**REQUEST FOR PROPOSAL (FOR LESS THAN USD 300,000)**

**Instructions to Procurement Officer**

[PLEASE DELETE THIS BOX BEFORE FINALISING THE RFP]

1. This document is UNDP’s standard for Request for Proposal (RFP) to be used when UNDP solicits Proposals for the procurement of a broad range of **relatively low-valued services**, i.e., when the expected **contract value will NOT exceed USD 300,000.00.**
2. Buyers should select the correct template as per the requirement – There are different templates for one envelope (financial proposal opened at the same time as the technical proposal) or two envelops (financial proposal opened only after the technical proposal is evaluated and technical scores finalized).
3. In lieu of writing a full Terms of Reference (TOR), the Requisitioner may simply fill out the appropriate sections of Annex 1 (***Description of Requirements)***.  If the information requested by a specific row in the data table in Annex 1 is not relevant to the required services or are already clearly stated in a comprehensive TOR provided by the Requisitioner, then the said row may be deleted.
4. Only UNDP staff who are familiar with UNDP’s procurement principles, policies and procedures, specifically Procurement Officers, must finalize this RFP, after the Requisitioner has defined their requirements.  In the unlikely event that a non-procurement staff will be tasked to finalize this RFP, he/she must be guided by a Procurement Officer knowledgeable on the UNDP procurement principles, policies and procedures.
5. UNDP staff preparing this RFP must fill up the spaces and table cells provided with the necessary and correct information, indicating “N/A” if not applicable to the RFP.  Where there are choices listed, the appropriate choice must be checked/ticked, and the non-applicable options deleted from the list.  Additional information may be provided as and when the circumstances and the nature of the services and arrangements require.
6. It is important that the General Terms and Conditions be attached at all times to any and all RFPs of this nature to be released by UNDP.
7. Other instructions pertaining to specific pages and sections of the RFP have been indicated as footnotes on that same page.  UNDP staff who will be tasked to finalize this RFP are requested to pay close attention to them and be guided accordingly.
8. Evaluation Criteria must be adjusted to meet the specific requirements of the RFP, except the Sustainable Procurement criteria, which is a mandatory requirement to be assessed as part of the evaluation process. Policy and guidance on defining requirements can be found in [UNDP Procurement of Goods, Works and Services](https://popp.undp.org/document/requisition-and-procurement-goods-civil-works-and-services) and the Section 5.2 of the [UN Practitioner’s Handbook](https://www.ungm.org/Shared/KnowledgeCenter/Pages/PPH2).
9. Include all evaluation criteria in the system under requirement section clearly stating the criteria, what is the maximum points that can be obtained and how they will be scored. Do not include evaluation criteria in ToR or other documents and parts of the RFP.
10. For any questions regarding the use of this RFP, Procurement Officers may send an email to pso.info@undp.org

# **SECTION 1: REQUEST FOR PROPOSAL (RFP)**

UNDP kindly requests your Proposal for the provision of services as detailed in Annex 1 of this RFP.

This Request for Proposal comprises the following documents:

Section 1: This request letter

Section 2: RFP Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Offer Submission Form

Annex 3: Technical Offer

Annex 4: Financial Offer

**Note: ‘Technical Evaluation’ from Annex 1 and ‘Bidders Declaration’ from Annex 2 are embedded directly in the Requirements section of Quantum while the other documents are uploaded as attachments.**

When preparing your offer, please be guided by the RFP Instructions and Data. Please note that offers must be submitted using Annex 2: Offer Submission Form and Annex 3: Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your offer is submitted on or before the deadline. Offers received after the submission deadline, for whatever reason, will not be considered for evaluation.

Offers must be submitted directly in NextGenERP supplier portal following this link: [http://supplier.quantum.partneragencies.org](http://supplier.quantum.partneragencies.org/) using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.

In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>.  Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your offers.

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## **SECTION 2: RFP GENERAL INSTRUCTIONS**

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| **Introduction** | Proposers shall adhere to all the requirements of this RFP, including any amendments made in writing by UNDP. This RFP is conducted in accordance with the [UNDP Programme and Operations Policies and Procedures (POPP)](https://popp.undp.org/procurement) on Contracts and Procurement Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP. UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the proposers or publication of cancellation notice on UNDP website. |
| **Deadline for the Submission of Proposal** | Deadline is indicated in the online portal.  If any doubt exists as to the time zone in which the quotation should be submitted, refer to <http://www.timeanddate.com/worldclock/>.  |
| **Method of Submission** | Quotations must be submitted as follows:  NextGenERP supplier portal following this link: [http://supplier.quantum.partneragencies.org](http://supplier.quantum.partneragencies.org/) using the profile you may have in the portal.  Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>.  Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration. * File Format: All attachments must be in PDF format unless otherwise instructed by UNDP.
* File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitated review.
* All files must be free of viruses and not corrupted*.*
* It is recommended that the entire Proposal be consolidated into as few attachments as possible.

The proposer should receive an email acknowledging receipt of the proposal by the system. |
| **Cost of preparation of Proposal** | UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process. |
| **Supplier Code of Conduct, Fraud, Corruption,**  | All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>Moreover, 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 proposers/vendors to 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> |
| **Gifts and Hospitality** | Proposers/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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid 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, 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. |
| **Conflict of Interest** | **UNDP requires every prospective Supplier to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP. Proposers shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Proposers found to have a conflict of interest shall be disqualified. Proposers must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFP.The eligibility of Proposers 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 Proposers may result in the eventual rejection of the Bid. |
| **Eligibility** | A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.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.Proposers must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.Other more specific eligibility requirements are included in Section 2.1 RFP Specific Instructions, if applicable.  |
| **Currency of Proposal** | Quotations shall be quoted in in the currency indicated in the portal.  |
| **Joint Venture, Consortium or Association** | If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid 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 Bid; 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, Consortium or Association. Refer to Clauses 19 – 24 under [Solicitation policy](https://popp.undp.org/document/solicitation) for details on the applicable provisions on Joint Ventures, Consortium or Association. |
| **Only one Proposal** | The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following: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 b) they have the same legal representative for purposes of this RFP; or c) 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 Bid of, another Bidder regarding this RFP process; d) they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid. |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the Proposal after the Proposal has been received.  |
| **Alternative Offers** | If permitted, an alternative offer/proposal may be submitted only if a conforming offer to the RFP requirements is submitted. 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 offer. If multiple/alternative offers are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal” |
| **Contact Person for correspondence, notifications**  | Must be submitted directly in the portal using the messaging functionality.  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| **Right not to accept any Proposal** | UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order |
| **Right to vary requirement at time of award** | At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) 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. |
| **Publication of Contract Award** | UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.  |
| **Policies and procedures** | This RFP is conducted in accordance with [UNDP Programme and Operations Policies and Procedures](https://popp.undp.org/procurement)  |
| **UNGM registration** | Any Contract resulting from this RFP exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at [www.ungm.org](http://www.ungm.org). The Bidder may still submit a Proposal 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. |

## **SECTION 2.1: RFP SPECIFIC INSTRUCTIONS**

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| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFP shall be subject to the General Conditions of ContractSelect the applicable GTC:☐ [General Terms and Conditions / Special Conditions for Contract](https://popp.undp.org/document/general-terms-and-conditions-contracts-goods-andor-services). ☐ [General Terms and Conditions for de minimis contracts (services only, less than $50,000)](https://popp.undp.org/document/general-terms-and-conditions-institutional-de-minimis-contracts-contracts-less-us-50000) Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html)  |
| **Special Conditions of Contract** | ☐ Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days] ☐ Others [pls. specify] |
| **Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All Proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must:[ ]  be inclusive of VAT and other applicable indirect taxes[ ]  be exclusive of VAT and other applicable indirect taxes[according to project and applicable country agreement] |
| **Language of Proposal**  | Click or tap here to enter textIncluding documentation including catalogues, instructions and operating manuals. |
| **Partial Offers** | [ ]  Not permitted[ ]  Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| **Instructions for proposal submission** | Proposals must be submitted directly in the online system. Allowable manner of submitting proposals Buyers to select any one option from below and select the template in Quantum accordingly:1. Single envelope – Technical and financial proposals can be submitted as instructed.
2. Two envelops (sealed financial proposal) The Financial Proposal shall be submitted directly in the system only in the “**Commercial section**” of the requirements and/or line items/deliverables. Non-compliance with this instruction may result in rejection of the proposal received.
 |
| **Documents to be submitted** | Proposers shall include the following documents in their Proposal:[ ]  Annex 2: Proposal Submission Form duly completed and signed[ ]  Annex 3 & Annex 4: Technical and Financial Offer duly completed and signed and in accordance with the instructions provided for proposal submission.☐ Company Profile.☐ Registration certificate;☐ List and value of projects performed for the last XXXX years plus client’s contact details who may be contacted for further information on those contracts;☒ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;☒ Statement of satisfactory Performance (Certificates) from the top XXXX clients in terms of Contract value in similar field;☐ Completed and signed CVs for the proposed key Personnel;[ ]  Other Click or tap here to enter text. |
| **Proposal validity period** | Proposals shall remain valid for Click or tap here to enter text. days from the deadline for the Submission of Proposal. |
| **Payment Terms** | [ ]  100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.[x] Other Click or tap here to enter text. |
| **Conditions for Release of****Payment** | [ ]  Passing Inspection [specify method, if possible] Complete Installation☐ Passing all Testing [specify standard, if possible] ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible ☐ Written Acceptance of Goods, Services and Works, based on full compliance with RFP requirements ☐ Others [pls. specify] |
| **Clarifications** | Requests for clarification from proposers will not be accepted any later than Click or tap here to enter text. days before the submission deadline. Responses to request for clarification will be communicated Click or tap here to enter text. by Click or tap to enter a date. |
| **Evaluation method** | [ ]  The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer[ ]  Other Click or tap here to enter text. |
| **Evaluation criteria** | [ ] Full compliance with all requirements as specified in Annex 1 [x] Full acceptance of the General Conditions of Contract[ ] Others Click or tap here to enter text.  |
| **Type of Contract to be awarded** | ☐ Purchase Order ☐ Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)☐ Other Type/s of Contract [pls. specify] |
| **Expected date for contract award.** | Click or tap to enter a date. |

**ANNEX 1: Description of Requirements OR attach Terms of Reference (TOR)**

[ensure that relevant sustainability criteria are included in requirements including packaging and delivery requirements, if any]

|  |  |
| --- | --- |
| Context of the Requirement | *[indicate project title or brief description of the project]* |
| Implementing Partner of UNDP |  |
| Brief Description of the Required Services[[1]](#footnote-2) |  |
| List and Description of Expected Outputs to be Delivered |  |
| Person to Supervise the Work/Performance of the Service Provider  | *[pls. indicate designation, not name]* |
| Frequency of Reporting | *[indicate if daily, weekly, monthly, or as needed]* |
| Progress Reporting Requirements |  |
| Location of work | [ ]  Exact Address/es *[pls. specify]*[ ]  At Contractor’s Location  |
| Expected duration of work  |  |
| Target start date  |  |
| Latest completion date |  |
| Travels Expected  |

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| --- | --- | --- | --- |
| **Destination/s** | **Estimated Duration** | **Brief Description of Purpose of the Travel** | **Target Date/s** |
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| Special Security Requirements  | [ ]  Security Clearance from UN prior to travelling[ ]  Completion of UN’s Basic and Advanced Security Training [ ]  Comprehensive Travel Insurance[ ]  Others *[pls. specify]* |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Request for Proposal) | [ ]  Office space and facilities[ ]  Land Transportation [ ]  Others *[pls. specify]* |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | [ ]  Required[ ]  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | [ ]  Required[ ]  Not Required |
| Criteria for Contract Award | [ ]  Lowest Price Quote among technically responsive offers[ ]  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) [ ]  Full acceptance of the UNDP 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 Request for Proposal. |
| Criteria for the Assessment of Request for Proposal  | **Technical Request for Proposal (70%)**[ ]  Expertise of the Firm *[indicate percentage]*[ ]  Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan *[indicate percentage]*[ ]  Management Structure and Qualification of Key Personnel *[indicate percentage]***Financial Request for Proposal (30%)**To be computed as a ratio of the Request for Proposal’s offer to the lowest price among the Request for Proposals received by UNDP. |
| UNDP will award the contract to: | [ ]  One and only one Service Provider[ ]  One or more Service Providers, depending on the following factors: *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]* |
| Annexes to this RFP[[2]](#footnote-3) | [ ]  Form for Submission of Request for Proposal (Annex 2)[ ]  Detailed TOR *[optional if this form has been accomplished comprehensively]*[ ]  Others[[3]](#footnote-4) *[pls. specify]* |
| Other Information *[pls. specify]* |  |

**ANNEX 2: PROPOSAL SUBMISSION FORM**

**[Adjust the criteria below and the required documents as necessary and delete this paragraph before finalising]**

*Proposers are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their Proposal along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |
| --- | --- |
| Name of Bidder: | Click or tap here to enter text. |
| RFP reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Company Profile**

|  |  |
| --- | --- |
| **Item Description** | **Detail** |
| Legal name of bidder or Lead entity for JVs | Click or tap here to enter text. |
| Legal Address, City, Country | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Year of Registration | Click or tap here to enter text. |
| Legal structure | Choose an item. |
| Are you a UNGM registered vendor? | [ ]  Yes [ ]  No If yes, insert UNGM Vendor Number |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):* | ​​☒​ Yes ​☐​ No                      |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):* | ​​☒​ Yes ​☐​ No  |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | ​​☒​ Yes  ​☐​ No  |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)* | ​​☒​ Yes ​☐​ No  |
| Is your company a member of the UN Global Compact  | ​​☒​ Yes ​☐​ No  |
| Bank Information | Bank Name: Click or tap here to enter text.Bank Address: Click or tap here to enter text.IBAN: Click or tap here to enter text.SWIFT/BIC: Click or tap here to enter text.Account Currency: Click or tap here to enter text.Bank Account Number: Click or tap here to enter text. |
| **Previous relevant experience: 3 contracts** |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | **Contract Value** | **Period of activity**  | **Types of activities undertaken** |
|  |  |  |  |  |
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|  |  |  |  |  |

**[Note to Procurement Officer:**

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|[ ] [ ]  **Requirements and Terms and Conditions:** I/We have read and fully understand the RFP, including the RFP Information and Data, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|[ ] [ ]  I/We confirm that the Bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
|[ ] [ ]  **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFP ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.  |
|[ ] [ ]  I/We confirm to undertake not to engage in proscribed practices, , 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 wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|[ ] [ ]  **Conflict of interest:** I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFP process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|[ ] [ ]  **Prohibitions, Sanctions:** l/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and 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. |
|[ ] [ ]  **Bankruptcy**: l/We 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. |
|[ ] [ ]  **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.  |
|[ ] [ ]  I/We understand and recognize that you are not bound to accept any Proposal you receive, and wecertify that the goods offered in our Proposal are new and unused. |
|[ ] [ ]  By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL OFFER -**

*Proposers are requested to complete this form, sign it and return it as part of their Proposal along with Annex 2 Proposal Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |
| --- | --- |
| Name of Bidder: | Click or tap here to enter text. |
| RFP reference: | Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
* *a brief methodology, approach and implementation plan;*
* *team composition and CVs of key personnel*

## **ANNEX 4: FINANCIAL OFFER**

**Note : When the Two envelops (Sealed Financial proposal) option is being used, this Section 4 must be uploaded in the section marked as ‘Commercial’ in Quantum.**

The Financial Proposal shall be submitted directly in the system only in the “**Commercial section**” of the requirements and/or line items/deliverables. Non-compliance with this instruction may result in rejection of the proposal received.

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Proposal:** Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price**  |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
|  |  |  |
| **Total Price** |  |

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| e.g. Project Manager/Team Leader | day |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Other expenses |  |  |  |  |
| International flights |  |  |  |  |
| Subsistence allowance |  |  |  |  |
| Local Transportation  |  |  |  |  |
| Communication |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Total**  |  |  |  |  |

**Compliance with Requirements**

|  |  |
| --- | --- |
|  | You Responses |
|  | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time |[ ] [ ]  Click or tap here to enter text. |
| Validity of Proposal |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Other requirements [pls. specify] |[ ] [ ]  Click or tap here to enter text. |

|  |
| --- |
| I, the undersigned, certify that I am duly authorized to sign this Proposal and bind the company below in event that the Proposal is accepted. |
| *Exact name and address of company*Company NameClick or tap here to enter text.Address: Click or tap here to enter text.  Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text. | Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text. |

1. *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.* [↑](#footnote-ref-2)
2. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-3)
3. *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.* [↑](#footnote-ref-4)