



REQUEST FOR PROPOSAL (RFP)

INTERNATIONAL ADVERTISEMENT	DATE: April 12, 2017
	REFERENCE: RFP/02/2017 – GCF CV

Dear Sir / Madam:

We kindly request you to submit your Proposal to **Develop the Concept Note and the Request for Project Preparatory Facility for Submission to the Green Climate Fund.**

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

Proposals may be submitted on or before **Thursday, April 27, 2017, 16:00Hrs Cape Verde time**, and via email, or courier mail to the address below:

The Joint Office of UNDP, UNFPA and UNICEF
Av. OUA, Achada Santo António, Praia, Cape Verde
Attention: Operations Unit
procurement.cv@cv.jo.un.org

The Technical and Financial proposal, should be submitted in two (2) separate envelopes or 2 separate emails, clearly identified. The 2 envelopes should be sent in one envelope, bearing the RFP reference number and sender's information. If they are not submitted in separate sealed envelopes, proposal will be rejected.

Your Proposal must be expressed in the **English Language**, and valid for a minimum period of **Sixty (60) 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.

Description of Requirements

Context of the Requirement	Develop the Concept Note and the Request for Project Preparatory Facility for Submission to the Green Climate Fund
Implementing Partner of UNDP	Government of Cabo Verde
Brief Description of the Required Services ¹	Please see attached Terms of Reference (ToR).
List and Description of Expected Outputs to be Delivered	Please see attached Terms of Reference (ToR).
Person to Supervise the Work/Performance of the Service Provider	Deputy Resident Representative
Frequency of Reporting	Reporting is per the timelines indicated in the ToR.
Progress Reporting Requirements	Please see attached Terms of Reference (ToR).
Location of work	<input checked="" type="checkbox"/> Cabo Verde <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	60 Days
Target start date	April 2017
Latest completion date	June 2017
Travels Expected	Please see attached Terms of Reference (ToR).
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please see attached Terms of Reference (ToR).

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.

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"/> United States Dollars														
Value Added Tax on Price Proposal	<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"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms	<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>Inception Report approved</td> <td>20%</td> <td>April 2017</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>Draft Concept Note approved</td> <td>50%</td> <td>May 2017</td> </tr> <tr> <td>PPF request approved</td> <td>30%</td> <td>June 2017</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Inception Report approved	20%	April 2017	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.	Draft Concept Note approved	50%	May 2017	PPF request approved	30%	June 2017
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Inception Report approved	20%	April 2017	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.												
Draft Concept Note approved	50%	May 2017													
PPF request approved	30%	June 2017													
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Deputy Resident Representative														
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services														

Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). 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"/> Expertise of the Firm / Organization submitting Proposal 20% <input checked="" type="checkbox"/> Proposed Work Plan and Approach/Methodology 20% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%
	<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
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) ²	<p><i>Procurement Unit</i> Email: unoffice.cv@one.un.org <i>Tel. +238 260 9600</i></p> <p>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.</p>
Required Documents that must be Submitted	<input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the services being procured <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value for the past 2 years <input checked="" type="checkbox"/> Written self-declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division or Other Ineligibility List
Other Information	Outer envelope should bear RFP reference and sender's name and address. Email subject line should bear RFP reference and sender's name.

² 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.

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Ilaria Carnevali
Deputy Resident Representative
4/12/2017