



## REQUEST FOR PROPOSAL (RFP)

LOCAL (National) Advertisement	DATE: June 19, 2020
	REFERENCE: RFP/05/2020 – Estratégia Comunicação e plano de Ação NDC

Dear Sir / Madam:

We kindly request you to submit your Proposal for the following consultancy services:  
***Elaboração de uma estratégia de comunicação e plano de ação para uma maior divulgação e sensibilização para os objetivos NDC.***

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

Proposals may be submitted on or before **Monday, July 06, 2020, 23:59Hrs CV time** to the following addresses:

**Email :** [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org)

**Ref.: RFP/05/2020 – Estratégia Comunicação e plano de Ação NDC**

Your Proposal must be expressed in the **English, Portuguese, or French language**, and valid for a minimum period of **Sixty (60) Days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
  
**Salette Bettencourt**  
Operations Manager  
6/19/2020

## Description of Requirements

Context of the Requirement	<p><b><i>Elaboração de uma estratégia de comunicação e plano de ação para uma maior divulgação e sensibilização para os objetivos NDC</i></b></p> <p><i>Uma estratégia concreta de comunicação e apresentação de um plano de ação claro, direto e factível, de acordo com a realidade do país, mas com um aspeto inovador e aplicável.</i></p> <p>For detail information please refer to the attached Terms of Reference.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	Please see attached Terms of Reference (ToR).
List and Description of Expected Outputs to be Delivered	Please see attached Terms of Reference (ToR).
Person to Supervise the Work/Performance of the Service Provider	Portfolio de Energia, Ambiente e Mudanças Climáticas
Frequency of Reporting	Reporting is per the timelines indicated in the ToR.
Progress Reporting Requirements	Please see attached Terms of Reference (ToR).
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	45 Days
Target start date	August 17, 2020
Latest completion date	October 31, 2020
Travels Expected	Please see attached Terms of Reference (ToR).
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please see attached Terms of Reference (ToR).
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (Cape Verdean Escudos)

Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> If applicable VAT must be indicated separately from the total Price																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																	
Payment Terms	<table><tr><th>Outputs</th><th>%</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td>Metodologia e Plano de Trabalho</td><td>20</td><td>27/08/2020</td><td rowspan="3">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr><tr><td>Relatório preliminar</td><td>40</td><td>30/09/2020</td></tr><tr><td>Relatório final das atividades</td><td>40</td><td>30/10/2020</td></tr></table>				Outputs	%	Timing	Condition for Payment Release	Metodologia e Plano de Trabalho	20	27/08/2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Relatório preliminar	40	30/09/2020	Relatório final das atividades	40	30/10/2020
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Relatório preliminar	40	30/09/2020																
Relatório final das atividades	40	30/10/2020																
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Portfolio de Energia, Ambiente e Mudanças Climáticas																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet for Professional Services																	
Contract General Terms and Conditions <sup>1</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for de minimum contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>																	
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).																	
Criteria for the Assessment of Proposal	<b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm - 20 points <input checked="" type="checkbox"/> Technical Proposal - 30 points <input checked="" type="checkbox"/> Personnel - 50 points  <b>Financial Proposal: 30 points (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.																	

<sup>1</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.



UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<p>Contact Person : Procurement Unit.</p> <p>Email : <a href="mailto:humanresources.cv@cv.jo.un.org">humanresources.cv@cv.jo.un.org</a></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>
A pre-proposal meeting will be held on:	N/A
Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed ten (10) pages, including printed brochures and product catalogues relevant to the services being procured <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> INPS Certification issued by the relevant authority evidencing that the Bidders is updated with its Social Security payments <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value for the past 2 years <input checked="" type="checkbox"/> Written self-declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division or Other Ineligibility List
Other Information: Conditions and Procedures for electronic submission and opening	<p>Official email address: <a href="mailto:procurement.cv@cv.jo.un.org">procurement.cv@cv.jo.un.org</a></p> <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format : PDF files only, signed and stamped <input checked="" type="checkbox"/> Financial proposal Password protected, and must not be provided until requested <input checked="" type="checkbox"/> Password for Financial Proposal will be requested from those Proposers whose Technical proposals found to be Technically Qualified by Technical Evaluation Panel. <input checked="" type="checkbox"/> For electronically transferred data, the maximum capacity is <b>8MB</b> .  <input checked="" type="checkbox"/> <b>Mandatory email subject line:</b> your Technical and Financial proposals shall be sent into <b>two separate emails</b> as per the following <b>subject lines</b> :  1. For <b>Technical</b> Document: RFP/05/2020 – Estratégia Comunicação e Plano de ação NDC – Technical [insert Proposing Firm Business Name]  2. For <b>Financial</b> Document: RFP/05/2020 – Estratégia Comunicação e Plano de ação NDC – Financial [insert Proposing Firm Business Name]

<sup>2</sup>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.