Section 4: Proposal Submission Form[[1]](#footnote-2)

[insert: *Location*]

*[insert: Date*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated insert date and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

1. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP’s Contract for Professional Services.

We agree to abide by this Proposal for 90 days.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details :

*[please mark this letter with your corporate seal, if available]*

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form[[2]](#footnote-3)

Date: *[insert date (as day, month and year] of Proposal Submission*]

RFP No.: *[insert number]*

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|  |  |  |
| --- | --- | --- |
| 1. Proposer’s Legal Name *[insert Proposer’s legal name]* | | |
| 2. In case of Joint Venture (JV), legal name of each party: *[insert legal name of each party in JV]* | | |
| 3. Actual or intended Country/ies of Registration/Operation: *[insert actual or intended Country of Registration]* | | |
| 4. Year of Registration: *[insert Proposer’s year of registration]* | | |
| 5. Countries of Operation | 6. No. of staff in each Country | 7.Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: *[insert Proposer’s legal address in country of registration]* | | |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years | | |
| 10. Latest Credit Rating (if any) | | |
| 1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |
| 12. Proposer’s Authorized Representative Information  Name: *[insert Authorized Representative’s name]*  Address: *[insert Authorized Representative’s name]*  Telephone/Fax numbers: *[insert Authorized Representative’s name]*  Email Address: *[insert Authorized Representative’s name]* | | |
| 13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ?  YES or  NO | | |
| 14. Attached are copies of original documents of:  All eligibility document requirements listed in the Data Sheet  If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered  If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law. | | |

Joint Venture Partner Information Form (if Registered)[[3]](#footnote-4)

Date: *[insert date (as day, month and year) of Proposal Submission*]

RFP No.: *[insert number]*

Page \_\_\_\_\_\_\_\_ of\_ \_\_\_\_\_\_ pages

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| --- | --- | --- |
| 1. Proposer’s Legal Name: *[insert Proposer’s legal name]* | | |
| 2. JV’s Party legal name: *[insert JV’s Party legal name]* | | |
| 3. JV’s Party Country of Registration: *[insert JV’s Party country of registration]* | | |
| 4. Year of Registration: *[insert Party’s year of registration]* | | |
| 5. Countries of Operation | 6. No. of staff in each Country | 7.Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: *[insert Party’s legal address in country of registration]* | | |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years | | |
| 10. Latest Credit Rating (if any) | | |
| 1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |
| 13. JV’s Party Authorized Representative Information  Name: *[insert name of JV’s Party authorized representative]*  Address: *[insert address of JV’s Party authorized representative]*  Telephone/Fax numbers: *[insert telephone/fax numbers of JV’s Party authorized representative]*  Email Address: *[insert email address of JV’s Party authorized representative]* | | |
| 14. Attached are copies of original documents of:*[check the box(es) of the attached original documents]*  All eligibility document requirements listed in the Data Sheet  Articles of Incorporation or Registration of firm named in 2.  In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law. | | |

Section 6: Technical Proposal Form

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| TECHNICAL PROPOSAL FORMAT  **INSERT TITLE OF THE SERVICES** |

***Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate archive.***

|  |  |
| --- | --- |
| **Name of Proposing Organization / Firm:** |  |
| **Country of Registration:** |  |
| **Name of Contact Person for this Proposal:** |  |
| **Address:** |  |
| **Phone / Fax:** |  |
| **Email:** |  |

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| **SECTION 1: EXPERTISE OF FIRM/ ORGANISATION** |
| *This section should fully explain the Proposer’s resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.*  1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Please provide the documents confirming that the company has the financial, technical and production capability necessary to perform the contract (copies of documents to be provided shall include: registration documents and tax payer certificate, list of personnel). Please describe your experience in the event management services. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration. Please indicate five (5) major clients to whom you provided services, with a brief description of the nature and extent of the services rendered, and provide either reference contact information or reference letters. Please provide full information about your regional and local partner networks in target regions/cities as per ToR and/or your company representation/field offices/branches in target regions/cities.  1.2. Financial Capacity:Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government’s Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.  1.3. Track Record and Experiences:  Provide the following information regarding corporate experience within the last two (2) years which are related or relevant to those required for this Contract.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |   **Please provide list of largest events conducted during last two years:**   |  |  |  |  | | --- | --- | --- | --- | | **Client** | **Event title** | **Number of Participants** | **City and Place** | |  |  |  |  | |  |  |  |  |   Please describe the experience of your company in provision of conference services. Please list at least 5 main events that you serviced, providing brief overview of the scope and level of event, number of participants, conference package requested etc. Please indicate the total number of events conducted per year and the breakdown of events for the years of 2015-2016 (type of event, number of participants, national or international, types of services provided and any other relevant information that might help in assessing your capacity to perform the contract).  1.4. Please provide information on relevant capacity to cover/provide services within Ukrainian regions (please list regions and venues):   |  |  | | --- | --- | | Region, City | Venue name | |  |  | |  |  | |

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| **SECTION 2 - APPROACH AND IMPLEMENTATION PLAN** |
| This section should demonstrate the Proposer’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.  2.1. Approach to the Service/Work Required:  *1. Please provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Please describe in details how you will manage the scope of work requested in the ToR. Then, following the structure of the ToR, please provide:*  *- full description of the conference package proposed, indicating if all components requested can be provided by organization/firm;*  *- detailed description of the logistical support that will be provided to UNDP accompanying the events requested. Please be as much detailed as possible and thoughtfully describe the process. This part will give the Evaluation Committee an understanding how much the scope of work is understood by the Bidder therefore it Is very important that the process was properly described. The logistical support has to cover such aspects as communication with the UNDP personnel, aligning orders, clarifying the details, selecting premises, inviting, communicating and registering participants, accompanying the staff and participants during the events, provision of necessary services etc.*  *- confirmation of provision of the accommodation according to the list of requested venues;*  *- list of hotels offered by your organization/firm to UNDP if any;*  *- list of equipment with basic specification that your company intends to provide to UNDP at the events;*  *- sample menus for 2 types of coffee breaks and lunch;*  *- confirmation of ability to provide translation/interpretation services as per ToR and the list of equipment;*  *- confirmation of the ability to provide transportation services as per ToR with detailed explanation how the transportation services will be managed by your company. Please explain how the transportation on regional level will be organized. Please describe the types of vehicles that will be provided, the expertise of the drivers and the insurance arrangements.*  *- confirmation of provision of supplementary services as per ToR and exceptions if an. Please explain how the process of reimbursing transport expenses and trainer’s fee will be handled (do not forget you should not mention any prices/costs in your technical proposals)*  *- any other information you consider relevant and that could be of help in decision-making.*  *2. Please mention the approach your company use in handling an event and mention the timelines applied including detailed sequence of activities keeping in mind the appropriateness to local conditions and service environment.*  *3. Please provide a sample timeline on how you deal with events management services starting from receipt of order and ending by payments of events and submittal of invoices to clients.*  *4. Please provide a brief description of the mechanisms used to ensure efficient management of events and in a timely manner?*  *5. What is your proposed quality control measurements?*  *6. Do you have a certain monitoring system/ and or key performance indicators? Do you have a certain reporting system which includes measures for corrective actions.*  *7. Please provide a brief description on how the company deals with any unforeseen situation that might affect the continuation or even the commencement of a certain event on time?*  *8.Does the company take into consideration and address major foreseen risks that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.*  *9.Are you subcontracting some of the services. Please mention what type of services you will be subcontracting, to whom, how much percentage of the work, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.*  *If Applicable, explain also any partnerships with local, regional and global service providers e.g. event management companies, hotels, etc. that are planned for the delivery of event management services. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous assignments of similar nature is encouraged. If such partnerships exist, please elaborate on any preferential rates, quantity discounts etc. the Proposer is able to extend to UNDP.*  *10. Please explain how does the company manage large number of requests for each client/organization at the same time?*  *11. And how does the company deal with incoming requests for events management where several requests are required in more than one place?*  *12. And or where Simultaneous events are required? What is the followed procedures/ available resources in terms of equipment and staff to ensure smooth management of several events being organized at the same time in different locations?*  *13. Does your company have the available resources to provide events management related services such as translation services, provision of transportation services as and when needed. Please explain how does the company intend to provide these services?*  *14. Please describe any additional services and capabilities the Proposer would be able to provide that would add value to UNDP including contingency planning and or alternative ways of performing event management services.*  *Any other comments or information regarding the project approach and methodology that will be adopted.*  2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer’s internal technical and quality assurance review mechanisms. Please describe how the company ensures the customer service level is kept on a high level.  2.3 Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing. Please confirm adherence to requested response time (quotes/suggestions for events to be provided within max 48 hours since receipt of response from the UN).  2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.  2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.  2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule. Please confirm the possibility of provision reporting to the UN on the events serviced as described in the TOR.  2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.  2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.  2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under Section 4 of this document, if any.  2.10 Other: Any other comments or information regarding the project approach and methodology that will be adopted. |

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| **SECTION 3: PERSONNEL** 3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.  3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note :*This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.)*  3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (a person (s) which will be designated as UN customer service manager and the events manager/s (minimum of three (3) years of relevant experience is required, fluency in both oral and written English will be an asset). CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:   |  |  |  |  | | --- | --- | --- | --- | | **Name:** | |  | | | **Position for this Contract:** | |  | | | **Nationality:** | |  | | | **Contact information:** | |  | | | **Countries of Work Experience:** | |  | | | **Language Skills:** | |  | | | **Educational and other Qualifications:** | |  | | | **Summary of Experience:** *Highlight experience in the region and on similar projects.* | | | | | Relevant Experience (From most recent): | | | | | **Period: From – To** | **Name of activity/ Project/ funding organisation, if applicable:** | | **Job Title and Activities undertaken/Description of actual role performed:** | | *e.g. June 2004-January 2005* |  | |  | | *Etc.* |  | |  | | *Etc.* |  | |  | | **References no.1 (minimum of 3):** | *Name*  *Designation*  *Organization*  *Contact Information – Address; Phone; Email; etc.* | | | | **Reference no.2** | *Name*  *Designation*  *Organization*  *Contact Information – Address; Phone; Email; etc.* | | | | **Reference no.3** | *Name*  *Designation*  *Organization*  *Contact Information – Address; Phone; Email; etc.* | | | | **Declaration:**  I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the Nominated Team Leader/Member Date Signed | | | | |  | | | | |

Section 7: Financial Proposal Form[[4]](#footnote-5)

The Proposer is required to prepare the Financial Proposal in a file separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category base on the excel Financial Proposal format, attached to bidding documents.

In case of an equipment component to the service provider, the Price Schedule should include figures for lease/rent options.

The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**Important:**

**Please clearly indicate: a) currency of the Proposal, filling in appropriate cells of the format; b) if applicable, prices should include VAT, showing its value in a separate field.**

1. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.* [↑](#footnote-ref-2)
2. *The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-3)
3. *The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-4)
4. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.* [↑](#footnote-ref-5)