



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

NAME & ADDRESS OF FIRM	DATE: November 21, 2022
	REFERENCE: RFP.22.019_Rourkela 8.3.7 Cold storage room Ops

Dear Sir / Madam:

We kindly request you to submit your Proposal for **“SERVICES CONTRACT FOR THE SERVICE DELIVERY OF THE GLOBAL MAYORS CHALLENGE ROURKELA COLD ROOMS PROJECT – OPERATIONALIZATION OF COLD STORAGE ROOM”**.

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

Proposals may be submitted on or before Monday, December 05, 2022 and via email to the address below:

United Nations Development Programme
SDG Action Campaign
Raul Espinosa

raul.espinosa@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 90 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:

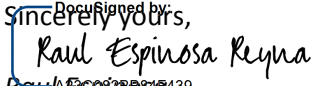
<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Raul Espinosa Reyna
22-Nov-2022

Annex 1

Description of Requirements

Context of the Requirement	"SERVICES CONTRACT FOR THE SERVICE DELIVERY OF THE GLOBAL MAYORS CHALLENGE ROURKELA COLD ROOMS PROJECT – OPERATIONALIZATION OF COLD STORAGE ROOM"
Implementing Partner of UNDP	<i>UNDP SDG Action Campaign</i>
Brief Description of the Required Services ¹	<p>UNDP is seeking to engage a company to support the implementation of the Cold rooms project of Rourkela Municipal Corporation. The Cold rooms project aims to address the high rates of difficult conditions experienced by street vendors, including exposure to extreme weather, multiple drivers of cost that reduce the viability of low-volume production as well as a marketplace void of clear market signals.</p> <p>These vendors struggle to make informed decisions on how to produce and sell, resulting in high volumes of food wastage or distressed selling, significantly impacting on the stability and viability of their livelihoods. In order to improve economic (and other) outcomes for Rourkela's farmers, it is critically important to provide these vendors with both the infrastructure and market conditions needed to help drive down drivers of cost, improve stability in pricing, and drive increased volume of production.</p> <p>Led by the Rourkela Municipal Corporation in cooperation with UNDP, the Rourkela Cold room project will deliver an integrated model with both technological and economic innovation that seeks to build these required conditions for vendors (and other people reliant on the market) by:</p> <ul style="list-style-type: none"> a) Building cold-storage units in outdoor marketplaces, providing farmers with short-term solutions to address the weather conditions and respond to high volume harvests that have no storage space to be conserved harvest; b) Creating a link between farmers and the market of buyers, providing increased stability in sale price and volume capacity; c) Building capability of women's self-help groups (SHGs) to operate these cold rooms, and as a consequence, build stable income for vulnerable women and their families; <p>UNDP is seeking a company to operationalize and run the first 30 metric ton (MT) cold storage room for the Global Mayors Challenge Rourkela Cold rooms project. This project builds on the first phase of the pilot, which was a proof of concept using a 5 metric ton cold storage room to confirm the operational mechanics and viability of implementing a cold storage room market place run by women self-help groups (SHGs). This second phase has the objective of operationalizing a 30 metric ton cold storage room at enough</p>

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.

	<p>scale to inform the further roll-out to four 30 metric ton cold storage rooms in the city of Rourkela over the next three years.</p> <p>The key outcomes of this project include:</p> <ul style="list-style-type: none"> • Coordinating the effective installation of one 30 metrics ton cold storage room; • Mobilizing and training of a women's self-help groups (SHGs) to run the cold storage room; • Mobilizing market vendors and farmers to trade through the cold storage room; and • Informing further market linkage opportunities and learnings on how to scale this project effectively to four additional sites and beyond. <p><i>Refer to the attached TORs for more details.</i></p>
List and Description of Expected Outputs to be Delivered	<p>The provider will be requested to implement the following activities:</p> <p>Activity 1: Preparatory phase for the implementation of one 30 metric ton (30mt) cold room</p> <ol style="list-style-type: none"> a. Support the Rourkela Municipal Corporation technical team to prepare the conditions of the physical site for the installation of the 30 metric ton cold storage room, including confirming the suitability of the identified site, and any additional preparatory works required, such as the concrete foundation and water supply needs. b. Support the Rourkela Municipal Corporation Project Manager with the physical Cold room and Solar Photovoltaic (PV) system procurement process including: <ol style="list-style-type: none"> i. Review of terms of reference to ensure that the Cold room specifications align with the planned operational model. ii. Review the terms of reference of the solar photovoltaic system to ensure alignment with the operational model as designed. iii. Identifying any additional equipment requirements i.e. trolley, utilities, furniture, air conditioning unit, computer, facilitation area and sustenance assistance for the Self-help groups. c. Set up a sustainable 30mt cold room and photovoltaic system maintenance program, as well as design a process for maintenance, safety and regular inspection. This would include but is not limited to: plumbing, safety systems and cleaning protocols both outdoors and inside the cold room. d. Develop a system to use the cold room as a marketplace for commercial activities: including the devise of an implementation plan detailing all activities to operationalize the pilot project, including specific workstreams, actions, milestones, roles for all concerned parties and timeline for delivery. <p>At the end of this activity, the pilot one 30 metric ton cold storage room, and its solar photovoltaic energy system will be installed and ready for operation.</p> <p>Activity 2: Mobilise, train and build capacity of women's self-help groups (SHG) to operate the 30 metric ton (30mt) pilot cold storage room commercial activities and marketplace</p>

	<ul style="list-style-type: none"> a. Prepare an engagement plan for the Self-help groups, develop a model for engaging SHGs to take the leadership and operate the cold storage room to be approved by the Rourkela Municipality. b. Develop of promotional materials and promotion of the pilot cold storage room marketplace. c. Contracting-out and onboarding members of the SHGs, to run the pilot cold storage room including: <ul style="list-style-type: none"> i. Implementing a training program (at least two workshops covering operation, maintenance, record keeping, customer/vendor engagement and digitization of data). ii. Regular support to SHGs including reviewing operations, data, engagement activities and performance. iii. Determining performance indicators for measuring impact and ensure continuous improvement, in partnership with Rourkela Municipal Corporation. d. Ongoing monitoring of the cold room marketplace pilot, in close cooperation with Rourkela Municipal Corporation (see activity 4 below). e. Design of a long-term model for SHGs operations, including expansion of services into adjacent markets and services in the city. <p>Activity 3: Mobilisation and capacity building of market vendors (including farmers and other sellers of vegetables at the chosen pilot site market).</p> <ul style="list-style-type: none"> a. Elaboration of a pilot program to engage local market vendors, through at least two workshops and additional promotional activities (i.e. flyers) that will include: <ul style="list-style-type: none"> i. Outlining the benefits of the cold storage room marketplace. ii. How market vendors can utilize the cold storage room (for example how they will be able to purchase products through the cold room, how to set adequate pricing and contracts for specified products, etc.); iii. Market and financial management education to strengthen the business skills of market vendors. b. Design and implementation of a survey tool that will build a database of market vendor profiles. For example: type of market vendors (wholesalers versus direct to market, product specific...) and their level of engagement with the cold room marketplace. This will include at a minimum a baseline and end of project survey, linking, when possible with the Sustainable Development Goals targets and indicators. c. Develop and implement a vendor engagement and recruitment program to build the network of market vendors that will directly engage and purchase products through the cold storage room pilot marketplace. <p>Activity 4: Develop a system data collection and management plan</p> <ul style="list-style-type: none"> a. In partnership with the Rourkela Municipal Corporation (RMC), the contractor will develop a data collection and management plan, including a set of core indicators that will be used to measure performance of the program, for example: <ul style="list-style-type: none"> I. Levels of use of the cold room facilities and marketplace, disaggregated by age and gender. II. Progression of income for both SHGs, market vendors and farmers. b. Determine data flows, including prototyping a simple dashboard to enable tracking of progress in real time.
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	<p>c. Provide regular progress updates on activity to the Rourkela Municipal Corporation, Project Manager and the Steering Committee (see activity 6 on project governance)</p> <p>Activity 5: Establish linkages between the market and the institutional buyers</p> <p>a. Identify and engage institutional buyers (for example larger purchasers such as universities and hospitals).</p> <p>b. Establish contracts with at least one institutional buyer over the course of the pilot program, to drive demand through the pilot cold room.</p> <p>Activity 6 - Program governance</p> <p>a. Provide a weekly update on project activities to the Rourkela Municipal Corporation project manager, including progress against a core set of key performance indicators (to be agreed with the RMC at commencement of project work).</p> <p>b. Participation in the project's monthly Steering Committee. This Committee will be established by the Rourkela Municipal Corporation. The contractor will provide regular status updates against agreed key performance indicators.</p> <p>Deliverable 1: Installation and engagement update</p> <ul style="list-style-type: none"> - Support and coordination to the installation of one 30 metric ton cold room and solar photovoltaic system, with summary report describing the process and its outputs - 30 metric ton cold storage room marketplace implementation plan - Initial cold room operational data results - Self Help Group, farmer and market vendor engagement plans and learnings from early engagement and mobilisation - Market review and plan for linkage to institutional buyers - Market vendor and farmer baseline results - Dashboard prototype <p>Ongoing data collection and management plan.</p> <p>Deliverable 2: Commissioner Update</p> <ul style="list-style-type: none"> - Program data review - Vendor engagement feedback and proposed model iterations (if any) - SHG operational and financial review and proposed model iterations (if any) - Market linkage and institutional sales review - 30 metric ton cold storage room market place operational manual <p>Handover documents for Rourkela Municipal Corporation and plan for ongoing support.</p> <p><i>Please refer to the attached ToR for additional information</i></p>
Person to Supervise the	<i>RMC Project Manager in Rourkela</i>

Work/Performance of the Service Provider																				
Frequency of Reporting	<i>Monthly basis and one final report.</i>																			
Progress Reporting Requirements																				
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location																			
Expected duration of work	<i>3 months</i>																			
Target start date	<i>December 15th, 2022</i>																			
Latest completion date	<i>March 15th, 2023</i>																			
Travels Expected	<i>No travel is envisioned including for delivering the training workshop .</i> <table border="1" data-bbox="456 720 1325 919"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
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Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>																			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>																			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency																			

Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input 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 <input type="checkbox"/> Permitted																	
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Upon receipt of Notice to Proceed (NTP) and submission of inception report</td><td>Not to exceed 20%</td><td>1st week</td><td rowspan="3"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td></tr> <tr> <td>Completion of intermediate report</td><td>40%</td><td>End of January</td></tr> <tr> <td>Completion of final report</td><td>40%</td><td>Mid-March</td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Upon receipt of Notice to Proceed (NTP) and submission of inception report	Not to exceed 20%	1 st week	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Completion of intermediate report	40%	End of January	Completion of final report	40%	Mid-March
Outputs	Percentage	Timing	Condition for Payment Release															
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Completion of final report	40%	Mid-March																
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	RMC Project Manager																	

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.

Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Technical proposal: Qualification of the firm; Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan + Management Structure and Qualification of Key Personnel (50%) <input checked="" type="checkbox"/> Local experience [20%]
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ⁷	<i>Raul.espinosa@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location]

[insert: Date]

To: *raul.espinosa@undp.org*

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditation;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

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

C. Qualifications of Key Personnel

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

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]