

Pre-Bid Meeting

RFP for the provision of salesforce
consultancy services in Geneva,
Switzerland

Tender Ref. Re-tender RFP/2021/34594

December 6, 2021

Geneva, Switzerland



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Proposal Particulars and Overview

Scope of the services: This RFP refers to the provision of salesforce consultancy services in Geneva, Switzerland

Solicitation **posting** date: **November 19, 2021**

Deadline for **submission**: **December 13, 2021**

Clarification deadline: **December 8, 2021**

Offeror eligibility: No nationalities are excluded

Proposal language: English **Proposal Validity:** 90 Days

Weightage of technical and financial proposal: 70% (technical): 30% (financial)

Minimum points for technical compliance: 70%

Type of contract to be awarded: Professional services contract

Payment details: 30 Days of Invoice submission against each milestone

Services commencement date: January, 2022

Components of the Solicitation Documents

- Section I:** Instructions to Offerors - The Instructions to bidders section includes information that explain the provisions under which the solicitation process is undertaken.
- Section II:** Schedule of Requirements - This section includes the terms of reference of the salesforce consultancy services to be provided.
- Section III:** Returnable Bidding Forms - A set of documents designed for this specific consultancy services instructing bidders on what information they must submit with their proposal. The information contained in these schedules will become part of the signed contract.
- Section IV:** Contract forms - UNOPS specific and general Contracting conditions applicable to the contract. This section further clarifies which conditions the Offerors are expected to accept when signing a contract with UNOPS.

5 Proposal Contents

This is a two-envelope (Technical envelope and financial envelope) formal RFP procurement process.

The proposal must comprise of a technical proposal and a financial proposal duly separated.

Technical Proposal: Below documents must be submitted:

- a. Form A – JV Form
- b. Form B – Proposal submission form
- c. Form D – Technical Proposal Form
- d. Form E – Format for resume of proposed key personnel
- e. Form F – Performance statement form
 - DRIVE Supplier Sustainability Questionnaire
 - valid business license/ incorporation document from the country of origin in English
 - statement and supporting documentation that outlines how gender is mainstreamed internally

Proposal Contents

Financial proposal: shall include, but not necessarily be limited to, the following documents:

- a. Form C – Financial proposal form (per lot)

Table A - cost of breakdown per deliverable/output

Table B - Cost breakdown per component (cost of personnel, overhead and dissemination, other costs)

Evaluation Criteria and Methodology

- A two-stage evaluation procedure will be utilized in evaluating the proposals, with evaluation of all the Technical proposals being completed prior to any Financial Proposals being opened and compared.
- The total number of points which a bidder may obtain in its proposal to pass is as follows:
 - Technical proposal: 70 points
 - Financial proposal: 30 points
 - Total number of points: 100 points
 - Minimum. Technical threshold: 49 points

Schedule of Requirements overview

Terms of Reference for the project:

**RFP for the provision of salesforce consultancy services in Geneva,
Switzerland**

TOR in link [here](#)

Final Points

- Submit your proposal on time and before the deadline.
- All request for clarification shall be submitted through UNOPS eSourcing.
- The supplier is not allowed to change their offer/ prices after the bid submission and during the evaluation including the clarification process during the evaluation.
- **Do not include any information related to financial proposal in your technical proposal.** Upload financial proposal separately from the technical proposal.
- All returnable forms shall be signed by an authorized firm representative and they are uploaded duly to UNOPS eSourcing system.
- Please read the schedule of requirements carefully to prepare your technical proposal.
- Any issues while using UNOPS eSourcing shall be reported to esourcing@unops.org



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