



REQUEST FOR PROPOSAL

Transfer of technology, know-how and skills for wave, marine current and wind field analysis and sea oil slick detection from Synthetic Aperture Radar (SAR) image processing.

RFP No.: 2315-RFP-CUB-21-02

PROJECT: Strengthening the Cuban Marine Meteorological System
(Marine Surveillance)

Country: CUBA

Issued on: 29 June 2021



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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

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 C: Joint Venture/Consortium/Association 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

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 it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP **by sending an email to procurement.cu@undp.org indicating whether you intend to submit a Proposal** or otherwise. 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.

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

Issued by:

Sofia Hernandez

Name: Sofia Hernandez
 Title: Procurement Associate
 Date: **June 29, 2021**



Approved by:

Rafael Rodriguez

Name: Rafael Rodriguez
 Title: Operations Manager
 Date: **June 29, 2021**



Section 2. Instruction to Bidders

A. GENERAL PROVISIONS

<p><i>1. Introduction</i></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 https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</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 (www.ungm.org). 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><i>2. Fraud & Corruption, Gifts and Hospitality</i></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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</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 http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
<p><i>3. Eligibility</i></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</p>

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	<p>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>4. <i>Conflict of Interests</i></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"> 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <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 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> <ul style="list-style-type: none"> 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 b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <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>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. <i>General Considerations</i></p>	<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</p>

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	the UNDP
<i>6. 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.
<i>7. 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 BID DATA SHEET (BDS).
<i>8. Documents Comprising the Proposal</i>	8.1 The Proposal shall comprise of the following documents: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<i>9. 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.
<i>10. 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 otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<i>11. Financial Proposals</i>	<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>

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<p><i>12. Proposal Security</i></p>	<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> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <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>
<p><i>13. Currencies</i></p>	<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> <ul style="list-style-type: none"> 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 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><i>14. Joint Venture, Consortium or Association</i></p>	<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</p>

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	<p>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> <ol style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <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>
<p><i>15. Only One Proposal</i></p>	<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> <ol style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) 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; e) 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 f) 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><i>16. Proposal Validity Period</i></p>	<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</p>

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	Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
<i>17. Extension of Proposal Validity Period</i>	<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>
<i>18. Clarification of Proposal</i>	<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 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</p>



	<p>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>
<p>C. SUBMISSION AND OPENING OF PROPOSALS</p>	
<p>22. <i>Submission</i></p>	<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>
<p>Hard copy (manual) submission</p>	<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 PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p> <p>iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
<p>Email Submission</p>	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p>



<p>eTendering submission</p>	<p>22.6 The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.7 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. c) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. <i>Deadline for Submission of Proposals and Late Proposals</i></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. <i>Withdrawal, Substitution, and Modification of Proposals</i></p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its 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</p>

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	<p>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>
25. <i>Proposal Opening</i>	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.
D. EVALUATION OF PROPOSALS	
26. <i>Confidentiality</i>	<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>
27. <i>Evaluation of Proposals</i>	<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"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. <i>Preliminary Examination</i>	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.
29. <i>Evaluation of Eligibility and Qualification</i>	<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"> a) 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; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production



	<p>capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</p> <p>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
<p>30. <i>Evaluation of Technical and Financial Proposals</i></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> <p>Rating the Technical Proposal (TP):</p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p>Rating the Financial Proposal (FP):</p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p>Total Combined Score:</p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p>
<p>31. <i>Due Diligence</i></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>

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	<ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; 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; 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; 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; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p><i>32. Clarification of Proposals</i></p>	<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>
<p><i>33. Responsiveness of Proposal</i></p>	<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>
<p><i>34. Nonconformities, Reparable Errors and Omissions</i></p>	<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"> 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

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	<p>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;</p> <p>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</p> <p>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.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	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.
36. <i>Award Criteria</i>	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.
37. <i>Debriefing</i>	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 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.
38. <i>Right to Vary Requirements at the Time of Award</i>	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.
39. <i>Contract Signature</i>	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.
40. <i>Contract Type and General Terms and Conditions</i>	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 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. <i>Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at

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	<p>https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default 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.</p>
42. <i>Bank Guarantee for Advanced Payment</i>	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 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&action=default
43. <i>Liquidated Damages</i>	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.
44. <i>Payment Provisions</i>	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.
45. <i>Vendor Protest</i>	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: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. <i>Other Provisions</i>	<p>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.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in 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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&refer</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 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 be imposed as follows: Percentage of contract price per day of delay: 0.1

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			Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	July 13th 2021,16:30 Hrs EST.
12	31	Contact Details for submitting clarifications/questions	Focal Person: UNDP Procurement Unit Address: Calle 18, No 110 entre 1ra y 3ra. La Habana, CUBA E-mail address: procurement.cu@undp.org
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 UNDP Procurement Notices https://procurement-notice.undp.org/
14	23	Deadline for Submission	July 20th , 2021, 16.30 Hrs EST
14	22	Allowable Manner of Submitting Proposals	x Courier/Hand Delivery x Submission by email
15	22	Proposal Submission Address	<u>procurement.cu@undp.org</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF password protected files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for technical proposal <u>must</u> not be provided to UNDP until the date as indicated in No. 14 (<i>for email submission only</i>) ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP

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			<ul style="list-style-type: none"> ▪ Max. File Size per transmission: 10 MB. If you are uploading a large number of files please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP files but if you do this, please note the total size of each uploaded ZIP folder cannot exceed 10 MB. ▪ Mandatory subject of email: 2315-RFP-CUB-21-02.
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	August 31, 2021
19		Maximum expected duration of contract	15 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Contract for Goods and/or Services between the United Nations Development Programme and a Company or Organization</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Contracts</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	N/A



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 (financial proposals to be submitted encrypted)
- Bid Validity

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
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form Certificate of Legal Registration of the Firm.
Eligibility	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 RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	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
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

¹ 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

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Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form Copies de contracts or satisfactory performance evaluations from clients including the clients contact information.
Financial Standing	Minimum average annual turnover of USD 100 000.00 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form Audited financial statements and/or submission of a letter issued by a reputable Bank/Financial institution confirming the bidder has access to liquid funds and or credit lines for no less than six figures.
	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 meet requirement).</i>	Form D: Qualification Form
Thematic Expertise	Bidder team experts to be involved in the project must show clearly proven expertise in the field of installation and commissioning of the required working tools and sound work experience in technological and natural disasters.	Institutional Curriculum Vitae
References	Bidder must show verifiable reference letters from other clients	Reference Letters from three clients including the clients contact information.
Foreign training programs expertise	Proven expertise and specific technical knowledge to conduct the middle and high level training of an audience with basic skills on the topic.	Institutional Curriculum Vitae
Partnerships	Show if apply to the case	Signed Documents



Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
	Section 1: Supplier's evaluation	10
1	Evidenced and satisfactory experience of previous work in cases of technological (as, for example, oil spills) and natural (coastal floods, strong winds, etc.) disasters and at least 3 references from enterprises with which it has worked. For each additional reference to the minimum 3: 2 points up to a maximum of 10 points.	10
	Section 2: Operational platform for marine surveillance and forecasting and SAR data supply	70
2	Share through presentation and / or a demonstrative access to an own operational platform suitable for marine surveillance and forecasting (24/7) which could: <ul style="list-style-type: none"> - Estimate wind, wave, marine current fields and oil slicks from SAR images - Assimilate procedures. - Generate new services associated with maritime safety, search and rescue, fisheries and tourism. 	30
3	Capacity to provide SAR images with the following characteristics: <ul style="list-style-type: none"> - ScanSAR (200 x 200 km swath; 100 m resolution). 10 points - ScanSAR (100 x 100 km swath; 30 m resolution). 10 points Stripmap Himage (40x40 km; 5 m resolution). 10 points 	30
4	Access to a satellite constellation covering all Cuban territorial waters and adjacent seas for 48 hours, 48 hour scan rate).	10
	Section 3: Training	20
5	Quality and adaptation of the proposed agenda and program: <ul style="list-style-type: none"> - The agenda includes the required objectives (5 points). The agenda includes the required objectives and additionally incorporates innovations in the proposal (10 points)..	10
6	CV and experts' technical experience on this issue. <ul style="list-style-type: none"> - Demonstrated experience of 5 years or more, on topics to be imparted, as an average among all experts. (10 points). - Demonstrated experience of less than 5 years, on topics to be imparted, as an average among all experts. (5 points).. 	10
	Total	100



Section 5. Terms of Reference

TERMS OF REFERENCE

1. GENERAL INFORMATION

Project No.	00110369
Project Name	Strengthening the Cuban Marine Meteorological System (Marine Surveillance)
Title of the Contract	Procurement of an international entity to support the improvement of the marine meteorological system in Cuba.
Type of Contract	Contract with companies for the provision of professional services
Location	Havana/Provider's facilities/Online
Duration	15 months

2. PROJECT BACKGROUND AND RATIONALE

a. Project Rationale/Background and Objectives

The Cuban archipelago is very vulnerable to global climate change, given its condition of small island state in the tropical region of the planet. Climate change has stepped up and will continue to step up the country's environmental problems, as supported by research work carried out by experts in the field of the Institute of Meteorology (INSMET) and other national institutions, hence it is a determining factor for its sustainable development.

In order to enhance the capacity of the Marine Weather Forecast and Early Warning System at the national level, funding has been received from the Ministry for the Environment and Land and Sea Protection (MATTM), currently the Ministry of Ecological Transition. (MiTE).

To carry out this initiative, the MiTE and the Ministry of Science, Technology and Environment (CITMA) agreed to request UNDP's intervention to work jointly with the Institute of Meteorology in the design and implementation of the Project: "*Strengthening of the Cuban Marine Meteorological System – Marine Surveillance.*"

The general objective of the project is to strengthen the Cuban marine meteorological system through the transfer of technology and know-how for the analysis of wave, marine current and wind fields and sea oil slick detection from synthetic aperture radar satellite (SAR) image processing. Its specific objectives are:

- ✓ Assess the current marine forecasting system of the Institute of Meteorology (INSMET) to enhance its effectiveness in the face of extreme weather events.
- ✓ Improve initialization parameters of the PETROMAR – 3D system on the basis of satellite information and assess its effectiveness in the forecast of sea oil slick drifting.
- ✓ Introduce new hydro meteorological and environmental services with the incorporated technology, in complex climate variability and climate change scenarios.

Currently, the Institute of Meteorology has a system comprising numerical models designed and implemented in its headquarters and others that are available on the internet. This system is the basic and primary tool for weather forecasting. Weather forecasts include marine forecasting, on the basis of the analysis of updated information on atmospheric and hydrodynamic variables, particularly waves during extreme weather events (i.e. hurricanes, cold fronts,

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extratropical low pressure systems, active tropical storms and high gradient zones). Disasters caused by these phenomena have a negative impact on the Cuban society and domestic economy. Therefore, the timely issue of comprehensive information about them is highly valuable.

One of the strengths of the Cuban meteorological service is that it is the only system in the country. Therefore, all early warning systems and most important warnings are harmonized with all forecasts issued in the country. This system has had a sustained progress in the last few years; and is a valuable and recognized tool for decision-making. However, the need to update and enhance the effectiveness of products and services provided by this system has been acknowledged, particularly those related to marine forecasting.

The Marine Surveillance project seeks to contribute to improve the efficiency of the Cuban Marine Forecasting System and diversify the scientific and technical services it now provides, through:

- ✓ The procurement of new and innovative first-rate tools and technologies for the detection and surveillance of oil slicks, wave, marine current field, inappropriate maritime traffic behavior, on the basis of SAR satellite image processing.
- ✓ The implementation of numerical models of high resolution forecast for the simulation of the main oceanographic and meteorological variables, to support the early warning system and thus improve coastal flood forecasting.
- ✓ The provision of information to national institutions to assess and analyze health status trends of vulnerable ecosystems and climate change adaptation alternatives which are vital for the fulfillment of Tarea Vida.

For the achievement of the results of the Marine Surveillance Project, it is necessary to retain the services of an international entity, with the capacity, technology and expertise to provide INSMET a comprehensive service that ensures:

1. The transfer of software and tools that allow for the estimation of wave, marine currents and wind fields and oil slick detection from SAR satellite image processing;
2. The supply of daily updated high resolution SAR images via internet that cover the entire area of Cuban territorial waters and adjacent seas.
3. Technical training services on related issues.

b. Relevance / purpose of the work required and relation to the Project context

The strengthening of the marine meteorological system promoted by the Marine Surveillance Project on the basis of the retaining of services of an international entity, will be of great importance for the country as it will allow for the strengthening of key processes that today inform Early Warning Systems, including:

- ✓ Highly effective standard marine forecasting.
- ✓ Oceanographic and atmospheric modelling will be enhanced as better initial conditions of its variables and deeper assessment of simulated physical processes will be available.
- ✓ Highly accurate forecasting of coastal floods caused by storm surges. The classification of floods in the country is expected to be improved, increasing the quality of information for decision making at all levels.
- ✓ Better identification of areas with strong winds.
- ✓ Validate identified sites for the procuracy of renewable energy in Cuban territorial waters.

Similarly, the Project will also promote the implementation of new processes, namely:

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- ✓ Highly effective sea oil slick monitoring and forecasting. It is expected to establish a link between the rapid identification of oil spill patterns (by means of an operational work group) and sea oil slick forecasting for the next 24, 48 and 72 hours; with permanent feedback.
- ✓ The creation of an automatically updated database with very high resolution SAR images.
- ✓ Training as an essential factor for the development of these processes will also allow for the development of new scientific and technological services and new commissions by the state.
- ✓ Control of inappropriate behaviors in the region, like bilge cleaning and fisheries in banned areas, etc.
- ✓ Larvae dispersion analysis during extreme weather events.
- ✓ Dispersion analysis of other sea pollutants.
- ✓ Analysis and forecast of other drifting objects for the following 24 hours.

c. Parties Involved in the Project

The Project will develop partnerships with an important group of institutions to ensure the achievement of its objectives and targets and promote the use of its results in assessments, modelling and the forecast of risks of marine origin.

All the institutions that had been considered are already involved in the Project and during the implementation phase, their experts will play an active role. The following institutions stand out: the Institute of Marine Sciences (ICIMAR), GEOCUBA, the Office of Regulation and Environmental Safety (ORSA) and the Oil Research Center (CEINPET).

A detailed description of each institutions' main actions appears below:

- ✓ UNDP: Responsible for the administration and management of the resulting contract.
- ✓ INSMET: It will coordinate key processes, concentrate the main equipment for undertaking the operational work of the various services considered and take part in the evaluation/assessment process.
- ✓ ICIMAR: This institution has traditionally been involved in significant digital satellite image processing research work and service provision. Its specialists will also take part in mathematical/numerical modelling and in the evaluation/assessment process.
- ✓ CEINPET: Its staff has significant expertise in satellite image processing, including SAR, for research and environmental purposes. Their participation will be crucial for the development of future app versions.
- ✓ GEOCUBA: This entrepreneurial group has historically coordinated all the work relating to satellite image processing in Cuba. Its participant is well versed in current techniques and will open the spectrum for further applications.
- ✓ ORSA: Is the entity in charge of establishing environmental regulations and will be very useful for the Project. Its participant has a comprehensive vision of modeling and its use and will be very useful for the final environmental analyses, once the results of the trajectory modeling are obtained.

3. ***PURPOSE OF THE PROFESSIONAL SERVICES CONTRACT***

Guarantee that a specialized international supports INSMET in improving the marine meteorological system in Cuba.

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4. EXPECTED OUTPUTS

Expected outputs of the Professional Services Contract	Time estimated to achieve the outputs	Completion date
<p>1. Operational platform for marine surveillance and forecast (24/7), in order to:</p> <ul style="list-style-type: none"> - Estimate wind, wave and ocean current fields through SAR (Synthetic Aperture Radar) images; - Detect oil slicks through SAR images; - Assimilate operational procedures; - Generate new services related to maritime safety, search and rescue, fishing, and tourism. <p>Technical experts of the international entity will install remotely the applications and IT tools to process SAR images acquired. If there are softwares that require licenses, these will be transferred to the INSMET. Additionally, they will train designated personnel in the use and installation of these softwares.</p> <p>The supplier will certify together with the INSMET the development of all software and tools needed to the correct functionality of the platform. Both institutions will complete and sign a checklist that demonstrates the correct operation of all the tools.</p>	60 days	Within 60 days after signing the contract.
<p>1.1 The supplier will provide technical assistance during the contract (attention to consultations, updates, maintenance and repair of failures).</p>	Permanent	Technical assistance throughout the validity of the Contract.
<p>2. Two technical follow-up reports by an expert in the use of the tools and an expert providing technical support.</p>	7 days	- December 2021 - September 2022
<p>3. Uninterrupted supply of SAR images to INSMET, covering all Cuban territorial waters and adjacent seas in not more than 48 hours, with a minimum frequency of 24 hours over each point, with the following characteristics:</p> <ul style="list-style-type: none"> - ScanSAR (200 x 200 km swath; 100 m resolution) - ScanSAR (100 x 100 km swath; 30 m resolution) <p>In case of focusing on an specific area:</p> <ul style="list-style-type: none"> - Stripmap Himage (40 x 40 km; 5 m resolution) <p>The supplier shall guarantee daily supply of SAR images to INSMET, with specific characteristics.</p> <p>If an extreme meteorological event occurs within the term of the contract, the supply of additional images monitoring the area will be evaluated and the additional cost shall be reflected in the proposal. In the event of interruptions that prevent the download of the images on the scheduled day, the provider will guarantee, for a period of one month, access to such images for later download the INSMET.</p>	Daily	Monthly closings will be made, for an estimated 6 month period.

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<p>24 test images in one of the resolutions must be supplied by the provider, for the implementation of the applications and the IT tools for the analysis of the SAR images.</p> <p>The INSMET delivered monthly to UNDP a Certificate of Conformity on the quantity and quality of images received. UNDP will reconcile with the supplier that the images invoiced correspond to those declared by INSMET.</p>		
--	--	--

Courses to be taught

Courses / Training	Date foreseen	Duration	Number of participants	Process phases
<p>Training 1: Updated procedures in the use of the information obtained through the Synthetic Aperture Radars (SAR) to maintain high rates of services and research, contributing to the National Forecast System. (For more information see Annex 1).</p>	<p>First fortnight of September 2021</p>	<p>1 week in the premises of the supplier / service provider.</p>	<p>3</p>	<p>1. Propose the detailed program, in accordance with the objectives of each training course (timetable, bibliography, experts CV), to be evaluated.</p> <p>2. Implement the course and evaluate the results.</p>
<p>4. Training 2: Numeric modeling system and process automation. Main atmospheric, hydrodynamic and wave models implemented, as well as potential existing connections to assume more real processes. (For more information see Annex 1)</p>	<p>First fortnight of December 2021</p>	<p>1 week in the premises of the supplier / service provider.</p>	<p>3</p>	<p>3. Hand over satisfactory training certificates to students.</p> <p>Training fee of the trainer should be included in the proposal.</p>
<p>5. Training 3: Monitoring, forecast and update of spills in Lagrangian modeling. Procedures that link the identification of spills and/or oil slicks with trajectory models, as well as other environmental aspects. (For more information see Annex 1.)</p>	<p>First fortnight of December 2021</p>	<p>1 week in the premises of the supplier / service provider.</p>	<p>3</p>	<p>Air tickets and travel per diem expenses for Cuban specialists to be trained abroad will be covered by the Project.</p> <p>Once the course is over, INSMET will send a Certificate of Conformity to UNDP for the final validation and execution of the payment.</p>

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Courses / Training	Date foreseen	Duration	Number of participants	Process phases
6. Training 4: Estimation of wind, waves and marine circulation. (For more information see Annex 1)	September 2021	Between 7-10 days, in Cuba.	25	<p>1. Propose the detailed program, in accordance with the objectives of each training course (timetable, bibliography, experts CV), to be evaluated.</p> <p>2. Implement the course and evaluate the results</p> <p>3. Hand over satisfactory training certificates to students.</p> <p>Training fee of the trainer should be included in the proposal.</p> <p>Professors should be fluent in English and/or Spanish.</p>
7. Training 5: Detection of oil slicks and other environmental processes. (For more information see Annex 1.)	First fortnight of November 2021	Between 7-10 days, in Cuba.	25	<p>Expenses related to the transportation, accommodation and food of domestic participants will be covered by the Project.</p>
8. Training 6: Automation and optimization of processes. (For more information see Annex 1.)	Second fortnight of November 2021	Between 7-10 days, in Cuba.	25	<p>Once the course is over, INSMET will send a Certificate of Conformity to UNDP for the final validation and execution of the payment.</p>

Considering the limitations of international movement caused by the measures to combat COVID-19, the supplier must consider and commit to guarantee the compliance and delivery of these products, even evaluating the possibility of virtual or remote delivery, which will be reported in writing in the proposal.

In the event that trainings 1, 2 and 3 cannot be carried out in person at the provider's facilities, they will be carried out virtually, increasing the number of participants per course to 25.



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5. *COORDINATION / SUPERVISION*

The supplier will be in direct contact with the Project team of the UNDP Nature, Climate and Energy (NCE) area to follow the compliance of the products, as indicated in Section 4. The INSMET will review, evaluate and issue UNDP a Certificate of Compliance for each of the products.

In case of discrepancies during the review of the products, these will be communicated by UNDP to the supplier, within 2 weeks after the presentation of each product. The supplier must issue responses within 2 weeks from the date of receipt. Likewise, the supplier must provide justifications when discrepancies are not taken into account.

The general supervision of the contract will be in charge of the UNDP Nature, Climate and Energy Program Officer.

6. *DURATION OF THE SERVICES*

This Contract will be effective for 12 months, in the estimated period between between September 2021 and September 2022.

7. *PLACE OF WORK*

Two places are foreseen for the execution of this Contract, namely: INSMET premises (in Havana) and the premises chosen by the supplier in the selected country.

Taking into consideration international travelling limitations due to the measurements adopted to fight the COVID-19 pandemic, the online modality for the execution of this professional services contract is added.

8. *PROFILE OF THE CONSULTANCY ENTERPRISE (SERVICE PROVIDER)*

- ✓ Legally incorporated enterprise with a minimum of 5 years work experience in processing and distribution of SAR images, with well-established and validated delivery procedures.
- ✓ Capacity for uninterrupted supply of SAR images covering all Cuban territorial waters and adjacent seas for not more than 48 and a minimum frequency of 24 hours over each point.
- ✓ Enterprise with demonstrable prior work experience (minimum 3 references of companies it has worked) in technological (oil spills) and natural (coastal floods, strong winds, etc.) disasters.
- ✓ Have a platform of applications and tools that allow the reception and processing of SAR images, particularly to detect wave, marine currents and wind fields, as well as oil slicks in the sea.
- ✓ Have a team of experienced experts in installation and commissioning of the required working tools, as well as demonstrable work experience in technological and natural disasters.
- ✓ Have a team of specialists with experience and specific technical knowledge to conduct the middle and high level training of an audience with basic skills on the topic.
- ✓ Work experience in the region (Cuban territorial waters or inter-American seas) shall be considered and added value.
- ✓ Team of technicians and professionals fluent in English (speak and write). Fluency in Spanish will be considered and added value.

9. *CONTRACT TERMS AND FORM OF PAYMENT*

Payments will be done against presentation of invoices issued to the United Nations Development Program.



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In the case of Output 3, invoices will be issued on a quarterly basis and will include the number of images downloaded, disaggregated by their characteristics.

Payments will be approved by the UNDP Nature, Climate and Energy Portfolio Official, against reception of invoices issued by the supplier and the Certificate of Conformity regarding the services provided by the National Project Director appointed by INSMET.

Payment via transfer shall be made within a 30-day period upon receipt of the provider's invoice.

The contract will have a fixed value broken down in accordance with products requested.

10. CRITERIA FOR OFFER SELECTION

The proposal evaluation will take into account the supplier's qualification, experience, expertise and other techniques using a combination of technical and financial criteria (combined scoring method). The contract will be awarded to the proposal with the best rating, using the combined scoring method according to the weight distribution between the technical and financial proposals of 70 percent and 30 percent, respectively. Once the evaluation of the technical proposals is completed, those that do not reach the minimum approval threshold of 70 do not meet all the required requirements and are no longer qualified. The technical evaluation will include the following criteria.

Summary of the evaluation forms for technical proposals		Score obtained
Section 1: Provider's evaluation		10
1	Evidenced and satisfactory experience of previous work in cases of technological (as, for example, oil spills) and natural (coastal floods, strong winds, etc.) disasters and at least 3 references from enterprises with which it has worked. For each additional reference to the minimum 3: 2 points up to a maximum of 10 points.	10
Section 2: Operational platform for marine surveillance and forecasting and SAR data supply		70
2	Share through presentation and / or a demonstrative access to an own operational platform suitable for marine surveillance and forecasting (24/7) which could: <ul style="list-style-type: none"> - Estimate wind, wave, marine current fields and oil slicks from SAR images - Assimilate procedures. - Generate new services associated with maritime safety, search and rescue, fisheries and tourism. 	30
3	Capacity to provide SAR images with the following characteristics: <ul style="list-style-type: none"> - ScanSAR (200 x 200 km swath; 100 m resolution). 10 points - ScanSAR (100 x 100 km swath; 30 m resolution). 10 points - Stripmap Himage (40x40 km; 5 m resolution). 10 points 	30
4	Access to a satellite constellation covering all Cuban territorial waters and adjacent seas for 48 hours, 48 hour scan rate).	10
Section 3: Training		20
5	Quality and adaptation of the proposed agenda and program: <ul style="list-style-type: none"> - The agenda includes the required objectives (5 points). - The agenda includes the required objectives and additionally incorporates innovations in the proposal (10 points). 	10
6	CV and experts' technical experience on this issue. <ul style="list-style-type: none"> Demonstrated experience of 5 years or more, on topics to be imparted, as an average among all experts. (10 points). Demonstrated experience of less than 5 years, on topics to be imparted, as an average among all experts. (5 points). 	10
Offer technical evaluation (Sections 1-3)		100



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Annex 1: Training agenda summary

Training 1 (Product 4):

Training on updated procedures on the use of information collected from Synthetic Aperture Radar (SAT) to preserve current high service and research standards and benefit the National Forecasting System.

Objective:

Promote the sharing of experiences on SAR images applications and their operational and research scope in order to strengthen the National Meteorological System.

Desired international experts' technical qualifications:

- More than 5 year experience in digital processing and SAR image use.
- Capacity to convey knowledge to audiences that only have basic knowledge on this issue.

Training 2 (Product 5):

Training on numerical modeling systems and process automation. Main atmospheric, hydrodynamic and wave system implemented, as well as their potential interactions.

Objective: Be acquainted with the main numerical models (atmospheric, hydrodynamic and wave) used by the system, its performance, potentialities and different available interaction mechanisms among them to increase the operational capacity of the system.

Desired international experts' technical qualifications:

- Knowledge on SAR images digital processing.
- Advanced knowledge on:
 - ✓ Fluid mechanics and ocean dynamics.
 - ✓ Geographic Information Systems.
 - ✓ Atmospheric, wave and hydrodynamic models to be dealt with.
 - ✓ Storage and use of great data amounts.
- Knowledge on numerical model interaction mechanisms and expertise in this field.
Capacity to convey knowledge to a public who just have a basic knowledge on this issue.

Training 3 (Product 6):

Practical course on oil spill monitoring, predicting and updating in the slick simulation. Procedures relating identification of patterns with trajectory models, as well as other environmental aspects.

Objective:

Knowing how the initiation and feedback system of SAR image processing is executed by modeling the trajectory in practical situations. Analysis of potential alternatives in case of failure or interruption.

Desired international experts' technical qualifications:

- More than 5 year experience in SAR image digital processing.
- Advanced knowledge on:



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- ✓ Fluid mechanics and ocean dynamic.
- ✓ Geographic Information Systems.
- High expertise in oil slick detection, trajectory model initialization and feedback during a spill event.
 - Capacity to convey knowledge to audiences that only have basic knowledge on this issue.

Training 4 (Product 7): Wind, wave and marine circulation estimation.

Objective:

Become familiar with a routine procedure to obtain punctual values of the requested variables in Cuban territorial waters and adjacent seas, through practical examples. As expected, once this is achieved, a new comparative pattern will be developed to assess Cuban marine forecasting outputs.

Desired international experts' technical qualifications:

- More than 5 year experience in SAR image digital processing..
- Advanced knowledge on:
 - ✓ Fluid mechanics and ocean dynamics.
 - ✓ Geographic Information Systems.
- Basic knowledge on the behavior of variables in the region of Inter-American seas.
 - Capacity to convey knowledge to audiences that only have basic knowledge on this issue.

Training 5 (Product 8): Oil slick detection and other environmental processes.

Objectives:

1. Become familiar with existing international procedures on oil spill surveillance and monitoring and other environmental issues (improper bilge washing on ships navigating across the region, fishing in inappropriate sites, red Sargassum tides) to be applied to Cuban territorial waters and adjacent seas from SAR images processing.
2. Analyze how to provide oil slick information to trajectory models for drift forecasting.

Desired international experts technical qualifications:

- More than 5 year experience in SAR image digital processing.
- Advanced knowledge on fluid mechanics, ocean dynamics and oil spills.
- Advanced knowledge on Geographic Information Systems.
- Experience in oil sick pattern identification during real cases.
- Basic knowledge on the behavior of variables in the region of Inter-American seas.
- Capacity to convey knowledge to a audiences that only have basic knowledge on this issue.

Training 6 (Product 9): Process automation and streamlining.

Objetives:

1. Become familiar with operational work organization to implement the monitoring and surveillance of events demanding a certain frequency.

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2. Assimilate tools that could assist specialists in identifying certain patterns and become familiar with the main existing procedures.
3. Know how to complement the work with other spectral bands to increase work efficiency.

Desired international experts' technical qualifications:

- More than 5 year experience in SAR image digital processing.
- Advanced knowledge on fluid mechanics, ocean dynamics and oil spills
- Incorporation to operational tools application groups with positive results.
- Be familiar with various numerical model oceanographic, meteorological and environmental output formats.
- Advanced knowledge on Geographic Information Systems.
- Basic knowledge on the behavior of variables in the region of in Inter-American seas.
- Capacity to convey knowledge to audiences that only have basic knowledge on this issue.



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:

Have you duly completed all the Returnable Bidding Forms?	
▪ 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"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<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"/>



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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 [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.

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]

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**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"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Trade name registration papers, if applicable



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	<ul style="list-style-type: none"> ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney
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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 <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

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

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 US\$)
		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 US\$)
		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



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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	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

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

- Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:
- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 - Historic financial statements must be audited by a certified public accountant;
 - Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

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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 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).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done with Latin America and Caribbean countries.
- 1.3 Spanish speaking specialized trainers (percentage of Spanish speaking trainers/total trainers)

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 Bidders must show partnerships with Satellite imagery providers
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Any other comments or information regarding the project approach and methodology that will be adopted.

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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: Certificate granted by course organizers

- 3.1 Describe the kind and categories of Certificates available for curriculum purposes of beneficiaries. If it leads to some training route, if it has some international validation, etc.
- 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.

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<p>FORMAT FOR CV OF PROPOSED KEY PERSONNEL <small>NAME OF PERSONNEL</small></p>	<p>[INSERT]</p> <hr/>
<p>POSITION FOR THIS ASSIGNMENT</p>	<p>[INSERT]</p> <hr/>
<p>NATIONALITY</p>	<p>[INSERT]</p> <hr/>
<p>LANGUAGE PROFICIENCY</p>	<p>[INSERT]</p> <hr/>

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<p>EDUCATION/ QUALIFICATIONS</p> <hr/>	<p><i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i></p> <hr/> <p>[INSERT]</p>
<p>PROFESSIONAL CERTIFICATIONS</p> <hr/>	<p><i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i></p> <hr/> <ul style="list-style-type: none">▪ NAME OF INSTITUTION: [INSERT]▪ DATE OF CERTIFICATION: [INSERT]

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<p>EMPLOYMENT RECORD/ EXPERIENCE</p>	<p><i>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i></p>
<hr/>	<p>[INSERT]</p>
	<p><i>[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]</i></p>

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REFERENCES	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.

Signature of Personnel

Date (Day/Month/Year)

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**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]

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**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)	
Total Amount of Financial Proposal	

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				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			

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Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

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