainability, there is no doubt that hydrogen economy represents an opportunity for the region. The district of Nanhai has traditionally been an important focus for automotive industry, electronics manufacturing and nonferrous metal processing in China. The rise of hydrogen industry in Nanhai District of Foshan will further take the lead in the hydrogen economy, and become the main cluster of technology R&D, key parts production and system integration in the field of hydrogen fuel cells in China, thus driving the rapid development of China's hydrogen energy and fuel cell industry.

This project aims to meet the needs of cultivating talents in hydrogen energy and fuel cell industry, strengthen the innovation system with deep integration of production, learning and research, and attach great importance to the introduction of high-level talents into the hydrogen industry.

The duration of the project is estimated for 3 years, in order to promote the further development of Hydrogen Economy Institute, improve the fuel cell industry talent educational system, and drive the China's hydrogen vocational training forward to scale-up, systematization and specialization.

Description of Responsibilities

The service provider will be responsible for conducting the assessment support to the **research on the teaching methods for hydrogen vocational education (中国氢能产业职业学院教学方法与教学方式研究)** for the “UNDP and ‘Guangdong-Hongkong-Macao’ Greater Bay Area Hydrogen Economy Vocational College Demonstration Project”.

The service provider shall provide thorough research, deep analysis, and leverage internal and external expertise and network, both technical and industrial, in carrying out the required task. The service provider's approach shall be consistent with policies, rules and procedures of both UNDP and Chinese government.

Main Content:

- Investigate the teaching methods of hydrogen related courses set up in domestic and foreign colleges, training institutions, and enterprises to provide reference for the formulation of appropriate teaching methods for the project. No less than 10 relevant colleges/training institutions should be investigated, including no less than 3 foreign colleges/training institutions .
- Appropriate teaching methods should be designed for hydrogen vocational education programmes. In particular:
 - 1) The teaching methods should cover both theoretical and practical learning; enable students to master strong theoretical analysis ability through learning theoretical knowledge, and further enhance their understanding of the theoretical knowledge through practical operation to the level that they can independently perform necessary technical operations.
 - 2) The design of teaching methods for hydrogen vocational education programmes should be targeted, covering hydrogen production, hydrogen storage, hydrogen transport, hydrogen refueling, application, and hydrogen safety.

Expected Outputs/Deliverables:

- An inception report in Chinese for the investigation report and teaching method design, including the workplans.
- An investigation report on the teaching methods of hydrogen related courses in domestic and foreign colleges, training institutions, and enterprises.
- Design of appropriate teaching methods for hydrogen vocational education programmes.

Timeline:

- Upon 1 week of contract issuance: submission of the inception report in Chinese for both deliverables, including the work plans.
- Upon 4 weeks of contract issuance: submission of the first draft of the investigation report in Chinese (based on research on the current situation and future plans, if relevant, of no less than 5 schools) and the framework of the teaching method design in Chinese.
- Upon 9 months of contract issuance: submission of the final drafts in both English and Chinese the investigation report and teaching method design.