

REQUEST FOR PROPOSAL (RFP)

Regional Center for Renewable Energy and Energy Efficiency (RCREEE)	DATE: December 19, 2024
	REFERENCE: RCR/004/2024

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Human Resources Management Services**.

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

Proposals may be submitted on or before **Sunday, December 29, 2024** via email, address below:

Procurement@rcreee.org
Procurement Dept.

Your Proposal must be expressed in the English Language, and valid for a minimum period of 90 days.

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by RCREEE after it has received the Proposal.

Any Contract that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts the General Terms and Conditions of RCREEE.

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

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

RCREEE implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against RCREEE, as well as third parties involved in RCREEE activities. RCREEE expects its Service Providers to adhere to RCREEE Genral Terms & Conditions.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Procurement Section
12/19/2024

Description of Requirements

<i>Brief Description of the Required Services I</i>	Human Resources Management Services
<i>List and Description of Expected Outputs to be Delivered</i>	As below
<i>Conditions for submitting proposals</i>	The Technical Proposal and the Financial Proposal combined together and submitted by PDF file
<i>Conditions for submitting proposals</i>	<u>Email Submission</u> Proposal shall be titled with Company name and date, not huge in order to be received by email
<i>Conditions for submitting proposals for parts or Sub-Parts of the TOR</i>	<input type="checkbox"/> Allowed (if yes, describe how and ensure that requirements properly define the sub-parts) <input checked="" type="checkbox"/> Not allowed
<i>A pre-proposal conference will be held:</i>	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
<i>Proposal prices shall be subjected to taxation</i>	<input checked="" type="checkbox"/> yes, please submit proposal prices inclusive of all applicable taxes <input type="checkbox"/> No, please submit proposal prices exclusive of all taxes
<i>No. of copies of proposal that must be submitted</i>	One PDF file
<i>Advanced payment upon signing the contract</i>	<input type="checkbox"/> Allowed <input checked="" type="checkbox"/> Not allowed (partial payments per the deliverables can be discussed).
<i>Contract Duration</i>	One year -renewable
<i>Target start date</i>	Immediately
<i>Implementation Schedule indicating breakdown and timing of activities/sub-activities</i>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
<i>Currency of Proposal</i>	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (EGP)

<i>Currencies</i>	All prices shall be quoted in EGP. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals: • RCREEE will convert the currency quoted in the proposal into EGP, in accordance with the Central Bank of Egypt Rate of Exchange. In the event RCREEE selects a proposal for award that is quoted in a currency different from EGP, RCREEE shall reserve the right to award the contract in EGP, using the conversion method specified above
<i>Payment Provisions</i>	Payment will be affected by bank transfer in the currency of contract.
<i>Deadline for Submission</i>	Date: December 29 , 2024 1:00 PM EGYPT Time Zone Time: 1.00pm (Local Time)
<i>Value Added Tax on Price Proposal</i>	<input type="checkbox"/> must be inclusive of any applicable indirect taxes except VAT (RCREEE Exempted) <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
<i>Validity Period of Proposals (Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days In exceptional circumstances, RCREEE may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
<i>Partial Quotes</i>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<i>Type of Contract to be Signed</i>	<input checked="" type="checkbox"/> Service Provider Contract <input type="checkbox"/> Other Type of Contract
<i>Criteria for Contract Award</i>	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the RCREEE Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
<i>RCREEE will award the Purchase order to:</i>	<input checked="" type="checkbox"/> One and only one Service Provider
<i>Contract General Terms and Conditions</i>	<input checked="" type="checkbox"/> General Terms and Conditions for Service Provider
<i>Annexes to this RFP</i>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input type="checkbox"/> Detailed TOR <input type="checkbox"/> Others [pls. specify]
<i>Contact Person for Inquiries (Written inquiries only)³</i>	Procurement Dept. Any delay in RCREEE's response shall be not used as a reason for extending the deadline for submission, unless RCREEE determines that such an extension is necessary and communicates a new deadline to the Proposers.

³ This contact person and address is officially designated by RCREEE. If inquiries are sent to other person/s or address/es, even if they are RCREEE staff, RCREEE shall have no obligation to respond nor can RCREEE confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead)

December 19, 2024

To: Procurement Section

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to RCREEE in conformity with the requirements defined in the RFP dated 8/6/2023 , and all of its attachments, as well as the provisions of the RCREEE General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of RCREEE by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Valid Commercial Registration, Tax Card, etc.*
- c) Singed Rcreee General terms and condition and included in proposal*

B. Proposed Methodology for the Completion of Services

The services should focus on how the vendor plans to meet RCREEE's needs and should include an understanding of RCREEE's requirements, a clear scope of services, compliance with regulations, risk management strategies, service delivery approach, and quality assurance. The methodology should be concise, highlighting key points to ensure clarity and alignment with RCREEE's objectives.

C. Cost Breakdown per Deliverable*

Payment terms and breakdown for any other services could be provided by your esteemed company

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

1. Objective

- The objective of this tender is to secure a professional HRM services provider that can support our organization in managing and optimizing our human resources function effectively.

2. Scope of Work

The selected service provider will be expected to provide the following HRM services:

2.1 Recruitment and Talent Acquisition

- End-to-end recruitment services, including sourcing, screening, (language Test & any assignment we needed) first interviewing, and onboarding & Reference Check.
- Developing a talent pipeline for critical roles.

2.2 Employee Relations and Engagement

- Advising on employee relations matters, including conflict resolution.
- Conducting employee engagement surveys and proposing actionable improvements.
- Developing a code of conduct aligned with the nature and requirements of our international business operations.
- The development of regulations governing work organization and disciplinary actions.
- Supporting grievance handling and disciplinary actions.

2.3 Performance Management

- Assisting in the design and implementation of performance appraisal systems.
- Setting KPIs and performance metrics for employees.
- Supporting in managing underperformance cases.

2.4 Training and Development

- Identifying training needs across the organization.
- Designing and delivering employee development programs.
- Measuring the impact of training initiatives.

2.5 HR Policy Development

- Developing, reviewing, and updating HR policies and procedures in compliance with local labor laws.
- Ensuring alignment with organizational goals and industry best practices.

2.6 Payroll and Benefits Administration

- Managing payroll processing, including taxes and statutory deductions.
- Administering employee benefits programs.
- Providing advisory support on compensation strategies.

2.7 Compliance, Governance and Reporting

- Ensuring compliance with labor laws and regulations in Egypt.
- Providing regular reports on HR metrics, including turnover, absenteeism, and hiring statistics.

2.8 Managing interactions with the Labor Office and the Social Insurance Authority.

- Ensuring the center's compliance with all applicable laws in accordance with Egyptian state regulations.
- Create and submit all the required forms to the Social Insurance Authority.
- Prepare and maintain the necessary records for the employment file.

3. Deliverables

The service provider will be expected to deliver the following:

- Regular progress reports, onboarding plans, and market insights for hiring strategies.
- Action plans from engagement surveys, grievance case reports, and satisfaction analysis.
- Performance frameworks, review cycle summaries, and underperformance solutions.
- Annual training calendars, post-training evaluations, and tailored content.
- Comprehensive policy manuals, compliance updates, and audit reports.
- Monthly payroll reports, annual reconciliations, and benefits program evaluations.
- Regular HR compliance reports, analytics dashboards, and incident investigations.

4. Duration of Contract

The contract duration will be for one year, with the possibility of extension based on satisfactory performance and mutual agreement.

5. Qualifications and Experience

The bidder must demonstrate:

- Proven expertise in HRM services for organizations of similar size.
- A qualified team with relevant certifications from HRCI, CIPD or SHRM.
- Knowledge of labor laws in Egypt & International labor laws.

6. Evaluation Criteria

The selection of the travel agency will be based on the following criteria:

- Proposed methodology and approach (40%).
- Financial proposal (30%).
- Technical expertise and experience (30%)

7. Submission Requirements

Interested HRM service provider are required to submit the following:

1. A detailed proposal outlining how they will provide the required services.
2. Company profile, including experience, staffing, and key clients.
3. A pricing proposal, including service fees and other related costs.
4. References from at least three clients who have used their services in the last three years.

8. Deadline for Submission

Proposals must be submitted by [29/12/2024] to [Rania Hassan] at [Procurment@rcreee.org]. Late submissions will not be considered.

9. Contact Information

For any inquiries or clarifications, please contact: