

Subject: Request for Proposals for the "Design of UNAIDS IMT Service Catalogue, SLAs and underlying inter-unit processes and OLAs"

Dear Sir/Madam,

1. You are requested to submit a proposal for the "Design of UNAIDS IMT Service Catalogue, SLAs and underlying inter-unit processes and OLAs". Your proposal could form the basis for a contract between your firm/institution and the Joint United Nations Programme on HIV/AIDS (UNAIDS).
2. To enable you to submit a proposal, please find enclosed:
  - (a) Annex I: Proposal Submission Form, to be completed and returned with your proposal;
  - (b) Annex II: Terms of Reference (TOR), containing a description of UNAIDS requirements for which these services are being sought;
  - (c) Annex III: Response template for the Technical Component;
  - (d) Annex IV: Response template for the Price Component;
  - (e) Annex V: Terms and Conditions;
  - (f) Annex VI: Acceptance Process.

This letter is not to be construed in any way as an offer to contract with your firm/institution.

#### **Manner of Submission**

3. Your proposal shall be prepared in the English language.
4. Your proposal shall comprise the following documents:
  - (a) Proposal Submission Form;
  - (b) Technical Component; and
  - (c) Price Component.
5. Your proposal shall be prepared in duplicate with one marked "Original" and two other copies marked "Copy 1" and "Copy 2". In the event of any discrepancy between them, the original shall govern. The proposal shall be sealed in one outer and two inner envelopes, as detailed below.

The outer envelope shall be addressed as follows:

ATTN: CHIEF BAF  
REF: IMT-PROJECT SLAs-OLAs  
DRM/BAF  
UNAIDS  
20 Avenue Appia, 1211 Geneva 27  
Switzerland

Both inside envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Proposal" and contain the Proposal Submission Form and Technical Component of your proposal. The second inner

envelope shall be marked "Price Proposal" and include your financial cover letter (paragraph 15, below) and Price Component.

6. Proposals must be received by UNAIDS at the above address on or before **Monday, 10 August 2009**. Any proposal received after this date may be rejected. UNAIDS may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective proposers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNAIDS at its own initiative or in response to a clarification requested by a prospective proposer. A public opening of the bids will be done on **Tuesday, 11 August, 10:00**. Please inform in advance about your participation.

7. You are requested to hold your proposal valid for 120 days from the deadline for submission. UNAIDS will make its best effort to select a firm/institution within this period.

8. Assuming that a contract can be satisfactorily concluded by 8 October 2009, the assignment is expected to commence immediately.

9. If you consider that your firm/institution does not have all the expertise for the assignment, there is no objection to your firm/institution associating with another firm/institution, particularly from a developing country, to enable a full range of expertise to be proposed. UNAIDS strongly encourages association with a local firm/institution in the country of assignment. However, any invited firm/institution may not participate in more than one consolidated proposal. Similarly, a local firm/institution may associate with only one invited firm/institution that is making a proposal.

Any firm/institution with which you might be associated may not be eligible to participate in proposing/bidding for any services which may result from or be associated with the project of which this assignment forms a part.

10. Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

11. Any requests for clarification should be referred to Christophe Lanuit, Project Manager, using the following e-mail: [rfp-imt-sla-ola@unaids.org](mailto:rfp-imt-sla-ola@unaids.org). All communications related to this tendering process will be done through this email address. Any written reply to a particular question may be copied to all other invited firms/institutions, at the discretion of UNAIDS.

12. A one hour presentation of the project context and objectives by UNAIDS will be organized in UNAIDS premises on Thursday, 9 July, 10:00. All bidders are invited to this presentation. A maximum of 2 representatives of each bidder (or consortium) can attend. Please confirm your participation and communicate names of attendees by Monday 6 July.

13. We would appreciate you informing us by Monday, 15 July by Fax (+41 22 791 4187) or by e-mail as to:

- (a) Your receipt of this letter request for competitive proposals.
- (b) whether or not you will be submitting a proposal.

- (c) the date and mode of submission, in case you decide to submit a proposal.

### **Content of Proposal**

#### **Technical Component**

14. The technical component of your proposal must be presented using the template in Annex III, including the following information:

- (a) Part 1 - Description of the Firm and the Firm's Qualifications
- (b) Part 2 - Proposed team structure (and team members)
- (c) Part 3 - Proposed Approach, Methodology, Timing and Outputs

#### **Price Component**

15. Your separate price component must be presented using the template in Annex IV. It contains an overall quotation in a single currency, either in US Dollars or in the currency of your home country. If you opt for the latter, and for evaluation purposes only, your proposal will be converted into US dollars using the United Nations rate of exchange in effect on the date submissions are due.

16. The price component shall have a cover letter wherein your firm/institution's authorized representative affirms the following:

- (a) a summary of the price; and
- (b) the period of its validity.

17. In addition, the price component must cover all the services to be provided and must itemize the following:

- a) An all-inclusive rate per person-day (including honorarium and living expenses) for each team member to be assigned to the mission in the field and a rate for his/her work at the home office, if any.
- b) An all-inclusive amount for international travel and related expenses (indicating number of round trips per team member).
- c) An all-inclusive amount for local travel.
- d) Other costs, if any (indicating nature and breakdown).
- e) Summary of total cost for the services proposed. **[N.B.:** The remuneration received by your firm/institution and persons performing services for your firm/institution (other than nationals of the host country) normally will not be subject to tax liability in the host country].
- f) A proposed schedule of payments, all of which must be expressed and will be effected in the currency of the proposal.

18. You should also indicate any comments or reservations to the draft form contract.

## Payment Provisions

19. UNAIDS' general policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

20. Please note that UNAIDS' policy is not to grant advance payments except in unusual situations where the potential contractor/tenderer, whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNAIDS, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made. In any case where an advance payment for \$50,000 or more is requested and subsequently approved, UNAIDS will normally require a bank guarantee or other suitable security arrangement.

21. Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemize the amount requested and provide a time-schedule for utilization of said amount. In addition, you must submit documentation regarding your financial status - e.g. audited financial statements at 31 December of the previous year and include this documentation with your financial proposal. Further information may be requested by UNAIDS at the time of finalizing contract negotiations with the selected proposer.

## Evaluation of Proposals

22. A three-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared.

**First stage:** a desk review of all the bids will be performed by an internal evaluation committee (using evaluation mechanisms as described in this document). A short-list of firms will be established at the discretion of the evaluation committee. A firm cannot be short-listed if the score of the evaluation of the technical component is below 60 points. Short-listed firms will be requested to do an oral presentation.

**Second stage:** An oral presentation to the selection committee and others, as appropriate, will be requested to short-listed companies. It should be noted that bidders proposed to make presentations may be given short advance notice following notification that they are on the short list. The presentation would be limited to 60 minutes, and would include only the material contained in the bidder's proposal. The presentation would be followed by 30-minutes question and answer session lasting approximately 30 minutes. Bidder's staff providing the presentation shall be led by the proposed Project Manager, who may be supported by no more than three other staff members proposed to work on this project. Notification of presentation scheduling will be made by email.

After the oral presentations, the evaluation committee will review and update the evaluation of the technical component of the short-listed companies.

**Third Stage:** The Price Component will be opened only for those short-listed firms/institutions whose Technical Component meets the requirements for the assignment, after the review of the evaluation of the second stage. The total number of points which a firm/institution may obtain for both components is [120].

23. The technical component, which has a total possible value of [100] points, will be evaluated using the following criteria:

- a) the firm/institution's general reliability as well as experience and capacity in the specific field of the assignment (15 points);
- b) the qualifications and competence of the personnel (project team) proposed for the assignment for a total of (20 points); and
- c) the approach in responding to the TOR and the detailed workplan (65 points).

24. a) The Price Component of any proposal will only be evaluated if the company has been short-listed and if the Technical Component of that proposal achieves a minimum of 60 points after the second stage of the evaluation. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.

b) The maximum number of points for the Price Component is 20. This maximum number of points will be allocated to the lowest price proposal. All other price proposals will receive points in inverse proportion according to the following formula:

$$\frac{\text{Points for the Price Component of a proposal being evaluated} = [\text{Maximum number of points for the Price Component}] \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}$$

25. Please note that the UNAIDS is not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract will be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to UN general principles, including economy and efficiency, UNAIDS does not bind itself in any way to select the firm/institution offering the lowest price.

26. General conditions relating to responses to this RFP are extensively described in the Annex V.

27. An invitation to submit proposals has also been sent to number other firms

Yours sincerely,

Sima Newell  
Chief of Information Management Division, UNAIDS