

REQUEST FOR PROPOSALS

Provision of Internet Services for UNDP Papua New Guinea Office on a Long-Term Agreement Basis



United Nations Development Programme

February 2018

Section 1. Letter of Invitation

1st February 2018

Request for Proposal (RFP/PNG10-001-18)

Provision of Internet Services for UNDP Papua New Guinea Office on a Long-Term Agreement Basis

Dear Sir/Madam,

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 – Contract for Professional Services, including General Terms and Conditions

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with Section 2, through eTendering online system and by the deadline indicated in <https://etendering.partneragencies.org>.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation” button no later than **11th February 2018**. 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,
Steven Paissat
UNDP Resident Representative (O.I.C)

Section 2: Instruction to Proposers¹

Refer attached

¹ Note: this Section 2 - Instructions to Proposers shall not be modified in any way. Any necessary changes to address specific country and project information, shall be introduced only through the Data Sheet..

Section 2.1 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. ²	Cross Ref. to Instruc-tions	Data	Specific Instructions / Requirements
1		Project Title	Provision of Internet Services for UNDP Papua New Guinea Office on a Long-Term Agreement Basis
2		Title of Services/Work:	Provision of Internet Services for UNDP Papua New Guinea Office on a Long-Term Agreement Basis
3		Country / Region of Work Location:	Papua New Guinea (PNG)
4	C.13	Language of the Proposal:	<input checked="" type="checkbox"/> English
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:	<p>Pre-bid conference has been organised for 2nd February 2018, 11am (PNG Time) at Level 14, UN Haus, Conference Room, The Tower Building (previously known is Deloitte Tower), Port Moresby.</p> <p>Bidders can also join via virtual means (Skype only). Skype user id should be provided by 2nd February, 2018, 10am (PNG) to this email address: procurement.pg@undp.org</p>

² All DS number entries in the Data Sheet are cited as reference in the Instructions to Proposers. All DS nos. corresponding to a Data must not be modified. Only information on the 3rd column may be modified by the user. If the information does not apply, the 3rd column must state "N/A" but must not be deleted.

DS No.²	Cross Ref. to Instruc-tions	Data	Specific Instructions / Requirements
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 Security ³	N/A
11	B.9.5 C.15.4 a)	Validity of Proposal Security	N/A
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not Allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: 0.2 percent of the delivered price of the delayed services for each additional day of delay until actual delivery, up to a maximum deduction of 10 per cent of the purchase order/contract price. Once the maximum is reached, the UN purchasing authority may consider termination of the purchase order/contract.
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\$) or PNG Kina (PGK) <i>Reference date for determining UN Operational Exchange Rate: February 2018</i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	2 days before the closing date

³ 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.

DS No. ²	Cross Ref. to Instruc-tions	Data	Specific Instructions / Requirements
17	B.10.1	Contact Details for submitting clarifications/questions ⁴	Focal Person in UNDP: Mr. Tirnesh Prasad E-mail address dedicated for this purpose: procurement.pg@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Uploaded in the system. Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	Only one proposal to be submitted in the system, unless alternate proposals are allowed.
20	D.23.1 D.23.2 D.24	Proposal Submission Address	Proposals may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Proposals must be submitted in the online e-tendering system in the following link: https://etendering.partneragencies.org using your username and password. If you have not registered in the system before, you can register now by logging in using: Username: event.guest Password: why2change and follow the registration steps as specified in the e-tendering instruction manual or use this link to access e-tendering instruction manual: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
21	C.21 D.24	Deadline of Submission	11th February, 2018 Date and Time: As specified in the system (note that time zone indicated in the system is New York Time zone). <u>PLEASE NOTE:-</u>

⁴ 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.

DS No. ²	Cross Ref. to Instruc- tions	Data	Specific Instructions / Requirements
			<ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
22	D.23.2	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Online bidding in e-Tendering module
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<p><u>Note to Bidders</u></p> <ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission:
24	D.23.1	Date, time and venue for opening of Proposals	12 th February 2018, 10 am (NOT A PUBLIC BID OPENING)

DS No. ²	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively (Minimum Technical Score of 700 out of 1000 or 49% out of 70% in order to be technical competent)
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"/> 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"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country <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 [2 years] <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past [5 years] <input checked="" type="checkbox"/> CV's of all key personnel proposed for this tender <input checked="" type="checkbox"/> Information about „green“ efforts of the company <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (3) 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	Work Experience of undertaking similar works.
28	C.15	Structure of the Technical Proposal (<i>only if different from the provision of Section 12</i>)	Bidders may be requested to do presentations regarding their proposals and provide clarifications if any

DS No.²	Cross Ref. to Instruc-tions	Data	Specific Instructions / Requirements
29	C.15.2	Latest Expected date for commencement of Contract	14 th February, 2018
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	3 years – Contract will be renewed on an annual basis, subject to satisfactory performance and availability of funds.
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Proposer only
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"/> Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; and <input checked="" type="checkbox"/> Others (if required)
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Others (receipt of signed contract by both parties)
35		Other Information Related to the RFP ⁵	<input checked="" type="checkbox"/> The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

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

Technical Proposal Evaluation Form 1			Points obtainable
Expertise of the Firm/Organization			
1.1	Reliability and history of the Firm/Organization's competence, technical and financial and proof of sustainability/ Reputation of Organization and Staff / Credibility / Industry Standing		20
1.2	General Organizational Capability which is likely to affect implementation:	Sub-score	50
	- Number of personnel and available facilities/expertise to produce a report of this nature	20	
	- Financial stability and soundness in the last two years	20	
	- Types of undertaken activities	10	
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills)		10
1.4	Quality assurance procedures, warranty		20
1.5	Past experience:	Sub-score	

	1.5.1. 5 years of experience and proven track record of previous work on similar projects.	30	130
	1.5.2. Specialized knowledge on internet services	40	
	1.5.3. Experience on internet services for similar organization	30	
	1.5.4. Experience of providing internet services	30	
1.6	Organizational Commitment to Sustainability - Organization demonstrates significant commitment to sustainability		20
Total Part 1			250

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the overall task and objective?	70
2.2	Does the proposal demonstrate an understanding of the project environment and context and has this been properly used in the preparation of the proposal?	50
2.3	To what degree does the Proposer’s approach to technical assistance meet the requirements?	50
2.4	Is the conceptual framework adopted appropriate for the task?	60
2.5	Are the different components of the project adequately weighted relative to one another?	50
2.6	Is the scope of the task well defined and does it correspond to the TOR?	60
2.7	Is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	60
Total Part 2		400

Technical Proposal Evaluation Form 3				Points Obtainable
Management Structure and Key Personnel				
3.1	Team Leader and Team Members - Description of the project team and their qualifications			350
	Team Members:		Sub-Score	
	3.1.1. Team Leader		175	
	<ul style="list-style-type: none">at least 5 years in the Information Technology and Communications Industry and providing Internet Services.	70		
	<ul style="list-style-type: none">at least 5 years of project management experience, and	50		

	<ul style="list-style-type: none">• 2 years of experience of working with bilateral/multilateral companies and agency or government institutions	30		
	<ul style="list-style-type: none">• Education: Masters or Degree holder in Information Technology or Computer Science and have some sort of CISCO certification.	25		
	3.1.2 Team Members – CISCO certified or any Communication certification in the ICT field.		Sub-Score	
	<ul style="list-style-type: none">• 3 years of working in the Information Technology and Communications Industry and providing Internet Services to multilateral companies.	70	175	
	<ul style="list-style-type: none">• At least 2 years of project management experience	40		
<ul style="list-style-type: none">• 2 year’s experience of working with bilateral/multilateral agency or government institution	40			
<ul style="list-style-type: none">• Education: Diploma or Degree holder in Information Technology or Computer Science and have some sort of certification in the ICT field.	25			
Total Part 3				350

Section 3: Terms of Reference (TOR)⁶
Provision of Internet Services for UNDP Papua New Guinea Office
on a Long-Term Agreement Basis

PROJECT DESCRIPTION

UNDP works closely with the Government of Papua New Guinea. The UNDP programmes are prepared in consultation with the Government, civil society organizations, United Nations organizations and other development partners. All activities falling within the Common Country Programme Document are nationally owned. These UNDP programmes are reflected in the UN Development Assistance Framework that includes the overall UN development assistance to Papua New Guinea over the coming four years.

Programme management arrangements are in place to ensure the focus remains on national priorities and local ownership and are based on existing national mechanisms and processes. For oversight, the Programme Steering Committee is the main entity to oversee implementation, monitoring and evaluation of the country programme. The Committee is co-chaired by the Secretary of the Department of National Planning and Monitoring and the UN Resident Coordinator and is comprised of senior officials of key government departments and the UN System. At the outcome level, Annual Work Plan Steering Committees, comprising of senior representatives of the implementing partners, the Department of National Planning and Monitoring, the United Nations agencies, donors and beneficiaries, oversee the implementation, monitoring and evaluation of the respective annual work plans.

Therefore, United Nations Development Programme (UNDP) would like to establish Long Term Agreement (LTA) with a reputable internet service provider (ISP) to provide internet services to Papua New Guinea Country Office (CO). The average cost of expenditure on internet services for UNDP in year 2016 and 2017 was **USD 130,062.89 (PGK 413,600.00)**. The initial contract will be signed for one year with the possibility of prolongation for additional two years subject to satisfactory performances and availability of funds.

Scope of Work

- Required high quality uninterrupted services for 2018-2021 years period with lowest possible prices.
- The configuration shall be a dedicated connection either over Microwave link or Fibre Optics (Upload & Download) to the internet with a 1:1 contention ratio.
- The connection will be installed in a maximum delay of 14 days after the signature of the offer and the appropriate contract documents.

- The bandwidth allocated to the UNDP PNG Country Office should be UNLIMITED and have the following:
 - 8Mb for the Download
 - 5Mb for the Upload
- The site should also be allocated with 6 x Public IP Addresses.
- Ability to revise agreed price, when market price goes lower than established or agreed price.
- No prepayment but ability to make a payment to the services provider within 30 working days since the receipt of the previous months.
- Dedicated highly professional and very friendly and client-oriented sales representatives able to propose suitable solutions, offer new services and suggest changes for efficient use of services with stress on minimizing total costs;
- Companies flexibility to make continuous attempts to increase the service quality, expand the list of services offered as well as to further reduce the costs for the services;
- Services oriented on business efficiency
- Details about additional services that the company is able to offer to UNDP, which are not requested in this bidding. This part will not be subject to the evaluation and serve for information purposes only.
- The UNDP PNG Country Office should benefit from the full bandwidth in upload and download 99.98% of the time (Dedicated bandwidth)
- The UNDP PNG Country Office should be provided with a monitoring tool to present the average of the bandwidth utilization for the upload and download on daily, weekly, monthly and yearly basis.
- The successful provider must have 7x24x365 coverage for technical assistance and/or helpdesk facilities. The provider is also responsible for contacting designated UNDP network specialist(s) for both scheduled and un-scheduled downtime.
- The selected provider must provide a web interface facility for UNDP to retrieve real time and historical information on network performance, utilization and usage analysis.
- In case of routine maintenance jobs leading to a short interruption of the service, a prior notice should be sent to our office.
- All necessary actions should be taken to repair any interruptions of service unexpected or due to external problems in order to ensure no interruption to the office's daily work.

- Information about “green” efforts of the company. UNDP prefers companies with developed green program or offering “green” products or services. If two bids are evaluated to be identical or with minimal differences, company with better green program may be given preference.

Reporting

ISP will work very closely with UNDP’s ICT team on internet related issues.

Qualification and Experience Requirements

- 5 years of experience and proven track record of previous work on similar projects.
- Specialized knowledge on internet services
- Experience on internet services for similar organization

Team Leader

- At least 5 years in the Information Technology and Communications Industry and providing Internet Services.
- At least 5 years of project management experience, and
- 2 years of experience of working with bilateral/multilateral companies and agency or government institutions
- Masters or Degree holder in Information Technology or Computer Science and have some sort of CISCO certification.

Team Members

- 3 years of working in the Information Technology and Communications Industry and providing Internet Services to multilateral companies.
- 2 years’ experience of working with bilateral/multilateral agency or government institution
- Diploma or Degree holder in Information Technology or Computer Science and have some sort of certification in the ICT field.

Section 4: Proposal Submission Form⁷

Date: _____

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services to [Insert tender title] in accordance with your Request for Proposal dated (insert the 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 120 days. We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the 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*]: _____

⁷ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

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

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

Proposer Information Form⁸

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

RFP No.:

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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)		
10. 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.		

corresponding to a Data must not be modified. Only information on the 3rd column may be modified by the user. If the information does not apply, the 3rd column must state "N/A" but must not be deleted.

⁸ Sure

Joint Venture Partner Information Form (if Registered)⁹

Date: *[insert date (as day, month and year) of Proposal Submission]*
RFP No.:

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.		

Section 6: Technical Proposal Form

TECHNICAL PROPOSAL FORMAT

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)

1.4 Organization's environmental sustainability plans and applications: Provide documents demonstrating company's commitment to sustainable practices such as use of sustainable products and support sustainability through internal procedures. Also provide organizations sustainable sourcing or environmental policy.

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 (workplan in the form of gantt chart or other project management tools) 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</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Declaration:		
<p>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.</p>		
<hr style="border: none; border-top: 1px solid black;"/> Signature of the Nominated Team Leader/Member		<hr style="border: none; border-top: 1px solid black;"/> Date Signed

Section 7: Financial Proposal Form¹⁰

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.

A. **Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	No. of Personnel	Total Rate for the Period
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				

by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UND

III. Internet Costs				
Internet Download (MB) cost		8		
Internet Upload (MB) cost		5		
Public IP Addresses		6		
Other Cost(s)				

Note:

1. Price to be quoted in USD and PGK.
2. Add other cost on the above table, which are not mentioned.

Section 8: Contract for Professional Services

**THIS IS UNDP'S TEMPLATE FOR CONTRACT FOR THE PROPOSER'S
REFERENCE. ADHERENCE TO ALL TERMS AND CONDITIONS IS MANDATORY**

United Nations Development Programme



Empowered lives.
Resilient nations.

Contract for Goods and/or Services

Between the United Nations Development Programme and [insert name of the Contractor]

1. Country Where Goods Will be Delivered and/or Services Will be Provided:	
2. UNDP <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:	
3. Contract Reference (e.g. Contract Award Number):	
4. Long Term Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No [indicate as appropriate]	
5. Subject Matter of the Contract: <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services	
6. Type of Services:	
7. Contract Starting Date:	8. Contract Ending Date:
9. Total Contract Amount: [insert currency and amount in figures and words]	
9a. Advance Payment: [insert currency and amount in figures and words or indicate “not applicable”]	
10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply	
11. Payment Method: <input type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. Contractor's Name: Address: Country of incorporation:	

Website:
13. Contractor's Contact Person's Name: Title: Address: Telephone number: Fax: Email:
14. UNDP Contact Person's Name: Title: Address: Telephone number: Fax: Email:
15. Contractor's Bank Account to which payments will be transferred: Beneficiary: Account name: Account number: Bank name: Bank address: Bank SWIFT Code: Bank Code: Routing instructions for payments:

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNDP Special Conditions [~~delete if not applicable~~].
3. [UNDP General Terms and Conditions for Contracts] [UNDP General Terms and Conditions for Institutional (de minimis) Contracts] [~~delete if not applicable and remove square brackets~~].
4. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount [~~delete if not applicable~~].
5. Technical Specifications for Goods [~~delete if not applicable~~].
6. The Contractor's Technical Proposal and Financial Proposal, dated [~~insert date~~], as clarified by the agreed minutes of the negotiations meeting, dated [~~insert date~~]; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.
7. Discount Prices [~~to be used in cases where the Contractor is engaged on the basis of an LTA; delete if not applicable~~].

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the “Contract”), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

For the Contractor		For UNDP	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	