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# REQUEST FOR PROPOSAL

## RE-ADVERTISEMENT

**Hiring a Youthconnekt 2022 Summit National Event Manager and Supply of Production and Branding Materials.**

RFP No.: REFERENCE: RFP/UNDP/RWA/2022/024 \_ eTendering Event ID:  
00000013187

Project: Joint Programme on Youth  
Country: RWANDA

Issued on: 3 August 2022

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**SECTION 1. LETTER OF INVITATION**

eTendering No: **RWA10- 0000013187**

The United Nations Development Programme (UNDP) -RWANDA Country Office hereby invites you to submit a Proposal to this Request for Proposal (RFP) for **Hiring a Youthconnekt 2022 Summit Event Manager and Supply of Production and Branding Materials.**

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form

Detailed Terms of Reference (ToR) as well as other requirements have been provided through the UNDP eTendering system accessible at” <https://etendering.partneragencies.org> Event ID: RWA10- **0000013187**

You are kindly requested to indicate whether your company intends to submit a Proposal by directly clicking on “**Accept Invitation**” button when receiving this invitation.

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit through the online eTendering system not later than **17<sup>th</sup> August 2022 before 5:00 PM Kigali Time.**

You may also utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

**IMPORTANT NOTE: YOU ARE ADVISED TO SUBMIT YOUR PROPOSAL ONE DAY IN ADVANCE TO AVOID ANY TECHNICAL ISSUE THAT MAY OCCUR AT THE LAST MINUTE.**

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

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Name: Mbasu Rugigana  
Title: Procurement Analyst  
Date: **August 3, 2022**

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Name: Bernardin Uzayisaba  
Title: Resident Representative a.i  
Date: **August 3, 2022**

**eTendering useful information:**

- Bidders are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

- Bidders have to submit their **Financial proposal as a password protected PDF uploaded in the system, and in the system, they must insert “1” in the line item unit price.**
- Supporting documents required are in the .pdf format, and free from any virus or corrupted files and Quotations.
- The File name has to contain only Latin characters (No Cyrillic or other alphabets).
- If you have not registered in the system before, you can register now by logging in using
  - username: event.guest**
  - password: why2change**
- Note that ATLAS has following minimum requirements for password:
  - Minimum length of 8 characters.
  - At least on capital letter.
  - At least one number.
- New bidder registering for first time, system will not accept any password that does not meet the above requirements and thus registration cannot be completed.
- For already existing bidders whose current password does not meet the criteria, when signing in, system will prompt you to change the password, and it will not accept a new password that does not meet requirement.
- The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the “**Instructions Manual for the Bidders**”, uploaded.
- You may check the following LINKs to access guiding instructional videos for bidders on how to use the UNDP etendering:
  - **Video Guide on How to register** in the UNDP eTendering system as a Bidder Profile:  
<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>
  - **Video Guide on How to Submit a Bid on eTendering :**  
<https://www.youtube.com/watch?v=cy34AXsYMrC&feature=youtu.be>

## **SECTION 2. INSTRUCTION TO BIDDERS**

### **A. GENERAL PROVISIONS**

<p><b>1. Introduction</b></p>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<p><b>2. Fraud &amp; Corruption, Gifts and Hospitality</b></p>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP  (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;  (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>
<p><b>3. Eligibility</b></p>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
<p><b>4. Conflict of Interests</b></p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on</p>

	<p>whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ol style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ol> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
5. <i>General Considerations</i>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. <i>Cost of Preparation of Proposal</i>	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. <i>Language</i>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. <i>Documents Comprising the Proposal</i>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ol style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ol>
9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. <i>Technical Proposal Format and Content</i>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless</p>

	otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
<b>11. Financial Proposals</b>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p>



	<p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>f) they have at least one controlling partner, director or shareholder in common; or</p> <p>g) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>h) they have the same legal representative for purposes of this RFP; or</p> <p>i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</p> <p>j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</p> <p>k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</p>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Proposal Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no</p>

	<p>obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP 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 UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<i>19. Amendment of Proposals</i>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<i>20. Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<i>21. Pre-Bid Conference</i>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<i>22. Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL</p>



<p><i>Modification of Proposals</i></p>	<p>Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<p><i>25. Proposal Opening</i></p>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<p><b>D. EVALUATION OF PROPOSALS</b></p>	
<p><i>26. Confidentiality</i></p>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<p><i>27. Evaluation of Proposals</i></p>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>a) Preliminary Examination</li> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ol>
<p><i>28. Preliminary Examination</i></p>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<p><i>29. Evaluation of Eligibility and Qualification</i></p>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>h) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> </ol>

	<ul style="list-style-type: none"> <li>i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>j) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<p><b>30. Evaluation of Technical and Financial Proposals</b></p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;"><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p><b>31. Due Diligence</b></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where</li> </ul>

	<p>business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Reparable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
<b>36. Award Criteria</b>	<p>36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.</p>
<b>37. Debriefing</b>	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving</p>



	its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
<b>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40. Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed 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>
<b>41. Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
<b>43. Liquidated Damages</b>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<b>44. Payment Provisions</b>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<b>45. Vendor Protest</b>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<b>46. Other Provisions</b>	46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence. 46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in

	<p>contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>
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**SECTION 3. BID DATA SHEET**

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Local currency _RWF_____
11	31	Deadline for submitting requests for clarifications/ questions	1 day before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Mbasa Rugigana & Qamer Uddin Jatoi E-mail address: <a href="mailto:mbasa.rugigana@undp.org">mbasa.rugigana@undp.org</a> &

			<a href="mailto:nadine.umuhire@undp.org">nadine.umuhire@undp.org</a> & <a href="mailto:qamer.jatoi@undp.org">qamer.jatoi@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website _____
14	23	Deadline for Submission	<b>17<sup>th</sup> August 2022 _ 5:00 PM (Kigali Time)</b> For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> BU Code: RWA 10 and Event ID number: <b>00000013187</b>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP</li> </ul>
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively  The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>August 30, 2022</i>
19		Maximum expected duration of contract	3 months
20	35	UNDP will award the contract to:	One or more Proposers, depending on the following factors :
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP  <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>

22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p><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></p>
23		Other Information Related to the RFP	<p><i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i></p>

## SECTION 4. EVALUATION CRITERIA

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	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 in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover of <b>RWF 100,000,000</b> for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should</i>	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	<i>meet requirement).</i>	
	Any additional criteria if required	

## Technical Evaluation Criteria

Technical Proposal Evaluation		
Form 1: Expertise of the Firm/Organization	Particulars/Requirements	Points obtainable
1.1	Proven 5 experience in providing similar event management services combined at professional standards and quality with evidence	50
1.2	General Organizational Capability which is likely to affect implementation	90
	- Financial stability	
	- loose consortium, holding company or one firm	
	- age/size of the firm	
	- strength of project management support	
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect event implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Quality assurance procedures, warranty	25
1.5	Relevance of:	120
	- Specialized Knowledge	
	- Experience on Similar events	
	- Experience on Projects in the Region	
	Proven track record of at least 3 international events/conferences of comparable magnitude including tangible reference and portfolio of previous similar assignments in Rwanda. (attach certificates of completion) and references	
Form 2: Technical Proposal Evaluation		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	The capacity to supply/own required equipment. If rented indicate	60
2.4	Knowledge, understanding and experience of working in Rwanda	55
2.5	Company profile (Include the latest Annual Financial Statements	65
2.6	Is the scope of task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
Form 3: Management Structure and Key Personnel ( <b>This section is compulsory for the Event Manager Company) for the lot of production, Branding and audio Visio present your key personnel only.</b>		Points Obtainable
3.1	Team Manager	

	General Qualification and suitability for the Event	
	-Experience in organization of International Events (indicate the events led and managed)	25
	- Training Experience and education at least with a degree with 7 years of experience	20
	- Professional Experience in specialization with at least 7 years in the area of event management	45
	- Knowledge of the region	30
3.2	Product/Business Development Manager	
	General Qualification and suitability for the Event	
	Experience in organization of International Events (indicate the events led and managed)	15
	Training Experience	15
	Professional Experience in the area of specialisation	45
	Knowledge of the region/ Rwanda	25
3.3	Designer	
	General Qualification and suitability for the Event	
	Must possess training Experience in IT and designing/Production	10
	Professional Experience in the area of specialization. Minimum of 5 years' Experience	10
	Knowledge of the region	10
3.4	Audio Visio Expert	
	Experience in audio Visio ( set up and management)	10
Combined Total		1000

## SECTION 5. TERMS OF REFERENCE

## TERMS OF REFERENCE

### ***HIRING AN EVENT MANAGEMENT COMPANY FOR THE 2022 YOUTHCONNEKT AFRICA SUMMIT***

Job Title:	Event Management Company
Category:	Event Management
Duty Station:	Kigali, Rwanda
Type of contract:	Consultant Company
Expected starting date:	30 <sup>th</sup> August 2022
Duration of assignment:	60 days

#### **1. BACKGROUND**

YouthConnekt Africa is a continental initiative with the mission to empower young people by enhancing their knowledge, experiences and skills while investing in their ideas, innovations and initiatives to harness Africa's demographic dividend.

YouthConnekt takes a 'platform approach' to solving challenging development issues, and brings together a wide range of stakeholders, including heads of states, policy makers, business leaders, development partners and the civil society, to address the multiple needs of young people while also fully involving them in the solution-building process.

The YouthConnekt Africa is a fast-growing continental platform with presence in 25 countries. To support knowledge development, collaboration of member states, and coordination of a global network for the African ecosystem – the YouthConnekt Africa Hub was established in 2018, and operationalised in 2020.

The YouthConnekt Africa Hub exists to provide extensive technical support to forge effective partnerships, design implementation mechanisms, assist in implementing policies and systems, and develop institutional capabilities for the national YouthConnekt programmes to operationalize and fulfil their mandates.

The YCA Hub aims to contribute to the achievement of Africa's SDGs mandate, the AU 2063 agenda, and AU Youth Charter. Through national YouthConnekt initiatives (YouthConnekt National Programmes), the Hub accomplishes its mandate by: i) coordinating a global network to create a continental ecosystem for African youth; ii) sharing experience and knowledge on program and policy design, youth initiatives, fund setting and reporting; iii) providing a conduit for resources at scale and data on youth to up-skill and finance African youth-led enterprises.

#### **ABOUT YOUTHCONNEKT AFRICA SUMMIT 2022**

Over the last 6 years the YouthConnekt Africa Summit has grown to become Africa's largest annual convening that connects youth from across the continent and beyond with policy influencers, political



leaders, and public, private and development sector institutions to engage, discuss, design, and accelerate youth empowerment efforts at the continent level.

Hosted by the Government of the Republic of Rwanda, in partnership with the United Nations Development Programme (UNDP), this 5<sup>th</sup> edition of the YouthConnekt Africa Summit aspires to deliver even more strongly this year, building on its unique convening power, rich conversations, to impact policies and investments made for continued youth development across the continent.

Inspired by the African Union's theme of the year, this year's summit will focus on building resilience of young people on the African continent to accelerate the human capital and socio-economic development.

The 2022 YouthConnekt Africa Summit expects 10,000 delegates, and will provide a platform for all partners involved in youth development to synergize around policies, programs and partnerships that will connect youth for continental transformation. Hosted at BK Arena and Intare conference Arena, this year's summit is set to provide yet another unique experience to all delegates from the logistical arrangements to the content delivery settings.

The YouthConnekt Africa Hub (YCA) with the support of UNDP Rwanda Country Office is initiating this Request for Proposals (RFP) to solicit applications from qualified event management company to coordinate and manage the preparations of the 2022 YouthConnekt Africa Summit in Kigali, Rwanda within the working framework /ToRs of the event under the guidance of the National Organizing Committee (NOC).

## **OBJECTIVE**

YouthConnekt Africa is looking to hire the services of the event management firm handling big social and corporate events to organize the 2022 YouthConnekt Summit in a timely manner.

## **2. SCOPE OF WORK AND RESPONSIBILITIES**

The scope of work of the event management company will essentially involve the overall successful organization of the 2022 YouthConnekt Africa Summit. The firm will assist UNDP, Ministry of Youth and Culture and the YouthConnekt Africa Hub in connection with the following;

### **a) Coordination/ Advisory Role: LOT I**

- Coordinate the event preparation with guidance from the National Organizing Committee (NOC) team, by providing proven-based practices for delivering a memorable summit experience to delegates
- Provide technical advice on all aspects of the summit and ensure cost-effective perspective while maintaining the highest possible international standards.
- Actively participate in all YouthConnekt Africa Summit organizing committee Meetings
- Support the process of drawing workplan, budgeting and suppliers' negotiations of the summit
- Under the leadership of the organizing committee, ensure an effective coordination among all service providers involved in the organization of the Summit including branding, production, interpretation, transport and catering among others,
- In partnership with hosts, identify and secure suitable moderators (6), and masters of ceremony (3) for different sessions to be held during the summit.
- Provide key personnel including volunteers that will facilitate delegates enquiries management such as hotels booking, airport pickup, drop-off and transportation..., others will provide protocol services at the airport, recommended hotels and at the event venue, while others will be assigned to support in registration and accreditation processes
- Provide assistance in sessions and speakers management as well as VIP handling to ensure appropriate courtesies for each

## **b) Venue Management: LOT I**

Working closely with the YouthConnekt organizing team and the communication consulting firm to manage the 2 venues, BK Arena for the first day with 10,000 delegates and 2<sup>nd</sup> & 3<sup>rd</sup> day with 3,500 delegates at Intare Conference Arena:

- Design the look and feel of the event in line with the vision of the hosts, considering BK Arena to host the accreditation process and the opening ceremony, while Intare will host other plenaries and parallel sessions of 6 streams
- Hold required number of consultations with hosts to align on mock-up of event key settings
- Propose electronic visuals of the 3D mock-ups for consultations with hosts
- In collaboration with the communication consulting firm, design and manage the production of all venue fittings including stage management, design & branding
- Manage the audio-visual set-up of the venue as per hosts requirements
- Deploy technical staff to manage the audio-visual production of the event throughout the event.
- Manage the event production with various suppliers to meet desired standards and set deadlines by hosts.
- Handle organization and management of the conference venue (planning and overseeing use of conference rooms for plenary and parallel sessions, holding and bilateral meeting rooms, networking and lunch areas with proper facilities such as audio-visual materials, lighting, sound system, microphones, decorations, signposts etc.)
- Ensure furniture & décor for venue are met as stipulated in the production and branding requirements
- Prepare the floor plan for the exhibition booths, provision of stand partitioning and facilitate the arrangement of necessary equipment, furniture, and costing of each booth.
- Work closely with Resource Mobilization and partners engagement committee to manage engagement with exhibitors to provide clear guidelines of technical specifications of space and design.

## **c) Accommodation and transport of participants : LOT I**

- Together with NOC team, set minimum standards and facilities for a hotel/hostel to host YCA Summit delegates (cleanness, customer service, WIFI, utilities, accessibility...)
- Manager the Hotel booking using existing platforms and arrange with the local Hotels with maximum discount to accommodate the delegates and participants. (Provide a list of recommended hotels including affordable hostels/hostels, apartments for youth, to be approved by NOC,)
- Manage delegate arrivals, airport pick up and drop off in coordination with hotels
- Coordinate the transportation and Logistics for participants and delegates from designated points of pick up and drop with definite schedules from two days before the start of the event and one day after the closure of the event.
- Coordinate transport for participants/exhibitors and provide them with necessary information.

**d) Partners handling: LOT I**

In close partnership with the organizing team and the YouthConnekt Africa Hub,

- Support the design of a partner’s engagement strategy and its implementation
- Ensure appropriate implementation and handling of sponsors/partners key agreements (speaking roles, branding and visibility...) for each sponsor/partner’ satisfaction according to their respective level of involvement

**e) Event production LOT I ( only management and supervisory role as an event manager)**

In close partnership with the organizing team, manage the following:

- Supervise Stage backdrop with LED Screens in all agreed upon rooms (Plenaries, parallel sessions and others – both BK and Intare Arena)
- Supervise Lighting and Quality Sound System
- Supervise branded lecturns and sidetables
- Supervise – the complete audio-visual system as per terms that will be agreed up with client
- Supervise production schedule (including regular follow-up with suppliers, etc.)
- Supervise Program management (sessions, side events, awarding ceremony, opening & closing ceremonies)
- Coordination of simultaneous interpretation services
- Supervise the supply and set up of Furniture & décor requirement for venue

**Other LOTS: Bidders are allowed to chose the LOT of their specialization or interest or all of them together.**

**f) LOT II: Production equipment for Youth Connekt Africa Summit scheduled to take place in Rwanda on the 13rd to 15 October in Kigali (LOT II)**

**g) LOT III: Firm for with specialization in Printing and Branding Materials for the Youth Connekt Africa Summit scheduled to take place in Rwanda.**

**h) LOT IV: Supply and Management of Audio Visual Equipment for the YouthConnekt Africa Summit scheduled to take place in Rwanda on the 13th October 2022 at the BK Arena and 14th and 15th at Intare Arena**

**3. DELIVERABLES**

No.	Deliverables	Description
1	Mock-up of full Event Production	Following consultations with organising committee propose 3D mock-up presentation of key event features – plenary room stage, breakout session room set up, key featured spaces, exhibition spaces, etc.  Provide a proposal with clear technical specifications of the audio-visual production for review and approval
2	Suppliers’ coordination plan	Provide a detailed suppliers engagement plan including roadmaps, products/services proposals, negotiated rates, etc.
3	Final venue and other featured area design mock ups	Closer to the event, produce a final design mock-up visualising the use of the venue, exhibition spaces and various rooms and spaces as required to ensure better coordination.

4	Final event coordination and set up	Provide a final event setting, including specific list of personnel with their contacts and assigned roles; room allocation and floor plans, venue setup plans including branding and AV equipment, movement plans according to the finalized programme, delegate management arrangements, speakers and session briefs, stage management plans...  Production the venue
5	Monthly update reports July- August- September	Progress on Summit organisation plan/ planned activities/ including coordination with all companies involved in Summit preparation.
6	Final report	Approved Final Assignment report with detailed achievements/outcomes/ lessons learned of the 2022 YCA Summit

#### 4. DURATION OF THE CONTRACT

The duration of this assignment is expected to last 90 days.

	International Consultant	Deliverables
Inception Phase	5	<b>Execution plan and presentation</b>
In-country Phase	50	<b>Prepare monthly progress reports with achievements/lessons learned and pending actions</b>
Post-mission Phase	5	<b>Approved copy of final report with achievements/lessons learned and pending actions</b>
Total number of days	60 Days	

#### 5. INSTITUTIONAL ARRANGEMENT

- The contractor shall carry out its mandate professionally, in line with the TOR given by the client and the approved Technical Proposal
- In order to ensure The YouthConnekt Africa Hub Brand guidelines and communication standards, UNDP and YouthConnekt Africa Hub technical team will be involved in the design and production review process. Final approval for all communications assets will be provided by the Organizing team.
- The contractor will be responsible to produce most deliverables well before the start of the event date and make these results available for checkups and approval. **No last-minute arrangements are acceptable.**
- The contractor shall report on a monthly basis (see deliverables) to the organizing committee (YouthConnekt Africa Hub, UNDP, MYCULTURE) through presentations and reports. More specifically, all deliverables submitted by the contractor should be reviewed by a reference group which consists of the YouthConnekt Africa Hub, UNDP and MYCULTURE.
- All the information relating to the event will be held in confidentially by the contractor and the contractor should be aware that the ownership of all materials and products produced belong to the client. The contractor will not, without written permission from the client, divulge information to any third party.

- The contractor may be required to collaborate with other event management experts provided by the client who are not in direct competition with the contractor.

## **6. DUTY STATION**

The duration of this assignment will take place in Kigali, Rwanda. All transportation and other facilities regarding the consultancy's coordination should be arranged and paid by the company.

## **7. REQUIRED EXPERTISE AND QUALIFICATIONS**

**The Company shall have the required expertise and qualifications:**

Experience:

- Minimum 5 years experience in the event management industry.
- Having managed at least 3 international events/conferences of comparable magnitude (standards, size and requirements)
- Having at least 3 dedicated staff with 5 years of experience in the industry (specifically in event management and coordination)
- Having staff who are fluent in English and French
- Ability to develop and maintain strong working relationships both internally and externally, including government and international stakeholders;

General Qualifications and Skills:

- Excellent organizational skills in event planning and publication scheduling;
- Strong communication and interpersonal skills;
- Ability to meet strict deadlines while producing high quality work;
- Exceptional written and communications skills, such as writing, editing and ability to communicate information effectively and persuasively;
- Knowledge, understanding and experience of working in Africa.

## **8. LANGUAGES:**

Fluency in English and French in addition to Kinyarwanda for local suppliers' proper coordination.

## **9. PAYMENT MODALITY**

The company/contractor shall be paid the consultancy fee upon completion of the following milestones.

- 20% after the submission and acceptance of the Event Mock Up, Proposal of Audio-Visual Production and August Progress report (deliverable no 1&3)
- 30% after the submission and acceptance of the September Progress reports (deliverable no 3&4)
- 30% after the submission and acceptance of the Final Event Mock-Up and Plans (deliverable no 5)
- 20% after the submission and acceptance of the Final Progress report (deliverable no 6)

The Remuneration stated above is subject to applicable taxes in accordance to the laws of the Republic of Rwanda.

## **10. EVALUATION CRITERIA**

The company will be evaluated against a combination of technical and financial criteria, using the Combined Scoring Method. Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.

## LOTS:

**BIDDERS ARE ALLOWED TO BID FOR ONE OR MORE LOTS.**

## LOT II.

**Production equipment for Youth Connekt Africa Summit scheduled to take place in Rwanda on the 13rd to 15 October in Kigali**

**Bidders are required to indicate the delivery schedule**

a) For the conference			
Working closely with the YouthConnekt organizing team and providing the approximate following:			QTY
Backdrop Structures	and Intare Arena	Main auditorium (14m L x 4 m H) with capacity to hold 3.84 x 2.4m LED screens within the backdrop	3
	BK Arena & Intare Arena	Photo Wall 12 m W x 4.5 m H	2
	BK Arena & Intare Arena	Media Room 5m W x 2.5m H	2
	Marriot Hotel (TBC)	Gala Dinner 9m L X 3.6 m W	1
Stage	BK Arena	Square Stage in the middle ( 6m L x 6m W x 0.60m H )	1
	Intare Arena	Auditorium -round stage 6m D x 60 cm H	1
		Pavillion, Library and concourse, Tent (9 m L x 3,6 m W x 60 cm H ) TBD	3
	Intare Arena	Media room 5m L x 3m W x 60 cm H	1
Signage	BK Arena & Intare Arena	Signage structures Stand-alone 1,8 m H x 0.8m W	25
Networking charging stations/boxes	and BK Arena & Intare Arena	Networking and charging stations/boxes for Youth Zone & Exhibition 1m high x 30cm x 30cm with space to brand all across and with 8 charging ports	4
Furniture	BK Arena	VIP Chairs / sofas	170
	BK Arena	Checking tent counters	5

	BK Arena	Chairs / bar stools	10
	BK Arena & Intare Arena	Panelist chairs	30
	BK Arena & Intare Arena	Panelist tables	30
	BK Arena & Intare Arena	Velvet ropes / stanchions available	4
Exhibition booths	Intare Arena	Tents (9m x 3m) with furniture package :	2
		4 grey sofas+1 coffee table +2 counters +2 barstools+2 tables+4 chairs +42" tv screen +2 brochure stand	
		Pavilions ( 6 x 3 ) with furniture package :	4
		2 tables +4 chairs +1 counter + 1 brochure rack+ 1 barstool +42 " tv screen	
		3 x 3 stand with furniture package :	5
		1 counter + 1 table + 2 chairs + 1 brochure stand + 32" tv screen	
Cut lettering	BK Arena & Intare Arena	3D cut lettering the words x 50cm high x 4cm Thickness (Hashtag) #youthconnektafrica with wooden base	4
b) Exhibition Booths			
<ul style="list-style-type: none"> <li>Prepare the floor plan for the exhibition booths, provision of stand partitioning and facilitate the arrangement of necessary equipment, furniture, and costing of each booth.</li> </ul>			
<ul style="list-style-type: none"> <li>Work closely with Partnership Engagement Specialist to manage engagement with exhibitors to provide clear guidelines of technical specifications of space and design.</li> </ul>			

### LOT III

**Title: Firm for with specialization in Printing and Branding Materials for the Youth Connekt Africa Summit scheduled to take place in Rwanda.**

**Bidders are required to indicate the delivery schedule**

BRANDING			
ITEM	VENUE	DESCRIPTION	QTY
Pull Up Banners	BK & Intare Arena	Large base banners	40
Tear drop banners	BK & Intare Arena	Rectangular (4.5M)	30
Cubes branding	Intare Arena	Main Entrance Box (7m x 3m)	30
Shuttle Stickers	Vehicles	Printing of one-way vision stickers (A3)	40
VIP stickers	Vehicles	Printing of one-way vision stickers (A4)	35

Accreditation Signage	BK Arena	Printing of matte stickers (100cm x 200cm)	10
Venue Signage	BK & Intare Arena	Printing of matte stickers (100cm x200 cm)	25
Place holders	BK & Intare Arena	A5 printed cards	500
Auditorium glass stickers	Intare Arena	One way vision branding on glass (13.47 m by 1m)	11
Hanging Banners	BK & Intare Arena	Large base banners (150cm by 300cm)	20
	Directional signage	Stand alone foam board branded (80cm by 180cm (Double-sided)	22
Branding of the stage	BK & Intare Arena	Printing stickers for speakers side tables and lectern ( 60cmx60cm)	82
	BK & Intare Arena	Branding the edge of round & Square stage with soft Cloth (30 M X 1.5M) TBD	4
Backdrops	Intare Arena	Pavillion, Library and concourse, Tent (9 m L x 3,6 m W x 60 cm H ) TBD (18m across x 4m)	3
	BK Arena & Intare Arena	Photo Wall Cloth banner 16m x 3m high	2
	BK Arena & Intare Arena	Media Room Cloth Banner 5m across x 2.5m high	2
	Marriot Hotel	Gala Dinner 3.5m across x 9m high	1
		Transportation	1
		subtotal	
		VAT (18%)	

## LOT IV

**Title: Supply and Management of Audio Visual Equipment for the YouthConnekt Africa Summit scheduled to take place in Rwanda on the 13th October 2022 at the BK Arena and 14th and 15th at Intare Arena**

**Bidders are required to indicate the delivery schedule and their capacity.**

AUDIO VISUAL				
SESSION	ROOM	AUDIO	VIDEO	LIGHTING
Registratio/Accreditatio	Marquee in	Basic P.A for	10 Screen of 55"	N/A



n	Parking area	announcement	for info display	
Plenary	Arena ground	Indoor System for 10,000 Pax	LED Screen 1 sets of 4x3m	Ambiance light
		(Line array, top, far, stage monitor)	Resolution : P3 Indoor	Stage light (profiles minimum 1500 watt) preferably LED
		Wireless microphones 8 (Preferably sennheiser)	Signal processor	Lighting control table
		Wireless antennas and receivers enough to use the above microphones	Video mixer	
			Necessary accesories to manager the screens and content transmission	
Media Room/ Press conference	Media room	Basic P.A for announcement	2 Screens of 55" for program display and live feed	Stage profiles
BREAKOUT SESSIONS	Intare Arena - Pavillion	Indoor System for 800 Pax	LED Screen 2 sets of 3x2m	Ambiance light
		(Line array, top, far, stage monitor)	Resolution : P3 Indoor	Stage light (profiles minimum 1500 watt) preferably LED
		Wireless microphones 8 (Preferably sennheiser)	Signal processor	Lighting control table
		Wireless antennas and receivers enough to use the above microphones	Video mixer	
			Necessary accesories to manager the screens and content transmission	
Plenary sessions	Intare Arena - AUDITORIUM	Indoor System for 3000 Pax	Signal processor	Ambiance light
		(Line array, top, far, stage monitor)	Video mixer	Stage light (profiles minimum 1500 watt) preferably LED

		Wireless microphones 8 (Preferably sennheiser)	Necessary accesories to manager the screens and content transmission	Lighting control table
		Wireless antennas and receivers enough to use the above microphones		
BREAKOUT SESSIONS	Intare Arena - Library	Indoor System for 400 Pax	LED Screen 2 sets of 3x2m	Ambiance light
		(Line array, top, far,stage monitor)	Resolution : P3 Indoor	Stage light (profiles minimum 1500 watt) preferably LED
		Wireless microphones 8 (Preferably sennheiser)	Signal processor	Lighting control table
		Wireless antennas and receivers enough to use the above microphones	Video mixer	
			Necessary accesories to manager the screens and content transmission	
BREAKOUT SESSIONS	Intare Arena Tent	Indoor System for 500 Pax	LED Screen 2 sets of 3x2m	Ambiance light
		(Line array, top, far,stage monitor)	Resolution : P3 Indoor	Stage light (profiles minimum 1500 watt) preferably LED
		Wireless microphones 8 (Preferably sennheiser)	Signal processor	Lighting control table
		Wireless antennas and receivers enough to use the above microphones	Video mixer	
			Necessary accesories to manager the screens and content transmission	
Gala Dinner	Marriot TBD	Indoor System for	LED Screen 2 sets	Ambiance light

		500 Pax (Line array, top, far, stage monitor)	of 3x2m Resolution : P3 Indoor	Stage light (profiles minimum 1500 watt) preferably LED
		Wireless microphones 8 (Preferably sennheiser)	Signal processor	Lighting control table
		Wireless antennas and receivers enough to use the above microphones	Video mixer	
			Necessary accesories to manager the screens and content transmission	
Lunch Break	Intare Arena Tents	Basic P.A for announcement		
Staffing				

**SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST**

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted. Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

**Technical Proposal Envelope:**

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

**Financial Proposal Envelope**

**(Must be submitted in a separate sealed envelope/password protected email)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

**FORM A: TECHNICAL PROPOSAL SUBMISSION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for **EVENT MANAGEMENT COMPANY FOR THE 2022 YOUTHCONNEKT AFRICA SUMMIT** in accordance with your Request for Proposal No. RFP/UNDP/RWA/2022/024 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

*We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.*

*We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference*

*Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.*

We understand and recognize that you are not bound to accept any Proposal you receive.

*I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> </ul>

## FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

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: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years
--

<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in RWF)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### 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 RWF)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### 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 Top 3 (three) Clients or more.

### Financial Standing

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

Financial information (in US\$ equivalent)	Historic information for the last 3 years
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	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			

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



## FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 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 and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

### SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

### SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

## Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION/ QUALIFICATIONS	<i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i>

	<p>[INSERT]</p>
<p>PROFESSIONAL CERTIFICATIONS</p> <hr/>	<p>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</p> <hr/> <ul style="list-style-type: none"> <li>▪ NAME OF INSTITUTION: [INSERT]</li> <li>▪ DATE OF CERTIFICATION: [INSERT]</li> </ul>
<p>EMPLOYMENT RECORD/ EXPERIENCE</p> <hr/>	<p>[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.]</p> <hr/> <p>[INSERT]</p>

REFERENCES

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*[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]*

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REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]

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.

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Signature of Personnel

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Date (Day/Month/Year)

## FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

*Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.*

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

## FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

### Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

### Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
<b>Subtotal Professional Fees:</b>				

### Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				

Other Costs: (please specify)				
<b>Subtotal Other Costs:</b>				

**Table 4: Breakdown of Price per Deliverable/Activity**

<b>Deliverable/ Activity description</b>	<b>Time (person days)</b>	<b>Professional Fees</b>	<b>Other Costs</b>	<b>Total</b>
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				