

Request for Proposal

Reference No.: RFP-INDIA MCO-2019- 06

**Promoting Women's Entrepreneurship through Solar
Drying**



Dear Madam/Sir,

Subject: Request for Proposal (RFP) for Promoting Women’s Entrepreneurship through Solar Drying

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure services from a technical agency for **Promoting Women’s Entrepreneurship through Solar Drying** as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.

1. In order to prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:
 - a. This letter (and the included Proposal Instruction Sheet (PIS))
 - b. Instructions to Proposers ([Annex 1](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939)) available from this link:
<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>
 - c. Terms of Reference (TOR) (Annex 2)
 - d. Evaluation Methodology and Criteria (Annex 3)
 - e. Format of Technical Proposal (Annex 4)
 - f. Format of Financial Proposal (Annex 5)
 - g. Proposal Submission Form (Annex 6)
 - h. Voluntary Agreement for to Promote Gender Equality and Women’s Empowerment (Annex 7)
 - i. Proposed Model Form of Contract (Annex 8)
 - j. General Conditions of Contract (Annex 9)
 - k. Joint Venture/Consortium/Association Information Form (Annex 10)
 - l. Proposal Security Form ([Annex 11](#))
 - m. Performance Security Form (Annex 11)
 - n. Waiver & Release of Indemnity Form (Annex 12)
 - o. Submission Checklist (Annex 13)
2. The Proposal Instruction Sheet (PIS) -below- provides the requisite information (with cross reference numbers) which is further detailed in the [Instructions to Proposers \(Annex-I –see above link\)](#).

PROPOSAL INSTRUCTION SHEET (PIS)

Detailed Instruction governing below listed summary of the “instructions to proposers” are available in the Annex I (“Instruction to Proposers”) accessible from this link:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-rfp-instructions-en.pdf?la=en&vs=3939>

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	Deadline for Submission of Proposals	Date and Time: - 23 September 2019; 17:00 IST extended till 30 September 2019; 17:00 IST City and Country: New Delhi, India reference, see www.greenwichmeantime.com) This is an absolute deadline. Any proposal received after this date and time will be disqualified.
4.1	Manner of Submission	<input type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail <input checked="" type="checkbox"/> Electronic submission of Proposal
4.1	Address for Proposal Submission	Electronic submission of Proposal: Dedicated Secure E-mail address(s): Technical Proposal: procurement.india@unwomen.org Financial Proposal: procurement.india@unwomen.org To secure your financial offer please set up a password and share the same at the email ID mentioned above along with financial proposal.
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English

3.4.2	Proposal Currencies	Preferred Currency: INR If no, please indicate Currency: <input type="text" value="INR"/>
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	If other, please indicate: <input type="text" value="90"/> days.
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <input type="text" value="7"/> days before the deadline for submission of proposal. UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.
	Contact address for requesting clarifications on the solicitation documents	Requests for clarification should be addressed to the e-mail address: procurement.india@unwomen.org Clarification emails should include a subject header in the following format: “UNW RFP Reference #, Request for Clarification, Company/Contractor Name” Proposers must not communicate with any other personnel of UN Women regarding this RFP.
2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory: <input type="checkbox"/> Optional:

3.9	Proposal Security	<input checked="" type="checkbox"/> Not Required Proposal Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful bidder at any stage.
7.4	Performance Security	<input checked="" type="checkbox"/> Not Required Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.
3.2	Waiver & Release of Indemnity (If there is a site visit/inspection)	<input checked="" type="checkbox"/> Not Required No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.

3. The proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex III.
4. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,

Meena Kapoor
Operations Manager

TERMS OF REFERENCE (TOR)

1. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Within the overall context of its Strategic Plan, UN Women has launched a Global Flagship [Programme on Women's Sustainable Energy, Entrepreneurship, and Access](#) with the United Nations Environment Programme (UNEP) at the Paris Climate Conference (COP 21) in December 2015 in six countries, including India. Other five countries are Bolivia, Indonesia, Morocco, Myanmar and Senegal.

The Women's Entrepreneurship for Sustainable Energy (WESE) Programme is in line with the Government of India's national priorities and international commitments towards Sustainable Development Goals (SDGs), specifically on Gender Equality (SDG5) and Affordable and Clean Energy (SDG7) as well as the United Nations Framework on Climate Change.

The objective of the Programme is to identify and remove structural gender-specific barriers facing women entrepreneurs, enhance women's productive use of sustainable energy, and increase women's participation and leadership in gender-responsive energy policy-making.

The Women's Entrepreneurship for Sustainable Energy (WESE) Programme, through scalable pilots, will build evidence to strengthen the business case of investing in women entrepreneurs through employing innovative technology applications, business models and inclusive financing to accelerate sustainable energy access through decentralized solutions.

2. Objectives of the Assignment

The overall objective of the project is to employ new age clean solar dehydration technology and create necessary backward and forward linkages in enabling small and marginal women farmers dry and sell agricultural and fish products. The project will create a cadre of women entrepreneurs embedded in the dried and processed food value chain, through effectively leveraging clean technology. Women's access to dehydrated food products round the year will strengthen household's food security resulting in positive nutritional outcomes for women and girls.

3. Geographic Location

1. Jalgaon District, Maharashtra
2. Konark District, Odisha (tentative)-

This location for Konark is tentative and might be included in the project (subject to clearance from the Govt) at the time of award of contract. UN Women is therefore requesting two separate budgets for the above two locations and a combined budget. Should there be a favourable decision for Konark location the combined budget will be considered for the project to be implemented at two locations otherwise the contract will be awarded for Jagaon district.

4. Target Women:

30 small and marginal women farmers in Jalgaon

30 women from fishing community in Konark, Odisha

5. Scope of Work/Activities:

Jalgaon, Maharashtra

1. **Supply of 30 solar dehydration units for drying fresh vegetables with loading capacity of 60 kgs per day input. The solar dehydration units will include the following:**
 1. Cutter with a capacity to cut 50 kgs of material per hour
 2. Primary drying unit to remove unbound moisture. The primary drying unit should be able to dry 60 kg of cut material per day
 3. Secondary drying unit (solar dryer) that provides conduction, convection, radiation (all three)-based dehydration to remove final moisture and get uniform drying, high level nutrient retention and provide safety parameter. The capacity should be to deliver 10 kg final dehydrated output
 4. Packing material to protect the dehydrated material from water vapour and oxygen transmission. Packaging material should ensure 6 months of shelf life from the date of packing. The test results of the packing material for accelerated shelf life studies should be attached along with food grade certificate.
 5. Warranty Period: Replacement warranty for parts against manufacturing defects shall be provided on warranty card duly signed by manufacturer/supplier with seal and date of supply. Minimum warranty period shall be of 3 years.

Technical Specifications: Table 1

S.No	Particulars-Units	Total number of units	Specifications
1	Cutter	30	Cutting capacity of 50kgs of material per hour Able to provide desired size of fresh raw material so that the dehydrated final products meet FSSAI standards https://old.fssai.gov.in/Portals/0/Final_Regulations_2010.pdf

2	Primary drying unit	30	Loading capacity of 60 kgs	
3	Secondary drying unit (solar dryers)	30	Loading capacity	60 Kgs of input (fresh raw material) 10 kgs final dehydrated output
			Dryer Scale	Medium (40ft square to 50ft square drying area)
			Dryer Type and general specifications	<p>Solar dryer must use all the three modes of heat transfer viz conduction, convection and radiation. Major mode of heat transfer shall be conduction using the selective radiations, for higher efficiency (18% and above)</p> <p>Dryer shall work with Natural convection (air flow rate below 1 meter per second) and there shall not be need of fans/blowers</p> <p>There shall be no requirement of electricity (either from grid or from photovoltaic panels) to the solar dryer</p> <p>Solar dryer should be modular and shall be easy to assemble and disassemble on site. Do it Yourself kit (DIY Kit) is preferable</p> <p>Solar dryer must be portable and concrete foundation and flooring shall not be mandatory for its installation</p>
			Drying Chamber	<p>Solar dryer chamber's outer body (one which is exposed to atmosphere) should be manufactured of stainless-steel material. All the non-contact and non-exposed parts where ever M.S is used must be powder coated with nontoxic powder coating</p> <p>Dryer chamber shall be sturdy and rigid enough so that it shall not get damaged due to wind load or manual handling and shall withstand outdoors weather under local climatic conditions for a minimum period of 8-10 years except Polycarbonate sheets which might require replacement in 5-6 years</p> <p>Insect and dust protection nets must cover all the openings of the dryer chamber to restrict the insects and minimize entry of dust and debris. Insects and dust protection nets shall be made of nylon and shall be Nano-Silver coated to restrict the microbial growth on it</p>

			Type of aperture glass/glazing	<p>UV stabilized food grade Polycarbonate (PC) Multiwall sheet of 6 to 10 mm thickness with transmissivity of 80% and above</p> <p>The PC sheet ends must be sealed with appropriate UV resistant sealant. UV mark from the manufacturer of the sheet is mandatory</p> <p>Transparent drying chamber with 2 layers of glazing (polycarbonate/ PC) Multiwall sheet of 6 to 10 mm thickness) shall have U¹ value (W/m²K) below 4W/m²K</p>
			Creating technology and absorber plate/trays	<p>Absorber plate/trays shall be made of material with higher thermal conductivity (above 180 Wm²K at 50 degree Celsius and must be food grade like Aluminum etc</p> <p>Absorber plate/trays shall be non-selective coating and nontoxic (food grade powder coating) with matt black color</p>
			Label	<p>The dryer must be well labelled as:</p> <p>Dryer model</p> <p>Serial No</p> <p>Total Drying Area in m²</p> <p>Total Loading Capacity (wet basis) in Kgs</p> <p>Manufactured Date</p> <p>Manufactured Name</p> <p>Manufacturer contact phone number, website, email and address</p>
			Additional description	<p>Dryer must have good drying efficiencies (18% and above) and same must be certified by a competent authority</p> <p>Dryer should be able to ensure protein, fiber and mineral retention of 80% and above</p> <p>Technologies with innovations for better performance and having patent are preferable but not mandatory</p> <p>Solar dryers which had already been successfully installed on the intended project area and were found suitable for the drying of fruits, vegetables and spices in the local areas will be preferred but not mandatory</p>

4	Packing material	600	20 bags of 5 kg storage per woman entrepreneur
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Konark, Odisha

II. Supply of 30 solar dehydration units for drying fish with loading capacity of 60 kgs per day input. The solar dehydration units will include the following:

1. A set of washing, cleaning and cutting tools to wash, clean and cut the fish including knife, washing container, peeling tools
2. Primary drying unit to remove unbound moisture. The primary drying unit should be able to dry 60 kg of fish per day
3. Secondary drying unit (solar dryer) that provides conduction, convection, radiation (all three)-based dehydration to remove final moisture and get uniform drying, high level nutrient retention and provide safety parameter. The capacity should be to deliver 10 kg final dehydrated output
4. Packing material to protect the dehydrated material from water vapour and oxygen transmission. Packaging material should ensure 6 months of shelf life from the date of packing. The test results of the packing material for accelerated shelf life studies should be attached along with food grade certificate.
5. Warranty Period: Replacement warranty for parts against manufacturing defects shall be provided on warranty card duly signed by manufacturer/supplier with seal and date of supply. Minimum warranty period shall be of 3 years.

Technical Specifications: Table 2

S.No	Particulars-Units	Total number of units	Specifications	
1	Set of washing, cleaning and cutting tools	30		
2	Primary drying unit	30	Loading capacity of 60 kgs	
3	Secondary drying unit (solar dryers)	30	Loading capacity	60 Kgs of input (fresh raw material) 10 kgs final dehydrated output
			Dryer Scale	Medium (40ft square to 50ft square drying area)
			Dryer Type and general specifications	Solar dryer must use all the three modes of heat transfer viz conduction, convection and radiation. Major mode of heat transfer shall be conduction

			<p>using the selective radiations, for higher efficiency (18% and above)</p> <p>Dryer shall work with Natural convection (air flow rate below 1 meter per second) and there shall not be need of fans/blowers</p> <p>There shall be no requirement of electricity (either from grid or from photovoltaic panels) to the solar dryer</p> <p>Solar dryer should be modular and shall be easy to assemble and disassemble on site. Do it Yourself kit (DIY Kit) is preferable</p> <p>Solar dryer must be portable and concrete foundation and flooring shall not be mandatory for its installation</p>
		Drying Chamber	<p>Solar dryer chamber's outer body (one which is exposed to atmosphere) should be manufactured of stainless-steel material. All the non-contact and non-exposed parts where ever M.S is used must be powder coated with nontoxic powder coating</p> <p>Dryer chamber shall be sturdy and rigid enough so that it shall not get damaged due to wind load or manual handling and shall withstand outdoors weather under local climatic conditions for a minimum period of 8-10 years except Polycarbonate sheets which might require replacement in 5-6 years</p> <p>Insect and dust protection nets must cover all the openings of the dryer chamber to restrict the insects and minimize entry of dust and debris. Insects and dust protection nets shall be made of nylon and shall be Nano-Silver coated to restrict the microbial growth on it</p>
		Type of aperture glass/glazing	<p>UV stabilized food grade Polycarbonate (PC) Multiwall sheet of 6 to 10 mm thickness with transmissivity of 80% and above</p> <p>The PC sheet ends must be sealed with appropriate UV resistant sealant. UV mark from the manufacturer of the sheet is mandatory</p> <p>Transparent drying chamber with 2 layers of glazing (polycarbonate/ PC) Multiwall sheet of 6 to 10 mm</p>

				thickness) shall have U ¹ value (W/m ² K) below 4W/m ² K
			Creating technology and absorber plate/trays	Absorber plate/trays shall be made of material with higher thermal conductivity (above 180 Wm ² K at 50 degree Celsius and must be food grade like Aluminum etc.
				Absorber plate/trays shall be non-selective coating and nontoxic (food grade powder coating) with matt black color
			Label	The dryer must be well labelled as: Dryer model Serial No Total Drying Area in m ² Total Loading Capacity (wet basis) in Kgs Manufactured Date Manufactured Name Manufacturer contact phone number, website, email and address
			Additional description	Dryer must have good drying efficiencies (18% and above) and same must be certified by a competent authority
				Technologies with innovations for better performance and having patent are preferable but not mandatory
				Solar dryers which had already been successfully installed on the intended project area and were found suitable for the drying of fruits, vegetables and spices in the local areas will be preferred but not mandatory
4	Packing material	600	20 bags of 5 kg storage per woman entrepreneur	

The secondary drying unit should be MNRE/ Gol tested/approved wherever such approval/certification is made available by MNRE

- III. The proposer is expected to work closely with UN Women. UN Women will mobilize and identify women entrepreneurs for the intervention in both the locations of Jalgaon and Konark in Maharashtra and Odisha respectively. The proposer is expected to supply dehydration units to the identified women entrepreneurs, train them as well as enable market linkages.

- IV. The proposer is expected to enable market linkages for the dried products for both the locations. A suitable marketing model should be proposed that ensures assured marketing of dehydrated products.

6. Deliverables

- Inception Report with implementation plan and timelines
- Supply of 30 solar dehydration units, comprising of cutter, primary drying unit, secondary drying unit, packaging set up at Jalgaon, Maharashtra.
- Supply of 30 solar dehydration units comprising of a set of washing, cleaning and cutting tools primary drying unit, secondary drying unit, packaging set up at Konark, Odisha
- Training of 30 women farmers/entrepreneurs on solar dehydration unit installation, usage, packaging and storage of dried products at Jalgaon, Maharashtra in local language.
- Training of 30 women entrepreneurs from fishing community on solar dehydration unit installation, usage, packaging and storage of dried products at Konark, Odisha in local language.
- Enabling marketing linkages of dried products at both the locations
- Monthly progress report including the usage of solar dryer and marketing linkages at both the locations
- Project completion report

7. Eligibility Criteria:

- The proposer (Companies/Firms/Manufacturers or System Integrators/Consortium/JV) who are capable of designing, supplying and maintaining the required number of solar dehydration units as per the requirement and technical specifications, mentioned in the RFP document are eligible to apply.
- The Pvt Ltd. Companies/commercial firms are eligible to apply which have registration in India or have registered office in India.
- The proposers must be registered under Goods and Service Tax (GST)
- At least 3 years of experience of working in solar drying projects in rural areas, proof of which will be submitted as details of operational projects from date of commissioning till date.
- Proposer must meet eligibility criteria on its own. In case of Consortium/JV, they shall jointly meet the technical eligibility criteria. It is understood that the bidder may not be original producer/maker of all components in the solar drying unit, but the integrated system should meet all requirements.
- Proposer will be required to submit last three years audited annual accounts/ statements to demonstrate positive net worth of the company/firm. In case of Consortium/JV, it should be the lead member who should demonstrate positive net worth.

8. Roles and Responsibilities of the Parties

The Proposer will be responsible for carrying out all the activities listed in the previous section including the preparation of a detailed week wise work schedule for the assignment.

The Proposer and team should have the following characteristics:

- Substantial expertise in the sector of renewable energy, agri, aqua culture technology, especially in rural areas
- Expertise with community and development processes, especially in rural areas
- An understanding of key issues related to the delivery of services
- Excellent communication skills in English, Hindi, and other relevant local languages
- Understanding of UN Women’s mandate and function in India
- Proven analytical and problem-solving skills

Evidence of the above experience of the team in conducting similar activities will need to be submitted, in addition to their latest CVs.

9. Timeframe: 20 October 2019 – 10 August 2020

Deliverables	Timelines	Payment Schedule
Signing of Contract	20 October 2019	
Submission of Inception Report with implementation plan and timelines for the districts of Jalagaon, Maharashtra and Konark, Odisha	31 October 2019	20%
Purchase of solar dehydration units and submission of invoice	20 November 2019	50%
Installation of solar systems and training of women entrepreneurs (in English and Hindi)	-10 December 2019	20%
Enable Market linkages	-25 July 2020	10%
Quarterly progress report	10 January, 2019, 31 March 2020, 30 June 2020	

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

Legal Capacity: Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who:
(i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or
(ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

1. **Code of Conduct:** All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and recommends signing up to the [Women’s Empowerment Principles](#). **Cumulative Analysis Methodology:** A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [700] points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the obtainable score of [700] points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of [70%] of the obtainable score of [700] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points which a firm/institution may obtain for its proposal is as follows:

Technical proposal: [700 points]

Financial proposal: [300 points]

Total number of points: [1000 points]

Evaluation of financial proposal:

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

Evaluation of technical proposal: An Evaluation Committee will be constituted by the MNRE UN Women to evaluate the proposals. The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of [700] points):

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Years of experience of working in solar drying (should be 3 or more)	75
	Experience on similar assignment in the Region / working in rural areas	75
	Specialized Knowledge	50
1.2	Adverse judgment or awards	60
	<ul style="list-style-type: none"> The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history. The proposer has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. 	
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	50
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, mention the percentage of sub-contracting)	15
1.5	Quality assurance procedures, warranty	25
Total Part 1		350
2.0 Proposed Work Plan and Approach		Points obtainable
Proposed methodology		

2.1	<p>Does the proposal include all required technical specifications as required in the RFP?</p> <ul style="list-style-type: none"> • 30 solar dehydration units for drying fresh vegetables with loading capacity of 60 kgs per day input. Dehydration unit to include cutter, primary drying unit, secondary drying unit, packaging material including warranty as per specification in the table 1 in Section 5 for Jalgaon Maharashtra • 30 solar dehydration units for drying fish with loading capacity of 60 kgs per day input. Dehydration unit to include washing, cleaning, cutting tools, primary drying unit, secondary drying unit, packaging material including warranty as per specification in table 2 in Section 5 for Konark, Odisha • Training of women and enabling marketing linkages of dehydrated products at both the locations 	150
2.2	Have timeframes/target dates been establish for all key tasks, milestones and deliverables	10
2.3	<p>Environmental Considerations:</p> <p>Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.</p>	15
Total Part 2		175
3.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		Points obtainable
3.1	Is the team composition relevant to the subject? (Applicable to firms only)	85
3.2	Was the experience and expertise of team clearly explained? (Applicable to firms only)	30
3.3	Have the primary roles and key responsibilities for all the individuals making a major contribution to the project been adequately identified and accountabilities clearly stated?	60
Total Part 3		175
GRAND TOTAL		700
70%] of 700 pts = 490 pts needed to pass technical		

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of **70%** of the obtainable score of **700** points for the technical proposal.

FORMAT OF TECHNICAL PROPOSAL

Technical Proposals not submitted in this format may be rejected.

Financial Proposals must be submitted in a separate envelope or attached in a separate e-mail to a different e-mail address where electronic submission is required.

Proposer is requested to include one-page value statement indicating why they are most suitable to carry out the assignment.

Name of Proposing Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
E-mail:	

Section 1.0: Expertise and Capability of Proposer

1.1 Organizational Architecture

- **Background:** Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue.
- **Financial capacity:** The Proposer shall demonstrate its financial capacity and reliability regarding the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.

[Request for financial capacity of intuition should depend on the nature/complexity of the work, as defined in the TOR]

1.2 Adverse judgments or awards

- Include reference to any adverse judgment or award.

1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.4 Subcontracting

- Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

1.5 Quality assurance procedures, risk and mitigation measures

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.
- Describe the experience of the organization performing similar goods/services/works. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to the undertaken to goods/services/works	Reference Contact Details (Name, Phone, Email)
1-					
2-					
3-					

Section 2.0: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the organization’s approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organization’s understanding of UN Women’s needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women’s coverage based on the information provided.
- Describe how your organization will adhere to UN Women’s procurement principles in acquiring services on behalf of UN Women. UN Women’s general procurement principles:
 - a) Best Value for money
 - b) Fairness, integrity and transparency
 - c) Effective competition
 - d) The best interests of UN Women

2.2 Management - timeline, deliverables and reporting

- Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR

2.3 Environment-related approach to the service/work required

- Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

Section 3.0: Resource Plan, Key Personnel

3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.

3.2 Profile on Gender Equality

- Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer’s organization, (2) in executive and senior positions, and (3) shareholders. While this will not be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women’s empowerment.

- Proposers are also invited to: (1) become a signatory to the Women Empowerment Principles (if more than 10 employees) <http://weprinciples.org/Site/PrincipleOverview> ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women’s Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found here: <http://weprinciples.org/Site/CompaniesLeadingTheWay/>

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.

Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

Substitution of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

Please use the format below, with each CV no more than THREE pages in length.

Sample CV template:

Name:	
Position for this Assignment:	
Language Skills:	
Educational and other Qualifications	
Employment Record: [Insert details of as many other appropriate records as necessary]	
From [Year]: _____ To [Year]: _____	
Employer: _____	
Positions held: _____	
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]	

Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken
References (minimum 3)	(Name/Title/Organization/Contact Information – Phone; Email)	

FORMAT OF FINANCIAL PROPOSAL

The financial proposal should indicate two separate budgets for the two locations of Jalgaon, Maharashtra and Konark Odisha. In addition, a combined budget for both the locations should also be submitted.

The financial proposal must be prepared as a separate PDF file from the rest of the RFP response as indicated in Clause 3.4.1 of the Instruction to Proposers. The components comprising the total price must provide sufficient detail to allow UN Women to determine compliance of proposal with requirements as per TOR of this RFP. The proposer shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out-of-pocket expenses should be listed separately.

In case of an equipment component to the service provided, the financial proposal should include figures for both purchase and lease/rent options. UN Women reserves the option to either lease/rent or purchase outright the equipment through the contractor.

In addition, the financial proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the price in words and figures

- i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
 - a. An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert, all administrative costs of employing the expert and the margin covering the proposer's overhead and backstopping facilities.
 - b. An all-inclusive daily subsistence allowance (DSA) rate (otherwise known as a "per diem rate") for every day in which the experts shall be in the field for purposes of the assignment.
 - c. An all-inclusive amount for necessary international travel and related expenses by the most appropriate means of transport and the most direct economy class practicable route. The breakdown shall indicate the number of round trips per team member.
 - d. An all-inclusive amount for local travel, if applicable.

e. If applicable, other costs required for purposes of the assignment not covered in the foregoing or beneath paragraphs such as communication, printing and dispatching of reports to be produced during the assignment, rental and freight of any instruments or equipment required to be provided by the proposer for the purposes of the services, office accommodation, investigations, surveys, etc.

f. Summary of total cost for the services proposed.

- ii. **Schedule of payments:** Proposed schedule of payment might be expressed by the proposer, and payment will be made by UN Women in the currency of the proposal. The payment schedule must be linked to the delivery of the outputs specified in your technical component.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

In case two (2) proposals are evaluated and found to be equal in terms of technical competency and price, UN Women will award contract to the company that is either women-owned or has women in the majority in support of UN Women’s core mandate. In the case that both companies are women-owned or have women in the majority, UN Women will request best and final offer from both proposers and shall make a final comparison of the competing proposers.

A. Cost Breakdown per Deliverables- Please repeat this table for Jalgaon Maharashtra, Konark Odisha and for combined cost breakdown of both the location per deliverables

	Deliverables	Percentage of Total Price	Price (Lump Sum, All Inclusive)	Delivery time/time period (if applicable)

B. Cost Breakdown by Resources:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown in order to assess value for money as well as the calculation of price in the event that both parties agreed to add new deliverables to the scope of Services.

For Jalagaon, Maharashtra

Description	Quantity	Number of Unit	Unit Cost (INR)	Total Cost (INR)
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost- to be reimbursed on actuals towards installations/execution, marketing, training etc. Please detail the following: 1. no of trips/days, no of tickets, lodging/boarding for each trip etc 2. Local transportation 3. Any relevant costs (printing, training material, translation etc) 4. Overhead costs	Unit wise cost Unit wise cost Unit wise cost Unit wise cost			
Equipment				
1. Solar dehydration unit comprising of cutter, primary drying unit, secondary drying unit	30			
2. Packaging material	600			
TOTAL				

For Konark, Odisha

Description	Quantity	Number of Unit	Unit Cost (INR)	Total Cost (INR)
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost- to be reimbursed on actuals towards installations/execution, marketing, training etc.				

Please detail the following: 1. no of trips/days, no of tickets, lodging/boarding for each trip etc 2. Local transportation 3. Any relevant costs (printing, training material, translation etc) 4. Overhead costs	Unit wise cost Unit wise cost Unit wise cost Unit wise cost			
Equipment				
1. Solar dehydration unit comprising of cleaning, cutting and washing tools, primary drying unit, secondary drying unit	30			
2. Packaging material	600			
TOTAL				

Total Budget (Jalagaon + Konark)

Description	Quantity	Number of Unit	Unit Cost (INR)	Total Cost (INR)
Team Leader	1 person	Day/week/month		
Team Member	XX person	Day/week/month		
Operational cost- to be reimbursed on actuals towards installations/execution, marketing, training etc. Please detail the following: 1. no of trips/days, no of tickets, lodging/boarding for each trip etc 2. Local transportation 3. Any relevant costs (printing, training material, translation etc)	Unit wise cost Unit wise cost Unit wise cost			

4. Overhead costs	Unit wise cost			
Equipment				
1. Solar dehydration unit comprising of cleaning, cutting and washing tools, primary drying unit, secondary drying unit	30			
2. Solar dehydration unit comprising of cutter, primary drying unit, secondary drying unit	30			
3. Packaging material	1200			
TOTAL				

[Note: This should be accompanied by a short narrative summary that explains the figures supplied and that adds any relevant information that has been used to make the calculations]

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows:

"Duly authorized to sign the Proposal for and on behalf of

(Name of Organization)

Signature/Stamp of Entity/Date

PROPOSAL SUBMISSION FORM

[The proposer shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

To:

UN Women
55 Lodhi Estate
New Delhi 110003 INDIA
Tel: +91-11-446532333

Date:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Proposal Solicitation Documents;
- (b) We offer to supply in conformity with the Proposal Solicitation Documents the following ‘ _____ ’ and undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.
- (c) We ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions has been undertaken prior to the submission of our offer. Submission of this offer is confirmation of accepting a UN Women contract included herein.
- (d) We offer to supply for the sum as may be ascertained in accordance with the Financial Proposal submitted in accordance with the instructions under the Proposal Instruction Sheet;
- (e) Our proposal shall be valid for a period of 90 days from the date fixed for opening of proposals in the Request for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our proposal is accepted, we commit to obtain a performance security with the instructions under the Proposal Instruction Sheet;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from India.
- (h) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Proposers*) of the RFP Instructions to Proposers;
- (j) We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: _____ [insert signature of person whose name and capacity are shown]

In the capacity of _____ [insert legal capacity of person signing this form]

Name: _____ [insert complete name of person signing the Proposal Submission Form]

Duly authorized to sign the proposal for and on behalf of: _____ [insert complete name of proposer]

Dated on _____ day of _____, _____ [insert date of signing]

ANNEX 7

VOLUNTARY AGREEMENT

Voluntary Agreement to Promote Gender Equality and Women’s Empowerment

Between

(Name of the Contractor)

And

The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as “UN Women”) strongly encourages (**Name of the Contractor**) (hereinafter referred to as the “Contractor”) to partake in achieving the following objectives:

- Acknowledge values & principles of [gender equality](#) and [women’s empowerment](#);
- Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- Participate in dialogue with UN Women to promote gender equality and women’s empowerment in their location, industry and organization;
- Establish high-level corporate leadership for gender equality;
- Treat women and men fairly at work and respect and support human rights and nondiscrimination;
- Ensure health, safety and wellbeing of all women and men workers;
- Promote education, training and professional development for women;
- Implement enterprise development, supply chain and marketing practices that empower women;
- Promote equality through community initiatives and advocacy;
- Measure and publicly report on progress to achieve gender equality.

On behalf of the contractor:

Name : _____, Title : _____

Address : _____

Signature : _____

Date: _____

ANNEX 8

UN WOMEN MODEL FORM OF CONTRACTS AND GENERAL CONDITIONS OF CONTRACTS

[Note to Proposers]

UN Women forms of contracts and General Conditions can be accessed at:

<http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>

ANNEX 9

JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

(to be completed and returned with your technical proposal)

JV / Consortium/ Association Information	
Name of leading partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	<i>[insert name, address, telephone/fax or cell number, and the e-mail address]</i>
JV's Party Legal Name:	<i>[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)}</i>
JV's Party Country of Registration:	<i>[insert JV's Party country of registration]</i>
JV's Party Year of Registration:	<i>[insert JV's Part year of registration]</i>
JV's Party Legal Address in Country of Registration:	<i>[insert JV's Party legal address in country of registration]</i>
Consortium/Association's names of each partner/authorized representative and contact information	
Name of partner: _____	Name of partner: _____
Address : _____	Address : _____
Phone Number(s) : _____	Phone Number(s) : _____
Email Address(es) : _____	Email Address(es) : _____

Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____	Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____
Consortium/Association Agreement	Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (<i>Eligible Bidders</i>). <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties

Signatures of all partners/authorized representatives:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women 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: _____

SECURITY INSTRUMENTS

The Proposal and Performance Security Forms can be accessed by the proposer by following the below link.

<http://www2.unwomen.org/~media/commoncontent/procurement/un-women-procurement-rfp-security-instruments-en.docx>

ANNEX 11

SUBMISSION CHECKLIST

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:	
• Technical Proposal	
• Proposal Submission form	
• Joint Venture Form (if a joint venture)	
• Voluntary Agreement to Promote GE & WE (Voluntary)	
• Proposal Security Form (if required)	
• Performance Security Form (if required)	
Financial Proposal PDF sent to the financial e-mail address (password protected) as specified in the Invitation Letter includes:	
• Financial Proposal	
• Financial Excel Spreadsheet	

Please check-off to confirm the below:	
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION’S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	