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Date: 11 December 2020

**Request for Proposal (RFP) No. 7000004590**

**Dear Sir/Madams,**

The UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO) hereby invites you to submit a written proposal for the provision of services detailed in the revised Terms of Reference (Section II) and related documents attached hereto.

UNIDO Terms of Reference	
Provision of long-term expert consulting services for District Energy projects in Colombia	
UNIDO Contact Details	
UNIDO Official dealing with this request: Alexander Orlov	
E-mail: <a href="mailto:A.Orlov@unido.org">A.Orlov@unido.org</a> ; <a href="mailto:H.Lucas@unido.org">H.Lucas@unido.org</a>	
Address: Wagramer Str. 5, 1400 Vienna, AUSTRIA	

To ensure consideration, your complete, detailed proposal should be submitted via the UNIDO e-Procurement portal by **18 January 2021, 17:00:00 hours Vienna CET** at the latest. Proposals received after the submission deadline will be invalidated.

In order to enable you to submit a proposal, this RFP contains the following sections:

<b>Section I</b>	Instructions to Bidders
<b>Section II</b>	Terms of Reference
<b>Section III</b>	Breakdown of the Financial Proposal_USD
<b>Section IV</b>	Model Contract, incl. Annexes
<b>Section V</b>	Statement of Confirmation, Bank Information Form

This RFP is for the provision of services with necessary supervision and backstopping. It covers a total organizational responsibility as required by the Terms of Reference (TOR).

The terms and conditions set forth in this RFP will form a part of any contract should UNIDO accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications to the proposal agreed to by UNIDO in the context of negotiations, in the event that negotiations have been entered into.

Your Proposal should be comprehensive and detailed. It must include information in sufficient scope to allow UNIDO to consider whether your company/organization has the necessary capability, experience, knowledge, expertise, finance strength, and the required capacity to perform the work specified satisfactorily. Your proposal shall clearly and concisely respond to all points set out in this RFP. Any proposal, which does not fully and comprehensively address this RFP, may be rejected.

You should strictly adhere to all requirements of this RFP. No changes, substitutions or other alterations to the technical specifications of requirements stipulated in this RFP will be accepted unless approved in writing by UNIDO.

**In order to be considered for the contract, the supplier must meet the evaluation criteria in the Terms of Reference (TOR) and qualification requirements specified on the UNIDO eProcurement Portal.**

In this project, time is of the essence. Your ability to commence the services and complete it strictly in accordance with the time frame contained in the Terms of Reference will be an important factor in awarding a contract.

You are invited, immediately after downloading the RFP, to advise UNIDO whether you intend to submit a proposal under this RFP.

In case you have any queries or comments ("requests for clarification") about this RFP, please upload your requests directly in the e-Procurement portal for consideration by UNIDO. In case you have informed via UNIDO's e-Procurement portal of your intention to submit a proposal, you will be kept informed throughout the proposal submission period of any clarification or amendment notes issued in respect of this RFP.

We look forward to receiving your proposal.

Sincerely,



Alexander Orlov

UNIDO Procurement Services Division



## INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PROPOSALS (OFFERS)

**IMPORTANT NOTE: PLEASE FOLLOW INSTRUCTIONS BELOW. IN CASE YOUR OFFER IS NOT SUBMITTED IN LINE WITH THESE INSTRUCTIONS IT MAY BE REJECTED.**

### 1. UNIDO'S e-Procurement System Guidance

A step-by-step system guide ("UNIDO e-Procurement system guide") for the preparation and submission of proposals by bidders can be downloaded from UNIDO'S procurement web site at [www.unido.org/procurement](http://www.unido.org/procurement)

Bidders are strongly encouraged to use UNIDO'S e-Procurement portal for the preparation and submission of proposals. In the event that a bidder nevertheless wishes to prepare and submit their proposal in hard-copy documents, the provisions herein shall also apply mutas mutandis in such cases. Please also refer to [www.unido.org/procurement](http://www.unido.org/procurement).

### 2. Scope of Services

In response to this RFP, UNIDO invites proposals for the provision of the following services further described in detail in the Terms of Reference (Section II):

Item Description	Unit of Measure	Quantity
Consultancy Services	AU	N/A

### 3. Acknowledging Participation by the Bidder

Prospective bidders are kindly requested to inform UNIDO whether their company/organization intends to submit a proposal before the deadline specified in the cover letter of this RFP. For this purpose, Please follow the steps described in the UNIDO e-Procurement system guide.

### 4. RFP Documents

Bidders are expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP documents. Failure to comply with these documents will be at the bidders' risk and may affect the evaluation of their proposals.

A prospective bidder requiring any clarification of the RFP documents may notify UNIDO by uploading their request for clarification in UNIDO'S e-Procurement portal. UNIDO shall endeavour to reply via the portal to any request for clarification that UNIDO receives not later than before the deadline for the submission of proposals. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be made available in the portal to all prospective bidders that acknowledged their intention to participate in the RFP.

No later than one week prior to the deadline for submission of proposals, UNIDO may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, amend the RFP documents. All prospective bidders that have received the RFP documents will be notified in writing of any amendments. In order to afford prospective bidders reasonable time to take the amendments into account in preparing their proposals, UNIDO may, at its discretion, extend the deadline for the submission of proposals.

### 5. General Eligibility and Qualification Requirements

UNIDO requires that bidders provide professional, objective, and impartial advice and technical assistance, and at all times hold UNIDO'S interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be engaged in any contract that would be in conflict with their prior or current obligations to UNIDO, or that may place them in a position of not being able to carry out the assignment in the best interest of UNIDO. All bidders found to have a conflict of interest may be disqualified.



Eligibility and qualification are based on the bidder meeting the minimum qualification requirements, regarding the bidder's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the bidder on relevant forms and templates attached to their proposal.

## **6. Preparation and Submission of Proposal**

Proposal shall be prepared and submitted in accordance with the instructions that follow.

### **6.1 Cost**

The bidder shall bear any and all costs related to the preparation and/or submission of the proposal, regardless of whether their proposal was selected or not. UNIDO shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

### **6.2 Language of Proposal**

Unless otherwise specified, the proposal prepared by the bidder and all correspondence and relevant documents exchange with UNIDO relating to the RFP shall be written English language. Any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the proposal, the English translation shall govern.

### **6.3 Documents Comprising the Proposal**

The proposal shall comprise the following documents:

- (i) Responses to all Questions in UNIDO's e-Procurement portal;
- (ii) An explanation of your understanding of the services to be performed to deliver the requested Services in line with the terms of reference, information on relevant key staff and their qualification that will be made available for the contract (CVs), Time schedule adhering to the proposed dates. Any deviation from the Terms of Reference (Section II) or other documents contained in this request for proposal shall be clearly listed separately
- (iii) Substantive evidence that the bidder meets all requirements of the RFP. For this purpose, the bidder shall upload duly completed and signed proposal submission form(s) (Section III) in UNIDO's e-Procurement portal, including documentation to demonstrate that the bidder meets all requirements of the RFP;
- (iv) Proposal price(s) and/or rate(s), using the form provided for the Breakdown of the Financial Proposal (Section III).

It is advisable that the bidder's proposal numbering system corresponds with the numbering system used in the Terms of Reference, Section II of the RFP, as well as the price schedule numbering in UNIDO's e-Procurement portal. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material /documents themselves may be provided as separate attachments uploaded in the portal.

Information which the bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and all efforts will be made to treat it accordingly.

When the bidder intends to obtain from sub-contractors highly specialized and substantive inputs essential for the execution of the contract under consideration, all details required from the bidder shall also be provided for each such proposed sub-contractor.

Other information/documentation requested in this RFP or which the bidder deems relevant for submission may be uploaded as an attachment to their proposal in UNIDO's e-Procurement portal.

The bidder shall upload in UNIDO's e-Procurement portal both the electronic and pdf versions of all duly completed, stamped and signed proposal submission form(s) and the cost-breakdown template. All



signatures shall be effected by a duly authorized representative of the bidder.

#### **6.4 Proposal Prices**

By uploading commercial and/or price related information on UNIDO's e-Procurement portal, the bidder agrees and accepts the following terms and conditions:

- (i) All price(s) and fee(s) shall be quoted in USD.
- (ii) As total consideration for the services offered, the bidder shall indicate its best firm fixed price to complete the proposed services. Discounts, if any, which the bidder may wish to grant to UNIDO and the terms of such discounts shall be indicated separately in the appropriate field in the portal.
- (iii) The bidder must upload in the e-Procurement Portal its proposed price(s) and/or fee(s) in the relevant price field(s) which have been designated for this RFP. The bidder shall provide a detailed cost break-down using the form provided for the preparation of the Financial Proposal (Section III). The bidder shall, in good faith, submit any additional data, supporting document and information, which are reasonably required in order to allow UNIDO to perform a proper examination and evaluation of all proposed prices. Failure to furnish all information requested on the cost breakdown template may render a proposal non-responsive.
- (iv) For professional services please state the names and position titles of each proposed member of key professional staff who is expected to perform substantive part(s) under the contract, the number of man-months, man-weeks or man-day each will perform and the proposed unit and total costs. For each member, the assignment should be segregated into work performed within the relevant project area (work to be performed in the area covered by the project and/or outside the contractor's office; if applicable) and at the home office (work performed in the contractor's office; if applicable). All costs relating to social security, taxation, overhead, travel, profit, etc. should be included in the unit and total costs figures.
- (v) Travel costs (if applicable), in connection with the execution of the services shall include information such as: round or one way trip; origin and destinations; mode of transportation (air, train, car, etc.); cost per trip including airfare amounts. Air travel shall be shown at the economy class rates and/or similar.

#### **6.5 Validity**

Proposals shall remain valid for 120 days after the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UNIDO on the grounds that it is non-responsive.

In exceptional circumstances, UNIDO may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder granting the request will not be required nor permitted to modify their proposal.

### **7. Format and Signing of Proposal**

The proposal must be submitted through the e-Procurement portal.

In order to participate in this tender exercise, bidders must register with UNIDO as follows:

The following link is for users who want to register for a user account, if new to UNIDO, in order to participate in our bidding exercises: <https://procurement.unido.org/>

*Click on "Request Bidder Account", complete the request and submit. You will then receive a User ID and Password with which you can enter the SAP Procurement portal.*

*If you face difficulties in creating / submitting your proposal, please contact our support team*



tel.: +43 1 260 26 ext. 4608 // e-mail: [procurement@unido.org](mailto:procurement@unido.org). Our team will assist you 'step by step' in submitting your proposal.

By uploading the proposal in UNIDO'S e-Procurement portal, the bidder (i) confirms that their proposal has been approved by a duly authorized representative of the bidder and (ii) agrees and acknowledges to be bound by the terms and conditions of the RFP.

## **8. Withdrawal and Modification of Proposals**

The bidder may withdraw their proposal after the proposal's submission, provided that written notice of the withdrawal is received by UNIDO prior to the deadline prescribed for submission of proposals. Please refer to the UNIDO e-Procurement system guide for guidance.

No proposal may be modified subsequent to the deadline for submission of proposals.

No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the bidder in their proposal.

## **9. Opening and Evaluation of the Proposals**

### **9.1 Opening of the Proposal**

All proposals submitted prior to the prescribed deadline for submission of proposals will be opened for access by UNIDO'S authorized staff at a present opening date specified in UNIDO'S e-Procurement portal. Any proposal received by UNIDO after the deadline may be rejected and returned unopened to the bidder.

### **9.2 Clarification of Proposals**

To assist in the examination, evaluation and comparison of proposals, UNIDO may at its discretion ask the bidder for clarification of their proposal. The request for clarification and the response thereto shall be in writing and no change in price or substance of the proposal shall be sought, offered or permitted. Failure of any bidder to timely and duly respond to a request for clarification may result in the rejection of their proposal.

### **9.3 Preliminary Examination**

Prior to the detailed evaluation, UNIDO will determine the eligibility of the bidders in line with the qualification requirements, based on the Questions to be answered in the e-Procurement Portal, as listed in paragraph 5 hereinbefore, and as outlined in the Terms of Reference (Section II) . UNIDO will also examine the substantial responsiveness of each proposal to determine whether the proposals are complete, whether the documents have been properly signed, and whether the proposals are generally in order.

A proposal determined as not substantially responsive will be rejected by UNIDO and may not subsequently be made responsive by correction of the non-conformity.

### **9.4 Evaluation and Comparison of Proposals**

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical parts of the proposals being completed prior to the price-related parts of the proposals being reviewed.

In the first stage, UNIDO will evaluate the technical parts of the proposals on the basis of their responsiveness to the Terms of Reference and applying the criteria. As part of the evaluation process, UNIDO reserves the right to waive minor deviations from the requirements and criteria, if they do not materially affect the capability and/or capacity of a bidder to perform the contract under consideration.

In the second stage, the price-related parts of all proposals, which were found to be substantially responsive will be compared.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the



unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the bidder does not accept the correction of errors, their proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. A proposal determined as not substantially responsive will be rejected by UNIDO and may not subsequently be made responsive by correction of the non-conformity.

**10. Contract Award**

All proposals that are submitted in response to this RFP will be reviewed and evaluated by UNIDO in a fair and impartial way in accordance with the provisions of the UNIDO Financial Rules and Procurement Procedures applying the evaluation criteria specified in the Terms of Reference (Section II).

The contract shall be awarded based on the best value for money principles to the qualified supplier whose proposal has been found substantively responsive and is the lowest cost to UNIDO. UNIDO will endeavour to advise you as promptly as possible concerning its decision.

UNIDO reserves the right to negotiate with the supplier who has submitted the lowest cost substantively responsive proposal, for the purpose of seeking revisions of such proposal to enhance its technical aspects and/or to reduce the price.

UNIDO will notify the successful supplier in writing that its proposal has been accepted. Upon the successful supplier's confirmation of acceptance of the contract award and conclusion of the contract, UNIDO will notify each unsuccessful supplier. The notification to the unsuccessful suppliers will not contain any information concerning other suppliers and their prices, including that of the winning offer, due to the confidential and proprietary character of such information. Any queries of unsuccessful suppliers to this respect will not be entertained by UNIDO.

**11. Retention of Proposals**

Following submission of the proposals and final evaluation, UNIDO will retain the proposals of both the successful and unsuccessful bidders.

**12. Type of Contract**

A firm and fixed price is contemplated for the contract, for the full and proper performance of the Contractor's obligations under this Contract, as stated in the Model Contract (Section IV). This sum will include all expenses to be incurred by the Contractor including, but not limited to: salaries, indemnities, social charges, overheads, technical assistance, and supervision costs covering all the inputs required of the Contractor as stated in the Terms of Reference, and in the Model Contract.

**13. No Commitment**

This RFP does not commit UNIDO to award a contract. UNIDO reserves the right to accept or reject any proposal(s), or annul this RFP and reject all proposals, at any time prior to award of contract, without thereby incurring any liability to the affected supplier(s) or any obligation to inform the affected supplier(s) of the grounds for UNIDO action.

UNIDO also reserves the right to negotiate and award only a portion of the requirement; to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, in its sole discretion; to add new considerations, information or requirements at any stage of the procurement process, including during negotiation with suppliers; and reject the proposal submitted by any supplier that has previously failed to perform properly or on time contracts of a similar nature, or of a supplier that, in the opinion of UNIDO, is not in a position or is not sufficiently qualified to perform the contract.

This RFP contains no contractual proposal of any kind; any proposal submitted will be regarded as a proposal by the supplier and not as an acceptance by the supplier of any proposal by UNIDO. No contractual relationship will exist except pursuant to a written contract document signed by the



authorized official of UNIDO and by the successful supplier(s) chosen by UNIDO.

**14. Signing of Contract**

After the successful supplier's acceptance of the UNIDO contract award, UNIDO will send the supplier the contract documents incorporating all agreements between the parties.

The successful supplier shall sign and date the contract and return it to the UNIDO no later than two (2) weeks of the receipt of the contract documents.

**15. Contract Basic Terms and Conditions**

Except as otherwise required by the circumstances of the case, the contract for the proposed services will be based upon the terms and conditions of the following Model Contract and Annexes (Section IV).

**16. Payment**

Payment will be normally made in accordance with terms and conditions stated in the Model Contract, (Section IV).. The Financial Regulations and Rules of UNIDO preclude payment by Letters of Credit. Such provision in a proposal will be prejudicial to its evaluation by UNIDO. The normal terms of payment by UNIDO are 30 days upon satisfactory delivery of goods or performance of services and acceptance thereof by UNIDO, progress payments being allowed upon agreement of the Parties. Suppliers must therefore clearly specify in their proposals if they offer the payment terms different from those of UNIDO.

**17. Confidentiality**

It is understood that this RFP is confidential and proprietary to UNIDO, contains privileged information, part of which may be copyrighted, and is received by suppliers on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of UNIDO, except that the supplier may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining proposals from them. Notwithstanding the other provisions of this RFP, suppliers will be bound by the contents of this paragraph whether or not their company submits a proposal or responds in any other way to this RFP.

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.

Any effort by a bidder to influence UNIDO in the examination, evaluation and comparison of the proposals or contract award decisions may result in the rejection of their proposal.

From the time the proposals are opened to the time the contract is awarded, if any bidder wishes to contact UNIDO on any matter related to their proposal, they should do so in writing to the address indicated in the cover note of this RFP.