



REQUEST FOR PROPOSAL (RFP)

Services of a Firm : Communication Plan and Branding Strategy for DREAMS Project

	DATE: January 24, 2022
	REFERENCE: RFP-013-PHL-2022

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Services of a Firm to create and manage a Renewable Energy (RE) Communications Plan and Branding Strategy** for the for the Development for Renewable Energy Applications Mainstreaming and Market Sustainability (DREAMS) Project.

A Pre-proposal conference is scheduled at 11:00 AM (Manila time) Tuesday, 8 February 2022.

The Zoom link will be provided to those who will confirm attendance on or before 31 January 2022 by 5 pm. Please submit the following via email to procurement.ph@undp.org

Email Subject Line “ Pre-proposal RFP 013 DREAMS Comms”:

1. Company name
2. Representative’s name
3. Email address and Contact number

Proposals may be submitted on or before **Monday, February 14, 2022, 5PM Manila, Philippines** via e-tendering:

eTender Website of UNDP: <https://etendering.partneragencies.org>

Bidders may search for the tender documents with the following information:

BU Code: PHL10

Event ID number: 00000 11421

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/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Samantha Gunasekera
Operations Manager
1/24/2022

Description of Requirements

Context of the Requirement	<i>Development for Renewable Energy Applications Mainstreaming and Market Sustainability (DREAMS)</i>
Implementing Partner of UNDP	Department of Energy
Brief Description of the Required Services	Services of a FIRM to Install and Manage a Renewable Energy (RE) Communication Plan and Branding Strategy
Pre-Proposal Meeting	<p>A Pre-proposal conference is scheduled at 11:00 AM (Manila time) Tuesday, 8 February 2022.</p> <p>The Zoom link will be provided to those who will confirm attendance on or before 7 February 2022 by 5 pm Manila Philippines (5AM EDT). Please submit the following via email to procurement.ph@undp.org Email Subject Line “ Pre-proposal RFP 013 DREAMS Comms”:</p> <ol style="list-style-type: none"> 1. Company name 2. Representative’s name 3. Email address and Contact number
List and Description of Expected Outputs to be Delivered	Please refer to the Terms of Reference (ToR)
Person to Supervise the Work/Performance of the Service Provider	DREAMS Project Manager
Frequency of Reporting	Please refer to the ToR
Progress Reporting Requirements	Please refer to the ToR
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	9 months
Indicative Target start date	March 2022
Latest completion date	December 2022
Travels Expected	Please refer to the ToR

Special Security Requirements	<input checked="" type="checkbox"/> Comprehensive Travel and Health Insurance for the contract duration (9 months) <input checked="" type="checkbox"/> Others : <i>Clause 18 of UNDP General Terms and Conditions: The Contractor shall (i) put in place an appropriate security plan and maintain the security and the full implementation of the security plan</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Please refer to the ToR
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required (GANTT Chart and Level of Effort per personnel) <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required (CV form attached) <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (for international based companies) <input checked="" type="checkbox"/> Local Currency (for Philippine registered companies)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other direct taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <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	Please refer to the ToR
Person(s) to review/inspect/ approve outputs/complete d services and	UNDP DREAMS Project Manager

authorize the disbursement of payment	
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). 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"/> Expertise of the Firm - 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 30% <p><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.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<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
Annexes to this RFP	<input checked="" type="checkbox"/> Annex 2: Form for Submission of Proposal <input checked="" type="checkbox"/> Annex 3 : Terms of Reference <input checked="" type="checkbox"/> Annex 4 : CV Form <input checked="" type="checkbox"/> Annex 5: Form C for Joint Venture/Partnerships (only if applicable) <input checked="" type="checkbox"/> Annex 6: Form D
Contact Person for Inquiries (Written inquiries only)	<p><i>UNDP Procurement Unit</i> <i>Procurement.ph@undp.org</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>

<p>Other Information <i>[pls. specify]</i></p>	<p>e-Tendering Submission:</p> <p>a) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>b) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive.</p>
<p>Eligibility and Qualification</p>	<p>1. Submission of all requirements stated in Annex 2: Section A (if in JV with a company, should also submit same set of requirements)</p> <ul style="list-style-type: none"> ➤ Vendor is a legally registered entity ➤ Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. ➤ No conflicts of interest ➤ No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. ➤ Financial Standing : Minimum average annual turnover of USD 98,230 (Php5M) for the last 3 years. ➤ Audited financial statements to indicate its financial stability, liquidity through Current Ratio 1 or higher. <p>2. Submission of Annex 4, Annex 5 (if applicable) and Annex 6.</p> <p>3. Submission of a presentation (PowerPoint or document) that comprehensively captures the key points in the given TOR.</p> <p>4. Showcase the qualifications set forth in the ToR, Section K.a (Expertise of Firm)</p> <p>5. The Firm or its partner (as part of a JV, Consortium, or Association) must be based in Manila, to execute the contract. The Firm may be a local company acting as the lead entity/bidder or; The Local Company acting as a local and official representative/partner in Philippines of the foreign lead entity/bidder.</p>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[insert: Location].

[insert: Date]

To: Samantha Gunasekera, UNDP Operations Manager

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 (*please indicate contact person UNDP may contact for clarifications during proposal evaluation*)

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) *Company Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, Trade Name Registration*
- c) *Certificate of Latest Tax Payment*
- d) *Latest Audited Financial Statement (last 3 years) – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ; evidencing Minimum average annual turnover of USD 98,230 (Php5M) for the last 3 years.*
- e) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- f) *Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country*
- g) *Power of Attorney*
- h) *Members of Governing Board*
- i) *List of Shareholders*
- j) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)*
- k) *Certificate of Satisfactory Performance – at least 3 previous clients including from the RE industry*
- l) *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.*
- m) *Acceptance of UNDP General Terms and Conditions*
- n) *Confirmation of Bid Validity of 120 days*

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.

Bidder must submit a detailed technical proposal accompanied by a presentation (PowerPoint or digital animation) that comprehensively captures the key points in the given TOR.

Bidder must submit an Implementation table – GANTT Chart detailing activities inclusive of review timeline and payments to be made.

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 using the CV Form template (Annex 4)*
- d) Level of Effort per key personnel- indicating # of days and short description of their responsibilities.*
- e) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Financial Proposal (Please separate the financial proposal from the technical. The financial sheet should be password protected. UNDP will request for the password upon email request)

(Price quotation should be exclusive of VAT and direct taxes)

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 4)	
Total Amount of Financial Proposal (EXCLUSIVE OF VAT)	

Table 2: Cost Breakdown per Deliverable (This shall be the basis of the payment tranches as seen in the ToR)

Deliverable/ Activity description	# of pax	# of days	Professional Fee Per day	Total Price
Key Personnel 1				
Key Personnel 2				
Key Personnel 3				
Other Personnel A				
Other Personnel B				
TOTAL				

Table 3: Online and Onsite Costs (Price quotation should be exclusive of VAT and direct taxes)

Deliverables/Activities	Unit of Measure	Quantity	Number of sites	Unit Price	Total Price
On-site (specify the sites)					
In-person			e.g. 2		
International/Domestic flights	Trip				
Subsistence allowance	Day				
Miscellaneous travel expenses	Trip				
Local transportation costs	Lump Sum				
Out-of-Pocket Expenses					
Other Costs: (please specify)					
Software licenses/subscription, if any					
Communication costs					
Other Costs: (please specify)					
SUBTOTAL ON-SITE					
Online (specify the sites)					

Online			e.g.4		
Software licenses/subscription, if any					
Communication costs					
Other Costs: (please specify)					
SUBTOTAL ONLINE					
TOTAL					

Table 4: Cost Breakdown per Deliverable *(This shall be the basis of the payment tranches as seen in the ToR)*

Deliverable/ Activity description	Percentage of Total Price (Weight for payment)	Time (person days)	Professional Fees	Other Costs	Total Price (Lump Sum, All Inclusive)
Deliverable 1					
Deliverable 2					
Deliverable 3					
.....	100%				

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

***Terms of Reference
Attached separately***

Format for CV of Proposed Key Personnel

Annex 4

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
Professional certifications	<p><i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
References	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-013-PHL-2022		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner:

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Form D:

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-013-PHL-2022		

If JV/Consortium/Association, to be completed by each partner.

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (indicate currency)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

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

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ **Attached are the Statements of Satisfactory Performance from the 3 (three) Clients or more (including from the Renewable Energy industry)**

☐ **Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:**

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.