



IPA - MEXICO

Request For Proposals (RFP)

No. (20231101CS)

Survey in Veracruz
for study investigating how flooding affects the population's perceptions of
criminal activity.

Issue Date: (November 28, 2023)

WARNING: Prospective Offerors who have received this document from a source other than from IPA (MEXICO), should immediately contact MX_Propuestas@poverty-action.org and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted at www.poverty-action.org, IPA's LinkedIn, and IPA_LAC Twitter.

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Synopsis of the RFP

RFP No.	20231101CS
Issue Date	November 28, 2023
Title	Survey in Veracruz For study investigating how flooding affects the population's perceptions of criminal activity.
Issuing Office	Innovations for Poverty Action Mexico / Avenida Chapultepec #360 piso 2, colonia Roma Norte, Cuauhtémoc, CP 06700, CDMX
Bidders' Conference	November 30, 2023, at 10 am Mexico City (GMT-6) via ZOOM.
Deadline for Receipt of Questions	December 4, 2023, at 11:59 pm Mexico City (GMT-6) Bidders intending to attend the bidders conference are required to register with IPA at MEX_Compras@poverty-action.org 1. Name of the firm / individual 2. Contact person 3. Title 4. Company email address
Point of Contact for Questions	MEX_compras@poverty-action.org
Deadline for Receipt of Proposals	December 7, 2023, at 11:59 pm Mexico City (GMT-6)
Proposal Submission Address	MX_Propuestas@poverty-action.org
Anticipated Award Type	Firm Fixed Price Purchase Order
Basis for Award	The award will be issued to the responsible and reasonable offeror who provides the best value to IPA and its client using a combination of technical and cost/price factors.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal.

1. Introduction and Purpose

1.1 Purpose

IPA Mexico invites qualified offerors to submit proposals to supply and deliver 150 face to face surveys in Veracruz with the purpose of analyzing how floods affect the population's perceptions regarding criminal activity (each survey has an estimated duration of 30 minutes)

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at IPA for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

IPA anticipates awarding a Firm Fixed Price Purchase Order. This award type is subject to change during the course of negotiations.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates IPA to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. IPA shall in no case be responsible for liable for these costs.

2.2 Cost and technical proposals are due no later than December 7, 2023, at 11:59 pm, both to be submitted in a single email to mx_propuestas@poverty-action.org. Late offers will be rejected except under extraordinary circumstances at IPA’s discretion.

The submission of a proposal to IPA in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. IPA reserves the right not to evaluate a non-responsive or incomplete proposal.

2.3 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror’s company letterhead with a duly authorized signature and company stamp/seal using the [Proposal Cover Letter template](#) (see Attachments) for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 30 days for the prices provided.
- Acknowledge the solicitation amendments received.

2.4 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any

verbal information received from an IPA Mexico employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

2.5 Pre-Proposal Bidders' Conference

A pre-proposal bidders' conference will be held on November 30, 2023, beginning at 10 am (CST) on ZOOM. Information of interest to all prospective Offerors will be presented. While attendance at the pre-proposal conference is not mandatory, all interested prospective suppliers are encouraged to attend in order to prepare acceptable proposals. Questions asked at the Pre-Proposal Bidder's Conference, that would benefit all bidders, shall be provided in an amendment to the RFP.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall include the following contents:

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Management approach – Description of the Offeror's staff assigned to the activity. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance – Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table ([template provided in Attachments](#)), and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachments.

3.1 Services Specified

For this RFP, IPA is in need of the services described in Attachment: Scope of Work.

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Provided in the Attachments section of this RFP is a template for the [Price Schedule for firm-fixed price awards](#). For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible. Any required payment terms must be included in the cost proposal.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points/Weight
Technical Approach and Data Quality	Quality assurance of the data collected. You agree to follow our quality protocols including: <ul style="list-style-type: none"> • Data security protection. • Field monitoring, replacement of field equipment if non-compliant • Complete survey audits • Allow a high level of IPA team participation 	30%
Management Approach or Personnel Qualifications	Personnel with experience in conducting surveys on sensitive topics for academic research projects. Qualified personnel with extensive experience as enumerators.	20%
Corporate Capabilities or Past Performance	The ability to implement field security protocols. Company must have solid experience in data collection for academic research projects. A reference from a researcher. Ideally experience carrying out data collections in Veracruz.	30%
Cost	Price must be competitive	20%
Total		100%

5.2 Best Value Determination

IPA will review all proposals and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to IPA. IPA may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

IPA may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.3 Responsibility Determination

IPA will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.
2. Constancia de situación fiscal updated.
3. Declaración anual 2022.
4. Opinión de cumplimiento del SAT updated.
5. Commercial references.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to IPA. The Offeror should detail proposed costs per deliverable in the Price Schedule. Deliverables must be submitted to and approved by IPA before payment will be processed.

No.	Description	Due Date
1	Proposal of full field implementation strategy given desired sample	Within 10 days of the award
2	Pilot of the survey data	Within 20 days of the award
3	Data collection completed	Within 30 days of the award

7. Inspection & Acceptance

The designated IPA staff will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the IPA Country Director/Representative as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Terms and Conditions listed in the accompanying [Attachment](#).

9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any IPA staff, in an attempt to affect the results of the award. IPA treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and IPA employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the IPA staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 844 837 5445. IPA ensures anonymity and an unbiased,

serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements.

By submitting an offeror, Offerors certify that they have not/will not attempt to bribe or make any payments to IPA employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

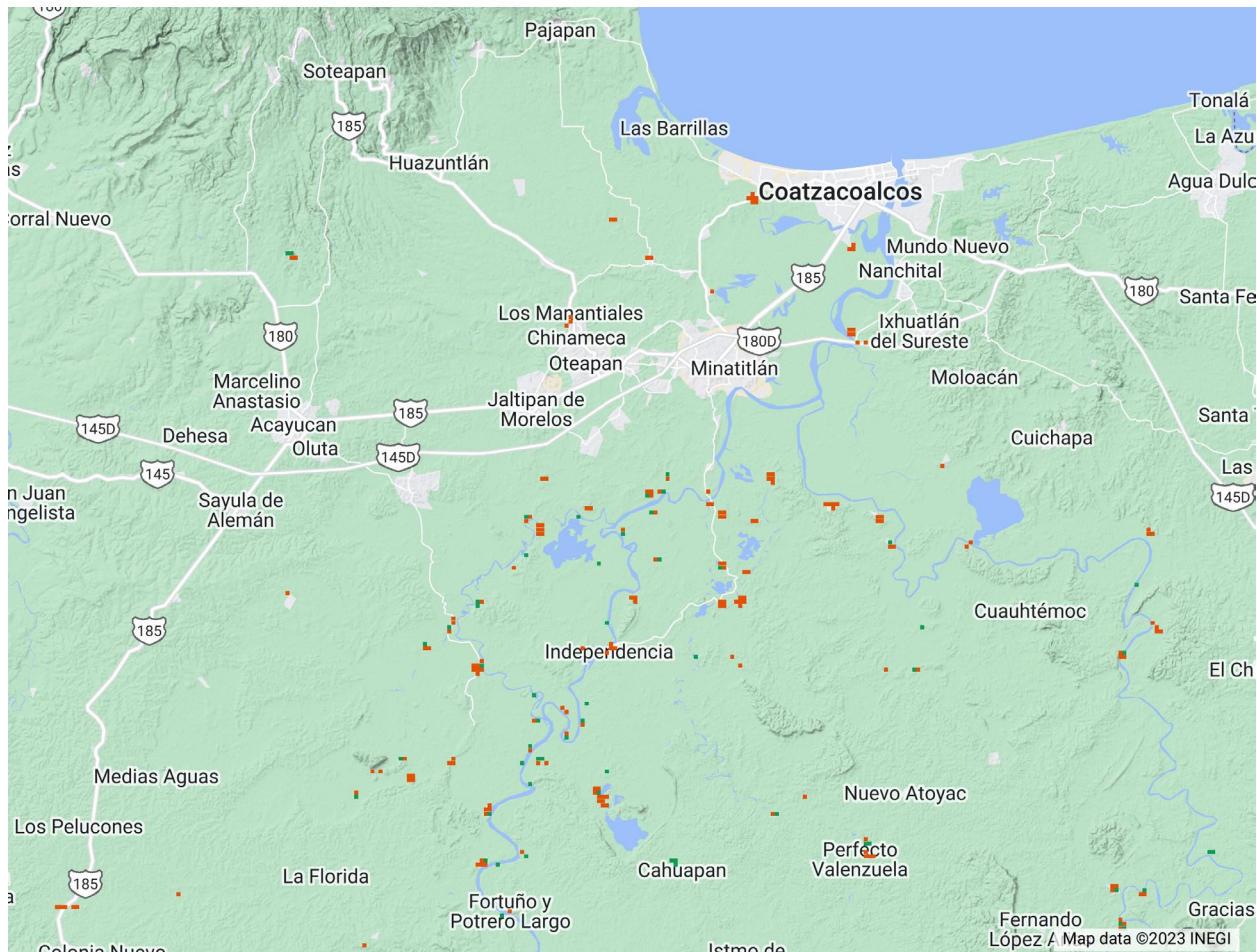
10. Attachments

10.1 Scope of Work for Services or Technical Specifications

The firm will be responsible for conducting a total of 150 face-to-face surveys in Veracruz, with the primary objective of analyzing how floods impact the population's perceptions concerning criminal activity. Each of these surveys is estimated to have a duration of approximately 30 minutes.

These surveys will be distributed across 74 different locations within the Coatzacoalcos basin, with two surveys to be administered at each designated point. The surveys will be conducted at the household level, allowing for an in-depth understanding of the local residents' perspectives. It's important to note that each survey point is conveniently located within a maximum two-hour drive from Minatitlán, Veracruz, ensuring efficient data collection.

See the image below for an overview of the locations included in the sample. The green polygons are the points selected in the sample. The red polygons are the points that were not selected but could function as alternatives if one of the green polygons cannot be successfully sampled from. The full map can be accessed at this link online: <https://tinyurl.com/muestraveracruz>.



The IPA Mexico team will do the survey programming, provide training for the field team on how to apply the survey, and verify data quality.

The firm must have stringent safety protocols in place for their field staff to ensure their well-being during the survey operations. In the event that any survey is suspected of being fabricated or inaccurately conducted by enumerators (IPA research team will conduct random audits to the surveys), the firm should promptly replace it and carry out a re-survey to maintain the integrity of the data collection process. The firm should possess high quality data collection procedures. Personnel must have experience collecting data for academic research projects and ideally experience in the area to ensure the highest level of data quality and research integrity. The selected field staff should possess a strong background in data collection methodologies and survey administration. Additionally, the IPA Mexico team will be responsible for survey programming, training the field team in the proper application of the survey, and conducting data quality checks to maintain the accuracy and reliability of the collected data. The firm selected for this task should work closely with the IPA Mexico team to ensure seamless coordination and adherence to the project's standards and objectives.

Ideally, the field staff should be well-versed in the local context of Veracruz and the Coatzacoalcos basin. This familiarity with the region will enable them to establish trust with survey respondents and navigate potential challenges that may arise during data collection in the field. It's essential that they can adapt to the local culture and effectively communicate with residents, ensuring a productive and respectful survey process.

Incorporating personnel with academic research experience and area-specific knowledge will significantly enhance the overall quality and reliability of the survey data, ultimately contributing to the success of the research project's objectives.

10.2 Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Innovations for Poverty Action
Av. Chapultepec 360 piso 2,
Colonia Roma Norte, Cuauhtémoc,
CP 06700, CDMX

We, the undersigned, provide the attached proposal in accordance with **RFP-20231101CS** issued on November 28, 2023. Our attached proposal is for the total price of **(Sum in Words)**.

I certify a validity period of **30 days** for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that IPA is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Name of Firm: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Company Seal/Stamp:

10.3 Price Schedule

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1	List the items that are to be supplied (enter additional lines as needed)				
2	Delivery Cost			per kilometer	
3	VAT				
GRAND TOTAL IN (currency).					

Delivery Period and Payment terms:

10.4 Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Description of Activities	Location Province/ District	Client Name/Tel No/ email address	Cost	Start-End Dates	Complete d on schedule. (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement (fixed price, cost reimbursable)
1								
2								
3								
4								
5								

10.5 Terms and Conditions

- a) The Request for Proposal is not and shall not be considered an offer by IPA.
- b) All responses must be received on or before the date and time indicated on the RFP.
- c) All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.
- d) All awards will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
- e) IPA reserves the right to accept or reject any proposal or cancel the solicitation process at any time and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
- f) IPA reserves the right to accept all or part of the proposal when award is provided.
- g) All information provided by IPA in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- h) IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
- i) The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.