



REQUEST FOR PROPOSALS

RFP/012/17

Long-Term agreement for the provision of event management services for UNDP Country Office in Uzbekistan
and its projects
Uzbekistan



United Nations Development Programme
September, 2017

Section 1. Letter of Invitation

Tashkent, Uzbekistan
September 19, 2017

RFP/012/17: Long-Term agreement for the provision of Event Management Services for UNDP Country Office in Uzbekistan and its projects

Dear Mr./Ms.:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers (including Data Sheet)
- Section 3 – Terms of Reference
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – Long Term Agreement for the Provision of Services

Your offer, comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with Section 2.

Bid Conference will take place on September 29, 2017 at 11.00 at the UNDP Country Office building located at 41/3, Mirabad Str., Tashkent. All interested companies are invited to participate in the conference. Please inform us about your participation in the conference before 12.00 on September 28, 2017 at the below mentioned address.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

United Nations Development Programme
41/3, Mirabad street, Tashkent 100015, Uzbekistan; Email: pu.uz@undp.org
Attention: Procurement Unit

The letter should be received by UNDP no later than 18:00 Tashkent time October 19, 2017. The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Procurement Unit

Section 2: Instruction to Proposers

Definitions

- a) *“Contract”* refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) *“Country”* refers to the country indicated in the Data Sheet.
- c) *“Data Sheet”* refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) *“Day”* refers to calendar day.
- e) *“Government”* refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) *“Instructions to Proposers”* (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) *“LOI”* (Section 1 of the RFP) refers to the Letter of Invitation sent by UNDP to Proposers.
- h) *“Material Deviation”* refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and: (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) *“Proposal”* refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) *“Proposer”* refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) *“RFP”* refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) *“Services”* refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) *“Supplemental Information to the RFP”* refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- n) *“Terms of Reference”* (TOR) refers to the document included in this RFP as Section 3 which describes the

objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

A. GENERAL

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)
5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 5.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
 - 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
 - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the Proposers must disclose in their proposal their knowledge of the following :

- 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
- 6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

7. 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 as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
8. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

B. CONTENTS OF PROPOSAL

9. Sections of Proposal

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Proposal Security, if applicable (if required and as stated in the **Data Sheet** (DS nos. 9-11), see prescribed Form in RFP Section 8);
- 9.6 Any attachments and/or appendices to the Proposal.

10. Clarification of Proposal

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet** (DS no. 16) prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.
- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

11. Amendment of Proposals

- 11.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

C. PREPARATION OF PROPOSALS

12. Cost

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

14. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.

15. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Proposer shall structure the Technical Proposal as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.
- 15.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer's response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed

description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures. All proposers are therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
- b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.

15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the **Data Sheet** requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNDP, and reject the Proposal, in the event of any or any combination of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Proposal Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Proposer fails:
 - i. to sign the Contract after UNDP has awarded it;
 - ii. to comply with UNDP's variation of requirement, as per RFP clause 35; or
 - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

16. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

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
- c) they have the same legal representative for purposes of this RFP; or
- d) 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 Proposal of, another Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

18. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP's satisfaction. These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and

- c) That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

19. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; 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.

After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

20. Alternative Proposals

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals shall not be considered. 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 proposal.

21. Validity Period

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the

submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

22. Proposer's Conference

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

D. SUBMISSION AND OPENING OF PROPOSALS

23. Submission

- 23.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of UNDP as specified in the **Data Sheet** (DS no.20) and shall include the Proposer's name and address, as well as a warning that state *"not to be opened before the time and date for proposal opening"* as specified in the **Data Sheet** (DS no. 24). The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the Proposer.
- 23.2 Proposers must submit their Proposals in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Proposals are expected to be in transit for more than 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).
- 23.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as "Original Proposal" and "Copy of Proposal" as appropriate. The 2 envelopes shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS No. 19). In the event of any discrepancy between the contents of the "Original Proposal" and the "Copy of Proposal", the contents of the original shall govern. The original version of the Proposal shall be signed or initialed by the Proposer or person(s) duly authorized to commit the Proposer on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Proposal.
- 23.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies

that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

24. Deadline for Submission of Proposals and Late Proposals

Proposals must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS nos. 20 and 21).

UNDP shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by UNDP after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

25. Withdrawal, Substitution, and Modification of Proposals

- 25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.
- 25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

26. Proposal Opening

UNDP will open the Proposals in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic proposal opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Proposers' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

27. Confidentiality

Information relating to the examination, evaluation, and comparison of Proposals, and the

recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal.

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to UNDP. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

E. EVALUATION OF PROPOSALS

28. Preliminary Examination of Proposals

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

29. Evaluation of Proposals

29.1 UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 32). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 32) after all Proposals have been received.

29.3 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

Total Combined Score:

$$(\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%})$$

$$+ (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})$$

Total Combined and Final Rating of the Proposal

29.4 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;
- f) Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

30. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP Clause 32.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.

31. Responsiveness of Proposal

UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself.

A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

32. Nonconformities, Reparable Errors and Omissions

Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.

Provided that a Proposal is substantially responsive, UNDP may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

F. AWARD OF CONTRACT

33. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for UNDP's action. Furthermore, UNDP shall not be obliged to award the contract to the lowest price offer.

UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement

Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for details)

34. Award Criteria

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 25 and 32).

35. Right to Vary Requirements at the Time of Award

At the time of award of Contract, UNDP reserves the right to vary 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.

36. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, UNDP may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

37. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Proposer and UNDP.

38. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

Instructions to Proposers

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	LTA for event management services for UNDP CO in Uzbekistan and its projects
2		Title of Services/Work:	Provision of Event Management Services as per Terms of reference to UNDP CO and projects in Uzbekistan
3		Country / Region of Work Location:	Uzbekistan
4	C.13	Language of the Proposal:	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others: Russian
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input checked="" type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-proposal conference will be held on:	Time: 11:00 am Tashkent time Date: 9/29/2017 Venue: UNDP CO Conference Hall The UNDP focal point for the arrangement is: Procurement Unit Address: 41/3, Mirobod Str., Tashkent, Uzbekistan Telephone: +998 71 1203450 Facsimile: +998 71 1203485 E-mail: pu.uz@undp.org
8	C.21	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Proposal Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Proposal	Not Applicable

		Security ¹	
11	B.9.5 C.15.4 a)	Validity of Proposal Security	Not Applicable
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
14	F.37	Performance Security	<input checked="" type="checkbox"/> Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$) <input checked="" type="checkbox"/> Uzbekistan Soums (UZS) <i>Reference date for determining UN Operational Exchange Rate: as per rate set on financial proposals opening date</i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline.
17	B.10.1	Contact Details for submitting clarifications/questions ²	Focal Person in UNDP: Procurement Unit Address: 41/3, Mirobod Str, Tashkent, 100015, Uzbekistan Facsimile: Fax No. : +998 71 1203485 E-mail address dedicated for this purpose: pu.uz@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email or fax, and posting on the website uz.undp.org, www.un.uz
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	Original: 1 (one) Copies: 1 (one)
20	D.23.1 D.23.2 D.24	Proposal Submission Address	<u>41/3, Mirobod Str, Tashkent, 100015, Uzbekistan</u> <u>RFP/012/17 - LTA Event Management Services</u> <u>for proposals in sealed envelope</u> and bids.uz@undp.org for proposals via email.

¹ Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UNDP.

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

21	C.21 D.24	Deadline of Submission	Date and Time: October 19, 2017 6:00 PM
22	D.23.2	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid ³
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: bids.uz@undp.org <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only, the file containing the Financial Proposal must be password protected <input checked="" type="checkbox"/> Password to the file containing the Financial Proposal <u>must</u> not be provided to UNDP until requested by UNDP in writing or by email <input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB <input checked="" type="checkbox"/> Mandatory subject of email: “ RFP/012/17 – LTA for Event Management ” <input checked="" type="checkbox"/> Time Zone to be Recognized: GMT +5
24	D.23.1	Date, time and venue for opening of Proposals	Date and Time: October 20, 2017 10:00 AM Venue: UNDP CO, Conference Hall Public opening is not allowed.
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Lowest financial offer of technically qualified Proposals. Bidder shall obtain at least 70% technical score to qualify technically.
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Local Government license to render mentioned services as per RFP in Uzbekistan. <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the Uzbekistan

³ If this will be allowed, security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

			<input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years (2014, 2015 and 2016) <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value for the past 3 years (2014, 2015 and 2016) <input checked="" type="checkbox"/> List of servicing Bank References (Name of Bank, Location, Contact Person and Contact Details) <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
27		Other documents that may be Submitted to Establish Eligibility	CVs of designated staff in frame of the LTA signed by the designated staff and director of the company
28	C.15	Structure of the Technical Proposal (<i>only if different from the provision of Section 12</i>)	<i>As per provided template</i>
29	C.15.2	Latest Expected date for commencement of Contract	<i>Signature date of LTA</i>
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	Please see Section 3 Terms of Reference of the Request for Proposal for details
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> Two or more Offerors with the lowest priced technically compliant bid as a result of evaluation of offers by UNDP. Placement of orders is determined through a secondary competition.
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below)
33	E.29.4	Post-Qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed <input checked="" type="checkbox"/> Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder

34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Others <i>LTA Contract signature date by both parties</i>
35		Other Information Related to the RFP ⁴	<i>Not applicable</i>

Evaluation of proposals

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

The evaluation criteria and scoring for technical criteria are specified in the tables below (detailed breakdown of obtainable points for technical proposal). A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score (700 points). The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% (700) of the obtainable score of 1000 points in the evaluation of the technical proposals.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	40%	400
2.	Proposed Methodology, Approach and Implementation Plan	25%	250
3.	Management Structure and Key Personnel	35%	350
Total			1000

Technical Proposal Evaluation Form 1			Points obtainable
Expertise of the Firm/Organization			
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	Sub-scores	90
	a. Number of years in the industry (since establishment) - 3 years (minimum) – 20 points; - More than 3 years– 2 points for each additional year, but no more than 10 points	30	
	b. Number of clients for the last three years - 3 companies (minimum) – 20 points: More than 3 companies– 2 points for each additional client, but no more than 10 points	30	

⁴ Where the information is available in the web, a URL for the information may simply be provided.

	c. Recommendation from International Organization(s) <ul style="list-style-type: none"> - At least 3 recommendation letters from International organization (minimum requirement) – 20 points - Recommendation letter from International Organization(s)/ embassies/ multinational corporations – 2 points for every recommendation letter, but no more than 10 points 	30	
1.2	General Organizational Capability which is likely to affect implementation	Sub-score	140
	a. Financial stability (quick ratio for the last three years) <ul style="list-style-type: none"> - Quick ratio for the last three years is more than 1 (minimum requirement) – 30 points 	30	
	b. Size of the firm, branch office(s) in the regions <ul style="list-style-type: none"> - At least 1 branch located in Tashkent (minimum requirement) – 25 points; - More than 1 branch: 5 points per every additional branch in the country and/or worldwide, but not more 15 points 	40	
	c. Experience of Company General Manager (Director) <ul style="list-style-type: none"> - At least 3 years of management experience (minimum requirement) – 5 points; - More than 5 years – 1 point per every additional year, but no more than 5 points 	10	
	d. Number of qualified staff <ul style="list-style-type: none"> - Availability of at least 2 experts with relevant experience of 3 years (minimum requirement) – 10 points; - More than 2 experts with 2 years' relevant experience – 2 points per every expert, but not more than 10 points; - Availability of authorized representative, facilities and staff in the provinces of Uzbekistan – 10 points. 	30	
	e. Project management controls <ul style="list-style-type: none"> - Availability of management plan for providing services to multiple UNDP/projects sited in different locations – 30 points 	30	
1.3	Volume of sales <ul style="list-style-type: none"> - annual turnover of 500,000 USD (minimum requirement) – 15 points; - annual turnover more than 500,000 USD – 3 points for each 50,000 USD of turnover, but not more than 15 points 		30
1.4	Quality assurance procedures, warranty <ul style="list-style-type: none"> - Availability of Quality assurance procedures, warranty conditions for providing services to multiple UNDP/projects sited in different locations – 20 points 		20
1.5	Relevance of:	Sub-score	120
	a. Experience on Similar Programme / Projects for the last three years <ul style="list-style-type: none"> - At least one Long term agreement on event management – 20 points; - For additional LTAs - 5 points for every additional LTA, but no more than 10 points 	30	
	b. Experience on Projects in the Regions of Uzbekistan <ul style="list-style-type: none"> - At least one contract on event management – 20 points; - For additional contracts - 5 points for every additional contract, but no more than 10 points 	30	

	c. Work for UNDP/ major multilateral/ or bilateral programmes - At least one contract on event management – 20 points; - For additional contracts - 5 points for every additional contract, but no more than 10 points	30	
	d. Availability of contracts/long term agreements with the hotels/conference halls/centers etc. in Tashkent and in the identified provinces of Uzbekistan	30	
			400

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	50
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Is the scope of task well defined and does it correspond to the TOR?	60
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	40
2.5	How fast the company will respond to the request for organization of event? <u>(Within how many hours or days)</u>	25
2.6	How fast the company will fulfill the order for organization of event? <u>(Within how many hours or days)</u>	25
2.7	Quality assurance procedures (How quality of the services will be assured/controlled)	25
		250

Technical Proposal Evaluation Form 3			Points Obtainable	
Management Structure and Key Personnel				
3.1	Senior Supervisor			140
			Sub-Score	
	General Qualification		120	
	Suitability for the Project			
	- General qualification	25		
	- Training Experience (certificates)	20		
	- Professional Experience in facility and/or service administration and event coordination	45		
	- Knowledge of the regions of Uzbekistan in terms of work experience	30		
	- Language Qualifications (English, Russian and Uzbek)		20	
			140	
3.2	Implementing Assistant			120

			Sub-Score	
	General Qualification		100	
	Suitability for the Project			
	- General qualification	15		
	- Training Experience (Certificate or diplomas (at least one certificate or diploma))	15		
	- Professional Experience in in managing events	45		
	- Knowledge of the regions of Uzbekistan in terms of work experience	25		
	- Language Qualifications (English, Russian and Uzbek)		20	
			120	
3.3	Alternate Implementing assistant			90
			Sub-Score	
	General Qualification		70	
	Suitability for the Project			
	- General qualification	10		
	- Training Experience (Certificate or diplomas (at least one certificate or diploma))	10		
	- Professional Experience in in managing events	45		
	- Knowledge of the regions of Uzbekistan in terms of work experience	25		
	- Language Qualification (English, Russian and Uzbek)		20	
			40	
	Total Part 3			300

Section 3: Terms of Reference (TOR)

1. PROJECT TITLE: Long Term Agreement for Event Management Services for the UNDP Country Office in Uzbekistan

2. BACKGROUND:

In order to achieve cost efficiency from economies of scale while ensuring outstanding quality of service, UNDP office in Uzbekistan (UNDP) decided to enter into Long Term Agreement (LTA) with at least two Event Management companies to serve all its needs and service requirements with regard to organization of events throughout the regions of Uzbekistan.

Services required by the UNDP include, but not be limited to, the following:

- Organization of events;
- Organization of High level missions;
- Hotel reservation;
- Arrangement for guide and interpretation services;
- Transportation services.

According to the statistics, each year about 130 events organized by the UNDP in Uzbekistan (123 events are projected in 2017). Majority of events are trainings and seminars organized for national partners, which are different ministries, local municipalities, committees or NGOs operating in Uzbekistan. Average number of participants is about 25-35 persons and planned for 2-3 days. About half of the events held in Tashkent city with the participation of the representatives from regions of Uzbekistan.

3. OBJECTIVE:

UNDP is hereby undertaking a solicitation of bid proposal from Event Management companies who are interested to provide above listed services regularly required by UNDP and its projects. Two (2) or more successful bidders shall be contracted for this purpose for an initial period of one (1) year and renewable for two more years (overall duration of LTA will not exceed 3 years), upon satisfactory evaluation of performance. Estimated annual ceiling amount of event related services will be around USD 500,000 for LTA.

The successful event management contractor(s) shall provide full, prompt, accurate and expert event arrangements and services to UNDP and its projects in Uzbekistan, in accordance with the UNDP policies, procedures and guidelines. Each order for organization of event will be based on the results of secondary price competition among two LTAs. The LTA (s) shall not guarantee an estimated volume of services to be requested and UNDP reserves the right to use services of other companies if there will be competitive offer.

4. SCOPE OF SERVICES:

Events, as referred to in the TOR, shall apply to all arrangements to be organized by UNDP CO and UNDP projects which include but not be limited to the following:

- Propose and provide venues for seminars, conferences, meetings and trainings in Tashkent city as well as other cities of Uzbekistan;
- Organize events including necessary arrangements for accommodation of participants, rent of conference halls, rent of equipment (LCD projector, Screen, laptop, PC, flipchart etc.) and catering services (breakfast, lunch, coffee breaks, dinners);
- Provide full support during events: at least one representative of event management company should be present at the event in order to liaise with hotel/conference venue management and UNDP on all the organizational issues;
- Provide catering services at the venues selected by the UNDP;
- Reserve hotels in Tashkent and other cities of Uzbekistan;

- Arrange guide and interpretation services including provision of necessary equipment;
- Provide transportation services to and from the event.

4.1. DETAILED DESCRIPTION OF REQUIRED SERVICES:

4.1.1. Arrangements for organization of events:

- a) Upon confirmed instructions from UNDP the Service Provider shall make the booking of the venue of the Event in a timely manner – that is usually within 5 working days from receipt of order and submit the booking confirmation to UNDP.
- b) It is the responsibility of the service provider to manage payments with the venue in a timely manner.
- c) The Service Provider shall arrange for fully functioned electronic, audio-visual equipment and workshop materials (such as banners and/or flags banners, data shows, wireless microphones, audio systems, video services, decoration and signs, photography and stationary), if equipment is not available at the venue, the Service Provider shall provide it from outside based on consultation with UNDP.
- d) The Service Provider shall ensure that the required equipment is fully functional one day before the Event and replace non-functional equipment before the event takes place.
- e) The Service Provider shall arrange coffee breaks, lunch or catering services according to UNDP's instruction.
- f) The Service Provider shall provide video shooting/photography services if required during the Event as per UNDP's instructions.
- g) The Service Provider shall arrange photocopy and printing services.

4.1.2. Hotel Reservation Services:

- a) At UNDP request, Service Provider shall submit at least two offers for accommodation and provision of event management.
- b) The Service Provider should ensure accommodation at the same venue or hotel nearby considering the transportation arrangement if requested by UNDP.
- c) The Service Provider shall make reservations of accommodations for the participants, and provide confirmations to UNDP.
- d) The Service Provider should confirm with UNDP before reservation.
- e) UNDP reserves the right to request changing the initial proposed venue by the Service Provider.
- f) UNDP may require additional arrangements for VIP persons all-inclusive rate for additional services requested as part of Hotel room reservation such as internet services, laundry and etc. This shall be agreed upfront, upon UNDP agreement to such arrangement.

4.1.3. Guide and interpretation services

- a) Contractor shall be capable to arrange guide services for arrangement of different tours.
- b) Whenever it is requested by UNDP, the Service provider shall provide teleconference and, Interpretation systems (booth, system, receivers and headsets) and in case if equipment is not available at the venue, the Service Provider shall provide those from outside based on consultation with UNDP.

4.1.4. Transportation services:

- a) The Service Provider shall provide safe and appropriate pick up /transfer for the participants in required standard, such as bus, taxi, or hire a suitable vehicle for VIP etc.
- b) The Service Provider shall provide safe and appropriate transportation from the venue of accommodation for, outside visit, or evening and social events etc. in timely manner.

5. GENERAL MANAGEMENT OF THE EVENTS:

- a) The Service Provider shall provide services for assisting in Events registration and coordination with hotel management throughout the Events executing period. A representative of the Service Provider should be at the venue throughout the Event.
- b) The Service Provider shall organize the required services at the proposed agreed time which is usually within 2 weeks from receipt of request.
- c) The Service Provider shall assign at least one focal point to provide the needed support during the Event as per UNDP's instructions.
- d) The assigned focal point should be able to arrange for simultaneous events to fulfill in a satisfactory level the requirements of each event separately in line with UNDP requirements.
- e) The Service Provider's employees shall perform their functions in a highly efficient and professional manner in line with UNDP requirements.
- f) The Service Provider shall nominate clearly the supervisor(s) responsible for the overall management of UNDP account.
- g) Availability of Hot line support 24/7 for the UNDP responsible staff.

6. PAYMENT TERMS:

- a) The Service Provider shall submit invoice(s) and Act of Performance to the requestor or focal point at UNDP within 48 working hours (this equals 6 days) from event closure.
- b) The requestor/focal point shall review and clear the invoice with the supporting documents within one week from invoice(s) submission date to UNDP.
- c) It is the responsibility of Service Provider to settle all invoices with the hotel or any other party entitled to be paid, in a timely manner.
- d) UNDP may make advance payment in the amount of 15% to the Service Provider, if necessary; however, the payment terms shall be subject to UNDP rules and regulations. If advanced payment is more than 20% of the contract price or above \$30,000.00 a bank guarantee in the same amount shall be required in the form attached in this RFP, Section 10.
- e) UNDP shall pay invoice(s) within maximum 30 days from the date of invoice(s).

7. TIME FRAMES:

- 7.1. Requests for Services are normally required on week days (Monday to Friday) from 09.00 to 18.00. Occasionally, also during weekends from 09.00 to 18.00.

QUALIFICATIONS OF THE SUCCESSFUL EVENT MANAGEMENT COMPANY:

The event management company shall have in its current office all the necessary equipment and facilities, and shall employ a sufficient number of experienced and professionally trained staff to handle minimum requirements of the UNDP.

The successful company which will be contracted to serve the needs of the UNDP shall have the following minimum qualifications:

- Duly registered /accredited in Uzbekistan and possesses or is in process of obtaining license for carrying out related activities in Uzbekistan. In case of contract award, the license must be available latest by the time of signing of the Long Term Agreement;
- Has a minimum 3 years of experience in event management services
- Has minimum USD 500,000 annual turnover in provision of event management services;
- Maintains a good track record in serving international organizations, embassies and multinational corporations (at least 3 reference letters shall be provided);
- Financially capable of rendering all requested services, which is evidenced by the healthy financial statement/balance sheet;

- Employs competent and experienced personnel as evidenced by their track record in their Curriculum Vitae and copies of their certificates, if available (at least 1 supervisor and 2 implementing assistants)
- Willing and able to guarantee the delivery of products and services in accordance with the performance standards required by this TOR.

The successful event management company shall also be required to devote at least two (2) personnel providing dedicated services to the needs of the UNDP, consisting of the following:

- A Senior Supervisor who shall be responsible for the overall management of the UNDP accounts;
- An Implementation Assistant for receipt and implementation of requests;
- Alternative implementation assistant shall also be nominated.

All such personnel shall be required to be well-versed on the event management policies of the UNDP, and adopt the same knowledge on the conduct of business and delivery of services to the UNDP. The personnel who will be assigned to serve the UNDP need not necessarily be new, but may also be current employee of the company, to be re-assigned to service the UNDP requirements on a full-time basis.

Key Personnel Qualifications:

Senior Supervisor:

- 5 years of experience in facility and/or service administration and event coordination.
- Degree in business administration, economy, service management or another relevant field.
- Specialized training evidenced by the copy of certificates
- Knowledge of regions
- Fluency in English, Russian and Uzbek.

Implementing assistant:

- 3 years of experience in managing events in the relevant geographical area.
- Degree in business management, economy or a relevant field
- Specialized training evidenced by the copy of certificates
- Knowledge of regions
- Fluency in Russian and Uzbek, Working knowledge of English.

Alternate Implementing assistant:

- 3 years' experience in managing events.
- Degree in business management, economy or a relevant field
- Specialized training evidenced by the copy of certificates
- Knowledge of regions
- Fluency in Russian and Uzbek, Working knowledge of English.

Other expertise needed and facilities required shall be sourced from the existing capacity of the Event Management Company.

8. MANAGEMENT REPORTING SYSTEM

Event Management Company shall submit to UNDP reports and verification Acts on monthly basis, immediately or at anytime upon request by the UNDP outlining:

Activity level;
 Number of events;
 Number of participants per event;
 Location of events;

Amount per event.

UNDP reserves the right to conduct its own quality and pricing control surveys to ensure adequacy of the services provided with competitive prices. Quarterly meetings will take place at UNDP to discuss performance issues and on-going cooperation.

9. Quality Control of the Services:

1. The Contractor shall set procedures to ensure monitoring on a regular and continual basis the quality of the services provided to UNDP. These procedures shall include a self-inspection system covering all the services to be performed in the Contract, and shall include a method for monitoring, identifying and correcting deficiencies in the quality of services provided to UNDP. UNDP shall be notified in written of any deficiencies found and corrective actions taken; such actions shall be included in the Service Provider's reports.
2. The Contractor shall ensure that at least one its representative is present at the event in order to provide overall monitoring and coordination and to liaise with hotel/conference venue management on all the organizational issues.
3. The Contractor shall submit photo-report of the event management/catering service provided during a day for each separate order. Photo-report should consist of photos of the conference room, meal provided and event management facilities including participants.
4. UNDP Uzbekistan reserves the right to conduct its own quality control surveys to ensure the adequacy of the services.
5. The Contractor warrants that the personnel assigned to handle UNDP arrangements shall have a strong experience in events management services and shall constantly be trained to be kept up to date.
6. The participants of UNDP events will be asked to provide a written feedback with regard to the quality of services provided by the Agent(s) in the form of post-event evaluation questionnaires.

10. Key Performance Indicators:

No.	Description	Indicator
1	Response Time to Received Requests	Confirmation e-mail on receipt of Service Order Receipt within one hour.
2	Understanding of the client's needs.	High quality communication, correct identification of what is required and provision of several options.
3	Effective communication	Easy to deal with company personnel. Keeping the client informed (timely reported and updated the project personnel on issues/status/ completion of services).
4	Ability to arrange events on scheduled time	Arrangement of event on the agreed dates and provision of at least two options.
5	Ability to provide competitive prices and negotiate rates with Hotels.	Competitive prices obtained through spot checks on received quotations from Hotels and comparing quotes with the given market rate.
6	Provision of reports on managed and arranged events with required details such as place, amount, number of participants.	Timely provision of the Report on Monthly/Quarterly basis or at any time upon request from UNDP
7	Ability to provide quality services in terms of venue, food, and related arrangements.	Level of venue rented in terms of cleanliness and appropriateness, type of food provided, proper arrangement of venue. Availability and

		accessibility of company representative during the event. Adopted creative, innovative and practical measures to improve quality of services. Availability of its own quality management and control system. Coordination with the staff of hotels and venues.
8	Transportation services provided on time as and when applicable	Good feedback from UNDP focal point through participants
9	Provision of stationery items, special IT and interpretation equipment	Good feedback from UNDP focal point and requestor on quality of services received
10	Submission of invoices and related documents. Correctness and accuracy of provided documents	Correct Billing Submittals and on time. Indication of requester and order reference number and date.
11	Customer Complaints	All complaints should be addressed within maximum one working day and to be resolved within the same day at the earliest convenience.
12	Reliability of the company	Good performance appraisal from end users of the company services.

11. LONG TERM AGREEMENTS AWARD BASE AND THRESHOLDS:

UNDP will award Long Term Agreements to two or more companies based on the results of evaluation for the initial period of 12 months with possibility to extend up to maximum 3 years, subject to satisfactory performance. LTA annual ceiling amount equals to 500,000 USD.

12. BRIEF DESCRIPTION ON PLACEMENT OF ORDER PROCEDURES UNDER EACH LTA:

For every duly approved seminar, training, conference, and other services including transportation, equipment, accommodation upon receipt of the electronic request from an authorized UNDP staff member, event management company shall start identifying at least two suitable hotels or establishments, making preparations according to the services required based on the lowest costs and present proposal/s for consideration and approval by UNDP.

Received quotations by both LTA holders will be compared by the UNDP and order will be placed to the contractor offering best value for money.

If the received quotations by the service providers do not satisfy UNDP requirements in terms of pricing and location of Hotel, UNDP's events management focal point may acquire a quotation from any other Hotel which is found to be more suitable for the event and shows value for money.

If service provider systematically (three times or more) does not respond to bidding requests without a valid justification, it may be excluded from an opportunity to participate in future requests. Documentary evidence of this lack of response should be included in the Performance Evaluation of this vendor.

13. Schedule of Requirements

Required Documents*		Submitted	
		Yes	No
1.	General Information: <ul style="list-style-type: none"> ▪ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation 		

	<ul style="list-style-type: none"> Local Government permit to locate and operate in the current location of office or factory Company Profile Trade name registration papers, if applicable Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any 		
2.	<u>Business References:</u> <ul style="list-style-type: none"> Major Corporate Clients / Contract Details / Estimated Contract Value List of business agreements with hotels and venues operating in Uzbekistan <u>At least</u> three letters of Recommendations List of Bank References (Name of Bank, Location, Contact Person and Contact Details) 		
3.	<u>Volume of Sales for 2014, 2015 & 2016:</u> <ul style="list-style-type: none"> Annual volume of sales (US\$) Statement of Financial Position (Balance sheet) and Statement of Financial Performance (Income statement) for 2014, 2015, 2016. 		
4.	<u>Size of company:</u> <ul style="list-style-type: none"> List of name(s) (if any) and address(s) of branch office (s) in the regions List of hotels & venues (if any) that your company <u>owns</u> List of business agreement with hotels and venues acting in Uzbekistan 		
5.	<u>Personnel Competence:</u> <ul style="list-style-type: none"> Curriculum Vitae of managerial personnel and other full time staff members qualified and competent in the area of requirement 		
6.	<u>Business Entity of the company:</u> <ul style="list-style-type: none"> Ownership (sole owner, partnership, or corporation) Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Bidder is not a corporation List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation 		
7.	<u>Other information:</u> <ul style="list-style-type: none"> Orders are made by: E-mail Method of delivery of documents: Courier, Postal, electronically State additional services and benefits that make your company unique 		

The answers to the questions **must** be provided on separate sheets of paper, yet, with strict adherence to the chronological order. We would highly appreciate it if your answers to attached questions are as clear and explicit as possible to facilitate ease of analysis/selection process, and to determine whether the documents are complete, properly signed, and whether the Proposals are generally in order. A Proposal determined as not substantially responsive will be rejected and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

UNDP recognizes the importance of confidentiality of the data provided and the proposal information

UNDP, however, shall, from time to time, evaluate and verify with other companies and other industry indicators the comparability and competitiveness of the rates being given to the UNDP. UNDP retains the right to terminate contract with the perspective selected company at any time if the LTA holder charges UNDP on higher rates than market standards, or does not render minimum services described in this tendering document.

Section 4: Proposal Submission Form⁵

[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 :

- a) 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;
- b) 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;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) 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 [insert: period of validity as indicated in Data Sheet].

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]

⁵ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

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

Proposer Information Form⁶

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

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
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: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's name]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i> Email Address: <i>[insert Authorized Representative's name]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		
14. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> 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 <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁶ 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.

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

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
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: <i>[insert Party's legal address in country of registration]</i>		
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: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁷ 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.

Section 6: Technical Proposal Form

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 envelope.

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

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. 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.

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 five (5) 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)

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: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

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.

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.

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.

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 (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. 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: <i>Highlight experience in the region and on similar projects.</i>		
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:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References no.1 (minimum of 3):	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
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. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of the Nominated Team Leader/Member </div> <div style="width: 35%; text-align: right;"> Date Signed </div> </div>		

Section 7: Financial Proposal Form⁸

The Proposer is required to prepare the Financial Proposal in an envelope 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.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes.

Please provide a detailed cost breakdown and total price for each of the cases provided below. The GRAND TOTAL PRICE FOR ALL CASES will be used as price proposal.

Please note that all events and dates are entirely fictitious and were designed for the purposes of the RFP only.

Prices quoted by bidders **must be** supported by the documentary to justify evidence of their realism. Failure to provide such supporting documents may lead to disqualification of the bidder. UNDP will ensure strictly confidential handling of provided documents.

<u>CASE #1</u>				
Brief: 3-day conference at "Charos" Resort (2 nights)				
Start of the event: 25 October 2017				
Number of participants: 180				
Accommodation: 2 luxury rooms, 4 semi lux, 87 double				
Meals: 3 breakfasts, 3 lunches, 2 dinners, 1 reception, 6 coffee breaks				
Facilities: 1 big conference room, 3 small working rooms				
Equipment: 6 laptops, 2 LCD projectors, 2 LCD screens, 4 microphones, 3m*5m size banner with UNDP logo, 1 representative of the Event Management Company to coordinate and monitor all arrangements				
Transportation: 6 buses (30 people each), 2 Mercedes E 250.				
Below please list all expenses related to the event:				
Type of Cost	Unit of measurement	Q-ty	Unit price	Total price per item (in USD)

⁸ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

ACCOMMODATION:				
luxury room	room	2		
semi-lux	room	4		
double room	room	87		
MEALS:				
Breakfast (standard, provided by the hotel)	ea	540		
Lunch (first course, main course, salad, bread, tea or soft drink)	ea	540		
dinner (1 salad, hot starter, main course, bread, water and tea)	ea	360		
reception	ea	180		
coffee breaks (coffee, tea, soft drinks, 2 types of dessert)	ea	1,080		
FACILITIES:				
big conference room (180 persons)	room	1		
small working room (for 20 persons)	room	3		
EQUIPMENT:				
laptops	ea	6		
LCD projectors	ea	2		
LCD screens	ea	2		
microphones	ea	4		
3m*5m size banner	ea	1		
TRANSPORTATION:				
bus (30 people)	ea	6		
Mercedes E 250 (or equivalent)	ea	2		
OTHER COSTS (IF ANY)				
SUB-TOTAL CASE #1:				
CASE #2				
Brief: Half day training at the 4-star Hotel in Tashkent				
Start of the event: 08 November 2017				
Number of participants: 250				
Meals: 1 upgraded coffee break				
Facilities: 1 big conference room				
Equipment: two cabins for simultaneous translations + headphones for participants, 1 LCD screen				
Below please list all expenses related to the event:				
Type of Cost	Unit of measurement	Q-ty	Unit price	Total price per item (in USD)
MEALS:				
coffee breaks upgraded (2 types dessert, 2 types canapé, seasonal	ea	250		

fruits, tea, coffee, refreshments)				
FACILITIES:				
big conference room (250 persons)	ea	1		
EQUIPMENT:				
two cabins for simultaneous translations + headphones for participants	ea	1		
LCD screens	ea	1		
OTHER COSTS (IF ANY)				
SUB-TOTAL CASE #2:				
<u>CASE #3</u>				
Brief: Providing catering services during a workshop organized at the UNDP Country Office premise, located at 41/3, Mirabad Street, Tashkent.				
Start of the event: 01 November 2017				
Number of participants: 25				
Meals: 2 coffee breaks, 1 lunch. Lunch should be served in the canteen of the UNDP Country Office.				
Below please list all expenses related to the event:				
Type of Cost	Unit of measurement	Q-ty	Unit price	Total price per item (in USD)
MEALS:				
coffee breaks (coffee, tea, soft drinks, 2 types of dessert)	ea	50		
Lunch (first course, main course, salad, bread, tea and soft drink)	ea	25		
OTHER COSTS (IF ANY)				
SUB-TOTAL CASE #3:				
<u>CASE #4</u>				
Brief: 4 day working sessions in Fergana, Namangan, Andijan, Kokand (3 nights:1 in Fergana, 1 in Namangan, 1 in Andijan)				
Start of the event: 29 November 2017				
Number of participants: 30				
Meals: 2 coffee break & lunch in each city				
Facilities: 1 conference room in each city				
Equipment: 1 LCD screen, 1 laptop, 1 flipchart with paper, photo/video digital equipment in each city				
Transportation: 1 Lacetti for 3 trainers, route Tashkent-Fergana-Namangan-Andijan-Kokand-Tashkent				
Accommodation: 3 single rooms in Fergana, Namangan, Andijan				
Below please list all expenses related to the event:				
Type of Cost	Unit of measurement	Q-ty	Unit price	Total price per item (in USD)

ACCOMMODATION:				
Fergana				
single room	ea	3		
Namangan				
single room	ea	3		
Andijan				
single room	ea	3		
MEALS:				
Fergana				
lunch (first course, main course, salad, bread, tea and soft drink)	ea	33		
coffee breaks (coffee, tea, soft drinks, 2 types of dessert)	ea	66		
Namangan				
lunch (first course, main course, salad, bread, tea and soft drink)	ea	33		
coffee breaks (coffee, tea, soft drinks, 2 types of dessert)	ea	66		
Andijan				
lunch (first course, main course, salad, bread, tea and soft drink)	ea	33		
coffee breaks (coffee, tea, soft drinks, 2 types of dessert)	ea	66		
Kokand				
lunch (first course, main course, salad, bread, tea and soft drink)	ea	33		
coffee breaks (coffee, tea, soft drinks, 2 types of dessert)	ea	66		
FACILITIES:				
Fergana				
conference room (30 persons)	room	1		
Namangan				
conference room (30 persons)	room	1		
Andijan				
conference room (30 persons)	room	1		
Kokand				
conference room (30 persons)	room	1		
EQUIPMENT:				
Fergana				
laptops	ea	1		
flipchart with paper	ea	1		
LCD screen	ea	1		
Photo/video digital equipment	ea	1		
Namangan				
laptops	ea	1		

flipchart with paper	ea	1		
LCD screen	ea	1		
Photo/video digital equipment	ea	1		
Andijan				
laptops	ea	1		
flipchart with paper	ea	1		
LCD screen	ea	1		
Photo/video digital equipment	ea	1		
Kokand				
laptops	ea	1		
flipchart with paper	ea	1		
LCD screen	ea	1		
Photo/video digital equipment	ea	1		
TRANSPORTATION:				
Daewoo Nexia (or equivalent) for 3 trainers, route Tashkent-Fergana- Namangan-Andijan-Kokand- Tashkent	ea	1		
OTHER COSTS (IF ANY)				
SUB-TOTAL CASE #4:				
<u>CASE #5</u>				
Brief: Provide 3 day site seeing tour to Bukhara and Samarkand for UN official mission				
Start of the date: 30 October 2017				
Number of participants: 12				
Accommodation: 12 single rooms in Grand Bukhara Hotel Bukhara for 1 day, 6 double rooms in Afrosiyab Hotel in Samarkand for 1 day				
Equipment: 1 professional guide (English, Russian, Uzbek)				
Transportation: 2 minivans, Tashkent-Bukhara-Samarkand-Tashkent, transportation in Samarkand and Bukhara as well. Minivans must be comfortable for passengers and appropriate for long-distance trips.				
Below please list all expenses related to the event:				
Type of Cost	Unit of measurement	Q-ty	Unit price	Total price per item (in USD)
ACCOMMODATION:				
Bukhara				
single room	room	12		
Samarkand				
double room	room	6		
EQUIPMENT:				
Bukhara				
professional guide (English, Russian, Uzbek)	day	1		
Samarkand				

professional guide (English, Russian, Uzbek)	day	1		
TRANSPORTATION:				
Minivans (Tashkent-Bukhara-Samarkand-Tashkent)	ea	2		
OTHER COSTS (IF ANY)				
SUB-TOTAL CASE #5:				
GRAND TOTAL ALL CASES (1+2+3+4+5):				

SIGNATURE AND SEAL OF THE PROPOSER

Date

Name and Title of Authorized Person.....

Address

Section 8: LONG TERM AGREEMENT FOR THE PROVISION OF SERVICES

Date _____

TO THE UNITED NATIONS DEVELOPMENT PROGRAMME

This Long Term Agreement is made between the United Nations Development Programme, a subsidiary organ of the United Nations, having its headquarters at 1 UN Plaza, New York, NY 10017 (hereinafter "UNDP") and _____ (hereinafter called "Contractor") with its headquarters at _____.

WHEREAS, UNDP desires to enter into a Long Term Agreement for the provision of services by the Contractor to UNDP, pursuant to which UNDP country offices world-wide can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Request for Proposal[to complete] the offer of the Contractor was accepted;

NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the "Parties) hereby agree as follows:

Article 1: SCOPE OF WORK

1. The Contractor shall provide the types of services and deliverables, which are listed in Annex 1 hereto ("Services/Terms of Reference"), as and when negotiated by UNDP headquarters or a UNDP country office and reflected in a contract for professional services, in the form attached hereto as Annex 2.
2. Such Services shall be at the discount prices listed in Annex 3. The prices shall remain in effect for a period of two years from Entry into Force of this Agreement.
3. UNDP does not warrant that any quantity of Services will be purchased during the term of this Agreement, which shall be for two years.

Article 2: CHANGES IN CONDITION

4. In the event of any advantageous technical changes and/or downward pricing of the Services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.

Article 3: CONTRACTOR'S REPORTING

5. The Contractor will report semi-annually to UNDP on the Services provided to UNDP, including its country offices.

Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS

6.The standard UNDP General Conditions for Professional Services, attached as Annex 4, shall apply to this Agreement, and any subsequent contracts concluded in accordance with paragraph 1 above.

Article 5: ACCEPTANCE

7.This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services hereunder.

8.This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of two years, and may be extended for [one additional] year by mutual agreement of the Parties.

IN WITNESS WHEREOF, the duly authorized representative of the PARTIES have signed this agreement.

For and on behalf of:

UNITED NATIONS
DEVELOPMENT PROGRAMME

Date:_____

Date:_____

General Terms and Conditions for Goods

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.1.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.1.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.1.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

1. UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

2. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a) Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b) Refuse to accept delivery of all or part of the goods.
- c) Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by

an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.
