

REQUEST FOR PROPOSALS

REF: UNDP SO-RFP-2018-004

**Provision of Customs Clearance and Freight Forwarding Services to UNDP
Somalia-Mogadishu Country Office.**



**United Nations Development Programme
February, 2018**

Section 1. Letter of Invitation

Nairobi, Kenya
February 08, 2018

Provision of Customs Clearance and Freight Forwarding Services.

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
- Section 9 – Gender Questionnaire
- Section 10 – Acknowledgement Form
- Section 11 – Document Checklist

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

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

United Nations Development Programme (UNDP) Somalia
Nairobi Support Office, Pre-fab Block D5,
United Nations Office at Nairobi (UNON) Compound
UN Avenue, Gigiri,
PO Box 28832-00200, Nairobi, Kenya
Tel : +254 20 51 21324
Attention: Benard Korir at
benard.korir@undp.org

The letter should be received by UNDP no later than **February 15, 2018**. 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,

A handwritten signature in black ink, appearing to read 'Ida Siregar', with a stylized flourish at the end.

Ida Siregar
Deputy Country Director Operations (a.i)
UNDP Somalia Country Office

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](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.

1. 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):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(TP Rating) x (Weight of TP, e.g. 70%)

+ (FP Rating) x (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:	UNDP Operations
2		Title of Services/Work:	Provision of Customs Clearance and Freight Forwarding Services.
3		Country / Region of Work Location:	Somalia
4	C.13	Language of the Proposal:	☒ English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	☒ Not allowed
6	C.20	Conditions for Submitting Alternative Proposals	☒ Shall be considered. A proposer may submit an alternative proposal, but only if it also submits a proposal that meets the base case. UNDP shall only consider the alternative proposals offered by the Proposer whose proposal for the base case was determined to be the proposal with the highest evaluated score.
7	C.22	A pre-proposal conference will be held on:	☒ Not Applicable
8	C.21	Period of Proposal Validity commencing on the submission date	☒ 120 days
9	B.9.5 C.15.4 b)	Proposal Security	☒ Not Required

10	B.9.5	Acceptable forms of Proposal Security	☒ Not applicable
11	B.9.5 C.15.4 a)	Validity of Proposal Security	☒ Not applicable
12		Advanced Payment upon signing of contract	☒ Not allowed
13		Liquidated Damages	☒ Will be imposed under the following conditions: Percentage of contract price per week of delay: 0.5% Max. no. of days of delay: 30 days After which UNDP may terminate the contract.
14	F.37	Performance Security	☒ Not applicable
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	☒ United States Dollars (USD)
16	B.10.1	Deadline for submitting requests for clarifications/questions	☒ Three (3) days before the submission date. Proposers are required to submit their queries in writing. Telephone enquiries will not be accepted.
17	B.10.1	Contact Details for submitting clarifications/questions ¹	Focal Person in UNDP: Benard Korir E-mail address dedicated for this purpose: benard.korir@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	☒ Posting on the UNGM website at https://www.ungm.org and the UNDP corporate website at http://procurement-notices.undp.org Proposers are advised to frequently check the abovementioned websites for any addenda/clarifications that may be posted
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	N/A
20	D.23.1 D.23.2 D.24	Proposal Submission Address	N/A
21	C.21 D.24	Deadline of Submission	Date and Time: February 28, 2018, 13:00H Kenya time (GMT+3)

¹ 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.

22	D.23.2	Allowable Manner of Submitting Proposals	☒ Electronic submission of Bid
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	☒ Mandatory email address for electronic submission: <u>bids.so@undp.org.</u> ☒ Format: PDF files only. Zip, RAR and JPEG must not be used. Proposers are encouraged to check the attachment formats prior to submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software. After preparing the Proposal in paper format as specified in Sections 4, 5, and 6, the entire Technical Proposal should be scanned or converted into one or more electronic.pdf (Adobe Acrobat) format file(s) and attached to one or more e-mails. The same should be done for section 7 – Financial proposal. ☒ The Technical Proposal must be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered. ☒ Mandatory subject of e-mail: The subject line of the e-mail(s) for the technical proposal should state "Technical proposal for RFP Ref: UNDP SO-RFP-2018-004; Provision of Customs Clearance and Freight Forwarding Services. DO NOT OPEN BEFORE FEBRUARY 28, 2018, 13:00H." Separate email for Financial Proposal: The subject line of e-mail(s) for the Financial Proposal should state "Financial Proposal for RFP Ref: UNDP SO-RFP-2018-004; Provision of Customs Clearance and Freight Forwarding Services. - DO NOT OPEN BEFORE FEBRUARY 28, 2018, 13:00H" ☒ The Financial proposal MUST BE PASSWORD PROTECTED. The password must not be sent to UNDP until officially requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. PROPOSALS SUBMITTED WITH FINANCIAL PROPOSALS THAT ARE NOT PASSWORD PROTECTED WILL BE DISQUALIFIED. Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal will be rejected. ☒ Max. File Size per transmission: 5MB ☒ Max. No. of transmission: There is no limit on the number of email messages for each Proposal. Proposers may send as many emails as needed but the size of each e-mail should not exceed five megabytes (5MB) and the first and subsequent messages should state the total number of messages comprising the Proposal, e.g. email 1 of x, 2 of x, etc. ☒ No. of copies to be transmitted: (one) 1

			☒ Virus Scanning Software to be Used prior to transmission: ANY Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, i.e. uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected. ☒ Digital Certification/Signature: Signed and stamped copy ☒ Time Zone to be Recognized: Kenya Time (GMT:+3.00) Since delays in email transmission can occur, Proposers are advised to send electronic submissions well in advance of the deadline. Offers emailed to UNDP and received after the submission deadline will be rejected. NB: PROPOSALS SENT TO OR COPIED TO PERSONAL EMAILS OF UNDP STAFF WILL BE DISQUALIFIED.
24	D.23.1	Date, time and venue for opening of Proposals	N/A
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	☒ Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	☒ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ☒ 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 ☒ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation ☒ Certificate of registration as a company ☒ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ☒ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report or equivalent financial report as required by National Law for (2014, 2015 and 2016) ☒ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past <i>three (3) years</i> ☒ 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	N/A

28	C.15	Structure of the Technical Proposal (<i>only if different from the provision of Section 12</i>)	N/A																																																						
29	C.15.2	Latest Expected date for commencement of Contract	120 days after submission deadline																																																						
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	☒ The RFP will result in a four-months contract effective from date of contract signature by both Parties																																																						
31		UNDP will award the contract to:	☒ One Proposer only																																																						
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below) Preliminary Evaluation: Proposers must satisfy the following eligibility criteria to be admitted for technical evaluation;- <table border="1"> <thead> <tr> <th rowspan="2">No</th><th rowspan="2">Basic Criteria (Pass/Fail)</th><th colspan="2">Provided</th></tr> <tr> <th>Y</th><th>N</th></tr> </thead> <tbody> <tr> <td>1</td><td>Proposal sent to the correct email address in accordance with the instructions given for electronic submission</td><td>✓</td><td></td></tr> <tr> <td>2</td><td>Timely receipt of Proposal (date and time).</td><td>✓</td><td></td></tr> <tr> <td>3</td><td colspan="3">Completeness of proposal: <u>completed, signed, stamped and submission of the following;</u></td></tr> <tr> <td></td><td>Bid sheet (section 4) completed, stamped and signed by the company's authorized signatory</td><td>✓</td><td></td></tr> <tr> <td></td><td>Eligibility document form (section 5): completed, signed and stamped together with all eligibility documents requested in DS 26</td><td>✓</td><td></td></tr> <tr> <td></td><td>Technical Proposal (Section 6)</td><td>✓</td><td></td></tr> <tr> <td></td><td>Financial Proposal (Section 7) (password protected)</td><td>✓</td><td></td></tr> <tr> <td></td><td>Gender Questionnaire (Section 9)</td><td>✓</td><td></td></tr> <tr> <td>4</td><td>Language of proposal: English: (supporting documents in other languages accompanied by a notarized translation)</td><td>✓</td><td></td></tr> <tr> <td>5</td><td>Currency of proposal: is USD</td><td>✓</td><td></td></tr> <tr> <td>6</td><td>Acceptance of UNDP General Terms & Conditions</td><td>✓</td><td></td></tr> <tr> <td></td><td>Passed for Technical Evaluation</td><td>✓</td><td></td></tr> </tbody> </table>	No	Basic Criteria (Pass/Fail)	Provided		Y	N	1	Proposal sent to the correct email address in accordance with the instructions given for electronic submission	✓		2	Timely receipt of Proposal (date and time).	✓		3	Completeness of proposal: <u>completed, signed, stamped and submission of the following;</u>				Bid sheet (section 4) completed, stamped and signed by the company's authorized signatory	✓			Eligibility document form (section 5): completed, signed and stamped together with all eligibility documents requested in DS 26	✓			Technical Proposal (Section 6)	✓			Financial Proposal (Section 7) (password protected)	✓			Gender Questionnaire (Section 9)	✓		4	Language of proposal: English: (supporting documents in other languages accompanied by a notarized translation)	✓		5	Currency of proposal: is USD	✓		6	Acceptance of UNDP General Terms & Conditions	✓			Passed for Technical Evaluation	✓	
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	Passed for Technical Evaluation	✓																																																							

			<u>Technical and Financial Evaluation:</u> Technical evaluation: The Technical Proposal will be evaluated based on its responsiveness to the Terms of Reference (TOR) and eligibility documents submitted (Please refer to below tables). Only proposals that attain 70% and above in the technical evaluation will qualify for financial evaluation. Financial Evaluation: Financial proposals of all short-listed Proposers who will have attained 70% and above in the technical evaluation will be compared and, will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. <u>Final Award:</u> The final award will be based on the highest combined score based on 70% technical offer and 30% price weight distribution of technically qualified Proposals.
33	E.29.4	Post-Qualification Actions	☒ Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; ☒ Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; ☒ Inquiry and reference checking with any other entity that may have done business with the bidder; ☒ Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
34		Conditions for Determining Contract Effectivity	☒ A countersigned and duly executed contract
35		Other Information Related to the RFP	

Evaluation Criteria for Assessment of Technical Proposals

A preliminary examination will first be conducted to determine completeness of proposals received. Only proposals that will be found fully compliant with preliminary evaluation criteria specified in Data Sheet (DS 32, i.e., passed all elements mentioned therein will be admitted for technical evaluation.

The Technical Evaluation Committee will subsequently conduct technical evaluation of proposals admitted for technical evaluation using the following criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	30%	300
3.	Management Structure and Key Personnel	10%	100
	Total	70%	700

Financial Proposal (30%) 300Marks

To be computed as a ratio of the Proposal's offer to the lowest technically responsive price among the proposals received by UNDP.

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the company		
1.1	Background and Quality of Organization in General terms.	60
1.2	Financial strength of the company (Provide last three years Audited Account) Quick Ratio must be 1 or more.	60
1.3	Company facilities, equipment, resources, offices, affiliates and services in the airport and seaports of entry.	70
1.4	The Company's experience with UN and or International Agencies or a company importing/exporting a significant amount of cargo (Minimum of 5 years of Experience).	30
1.5	Three reference letters from International missions/companies related to performance.	30
1.6	The company's experience/years in customs clearance and freight forwarding services (Minimum Five Years).	50
Total Part 1		300

Technical Proposal Evaluation Form 2		Points Obtainable
Methodology, its Appropriateness to the Condition & Timeliness of the implementation Plan		
2.1	To what degree does the Proposer understand the task?	70
2.2	Have the important aspects of the task been addressed in sufficient detail?	50
2.3	Are the different components of the project adequately weighted relative to one another?	60
2.4	Is the scope of task well defined and does it correspond to the TOR?	60
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	60
Total Part 2		300

Technical Proposal Evaluation Form 3			Points Obtainable
Management Structure and Qualification of Key Personnel			
3.1.	Service Supervisor/ Manager (Team Leader)		50
		Sub-Score	
	Education Qualification Minimum Undergraduate Degree	30	
	Suitability for the Project		
	- International Experience	10	
	- Minimum 5-year Experience in relevant field	10	
		50	
3.2	Logistics Assistant		50
		Sub-Score	
	Education qualification Minimum Diploma	20	
	Suitability for the project		
	- Past experience of providing similar services (3 years and over =full marks; less = 0 points)	10	
	- Language qualifications: Fluent in spoken and written English. Knowledge of the Somali language is an added advantage (fluent in Somali and English language = full marks; English only 15 points)	20	
Total Part 3			100
Grand Total (forms 1, 2 and 3)			700

Section 3: Terms of Reference (TOR)

Provision of Customs Clearance and Freight Forwarding Services to UNDP Somalia-Mogadishu Country Office.

1. Background

1.1 UNDP seeks a qualified and experienced customs brokerage and freight delivery company to provide customs clearance, transportation, and vehicle registration services to UNDP Somalia on a timely basis and in a cost-effective manner. UNDP has or supports programs and projects which operate in most areas of the country. All UN procurements are tax exempt but require obtaining letters confirming the exempt status of each consignment. In addition to consignments, vehicles procured must also be registered. Armored vehicles require special approval and registration.

1.2 The non-peak monthly volume is approximately ten shipments per month since 2016, the volume has been consistently greater than five shipments per month.

1.3 Customs cleared shipments are delivered to UNDP Mogadishu offices and when required, to other regions in south central Somalia.

2. Scope of Services

2.1 The Company shall assign sufficient qualified staff to ensure timely clearance of UNDP shipments, as well as their prompt delivery to a location(s) designated by UNDP.

The Customs clearance of shipment(s) into Mogadishu air/sea port, shall commence upon arrival of shipment(s) and shall be completed in less than 15 days. The Company shall promptly notify UNDP Logistics of any delay caused by the non-availability of documentation(s) or any other facts or bottleneck(s) which might delay customs clearance.

The Company shall assign sufficient qualified staff to ensure timely clearance of UNDP shipment(s), as well as their prompt delivery to a location(s) designated by UNDP.

Upon arrival of cargo to the seaport of Mogadishu or Mogadishu International Airport, the Company shall promptly commence the customs clearance process, UNDP Logistics having shared with the clearing firm, the relevant shipping documentation(s), as well as approved tax exemption letter(s).

The Company will monitor and log all consignment(s) received in a register with the below shipping information. This register must be reviewed and signed on a monthly basis by UNDP Operations Specialist or delegated UNDP staff member:

- Airwaybill/ Bill of Landing
- Date and time received
- Name of person receiving
- Measurement / weight verification in comparison of the Airwaybill/ Bill of Landing
- Handover date to UNDP

The Company shall advance any funds required for the payment of fees or other charges directly levied

by the Ministry of Finance of Government of Somalia, for clearance of goods from customs. The levies incurred will be included in the final invoice for reimbursement.

The Company shall expeditiously load, transport, deliver and if directed, unload customs cleared goods shipped to UNDP Mogadishu or to other locations within South central as specified or directed by the UNDP Procurement Department.

The Company shall be solely responsible for all unnecessary delays caused by the Company and be solely responsible for payment of any demurrage charges which may be charged or levied against the shipment as a result of delay in clearing and forwarding of incoming cargo by the contractor.

The Company shall exercise special care in the identification and expeditious customs clearance of any shipment(s) requiring special handling.

The Company shall not cause or allow any document(s) verifying the tax and other privileges granted to UNDP by the Government of Somalia to be issued to, or used by, any third party for any reason. In the event of any breach of this paragraph, UNDP shall cancel the Company's contract without any liability to the Company whatsoever. In addition, the Company shall be solely liable for any taxes, penalties, fines or any other sanctions whether civil criminal or administrative which may be assessed because of any such breach.

The Company shall fully indemnify and hold UNDP harmless from any sanctions which may be assessed because of any breach of Company's obligations under these Terms of Reference.

3. Special Services

3.1. The company shall also be responsible for investigating and documenting any physical damage to items consigned to UNDP which may occur during shipment and fully assist in the processing of insurance and other claims thereon.

3.2. The investigation official report, will include, but not limited to the below information:

- Date and Time
- Situation report on state of receiving goods/ lack of receiving goods
- Reference to Bill of landing/ airwaybill and attachment thereof.
- Names of people involve
- Police report and case number.
- Photos, where applicable, showing damage goods/packing material and other supporting evidence.
- Any additional information.

4. Facilities Equipment and Personnel to be provided by the Contractor

4.1 The company must possess adequate personnel and logistical resources to perform the task(s) without any direct assistance from UNDP other than provision of a tax exemption letter for each shipment. All verification of dimension and weight as specified on the airwaybill/ bill of landing. The company must be able to verify weight and measurement of consignment with own calibrate scale/ measurement equipment. Any discrepancies must be formally reported.

4.2 The company shall assign sufficient experienced, licensed staff to ensure timely clearance of UNDP shipment(s), as well as their prompt delivery to a location designated by UNDP.

4.3 The company must either own or have access to trucks, cranes, forklifts of various sizes to successfully perform the tasks.

4.4 The company will be required to provide a list of personnel who will perform the work as well as relevant licenses, certificates and other documentation demonstrating that the company is capable of successfully performing the contract.

4.5 The company will be required to provide a list of equipment which will be used to perform the work including loading, unloading and forwarding of UNDP shipments to locations throughout Mogadishu. The Company may also be required to produce for inspection and photocopying, all relevant vehicle registration certificates, crane inspection certificates and other documentation demonstrating that the company is capable of successfully performing the contract. All trucks used for the transport of goods must have hard sides & tops or tarpaulins to protect consignments from weather conditions.

4.6 The company must demonstrate it has adequate warehouse space to store shipments consigned to UNDP if the size of the shipment exceeds the size of UNDP's on-site warehouse.

5. Institutional Arrangement

Within one week of award, the Contractor's representative(s) shall meet with the UNDP to review the contract and discuss objectives of the assignment and, Contractor's implementation plan to ensure that both Parties are clear on the assignment and the way services shall be delivered, at no cost to UNDP. Any discrepancies at this stage should be brought to the attention of the UNDP Deputy Country Director (Operations) or his delegate for discussion prior to contract implementation.

- a) The UNDP will have overall responsibility for the contract
- b) The Contractor will also interact with customs officers, other government officials and international forwarders from country of cargo origin.

5.1. Reporting Requirements

- a) The Contractor will submit monthly reports to the UNDP Operations Manager,
- b) The Contractor will ensure quality assurance in customs procedure as defined in the proposed methodology and in addition to Section 2 of the TOR.

5.2 Roles and Responsibilities

5.2.1 Contractors Responsibilities

- a. The Contractor must be able to mobilize the capacity required to implement the Contract upon contract signature by both parties.
- b. The Contractor will have sole responsibility for the operational support required to perform the contract and will obtain at own cost, all legal authorization and permits from local authorities that may be required in the performance of this contract. The Contractor will also ensure that services provided under this contract conform to international standards, procedures and practices of the UN, and requirements of national law which will also include the following:
 - i. Supervision of Contractors' personnel to ensure the contract is performed in an efficient and effective manner in accordance with these Terms of Reference;
 - ii. Welfare of its personnel including payment of salaries;
 - iii. Adequate communication between Contractor's personnel, including the Contractor's designated representative on contractual obligations and UNDP on operational matters. This network shall include mobile phone and email communication;
 - iv. Laptops and any other equipment required to perform the job.

5.2.2. UNDP Responsibilities

- a) Provide all freight information related to inbound/outbound shipment, approved Tax Exemption Certificate(s) including contact information (physical address of offices and, names of focal points for delivery of shipment(s));

6.Duration of the Work

The contract duration will be for a three-year (3) years. The initial contract will be for one year, renewable upon satisfactory performance.

7.Location of Work

Mogadishu Sea and Air ports in Somalia.

8. Qualification of service provider at various levels

8.1 Qualifications of the Company

The selected Company will; -

- a) Be a reputable company, registered as a legal entity in Somalia or legally authorised to operate in Somalia
- b) Have a minimum of Five years' proven experience and solid knowledge in freight forwarding services
- c) Have experience in providing similar services to international organisations
- d) Proven ability to provide equipment(s) necessary to perform freight forwarding services
- e) Proven ability to provide equipment(s) necessary to perform freight forwarding services
- f) Have a proven track record. Extensive knowledge of the Somali context is highly preferable

8.2 Qualifications of Personnel

- a) Proposers must outline Contractor staffing, skills set and team structure/leadership commensurate to the scope of Services of this RFP and response to UNDP specified timelines
- b) All Contractor staff must have a minimum of three years' relevant work experience in providing similar services, preferably to international organisations
- c) All Contractor staff must be fluent in spoken and written English language. Knowledge of the Somali language is an added advantage.

All Contractor Staff must display professionalism, respect, cultural and gender sensitivity whilst engaging with Government officials and the UN. The UNDP reserves the right to request removal or replacement of Contractor staff at Contractor's cost if these standards are not observed. **Proposers must submit the proposed team composition indicating seniority within the Company. All team member's CVs must also be submitted with the proposal.**

9. Scope of Proposal Price and Schedule of Payments and procedure of payments

The resulting contract will be a fixed priced contract consistent with Contractor's Financial Proposal payable upon successful completion of each customs clearing services. The Contractor will submit an invoice duly signed and stamped by the Contractor's authorized signatory to the UNDP OPS Manager who will certify that services have been satisfactorily performed against the following Key Performance Indicators (KPIs) prior to release of payment.

Performance Attribute	Performance Indicator
Compliance with Customs clearance	Timely clearance of inbound shipments from both sea and airports- Cleared within Fifteen days from date of receipt of all supporting documents.
Rectification of any shortcomings	Within a reasonable period, escalate any bottleneck that might impact overall delivery timelines.
Conduct of Contractor's staff	Level of professionalism, respect, cultural and gender sensitivity whilst engaging with Government officials and UN staff.

UNDP will release payment to the contractor within thirty (30) days of certification and acceptance of invoice by the UNDP Operations Manager.

10. Recommended Presentation of Proposal

Please refer to Sections 6 and 7 (Technical and Financial Proposal submission forms) of the RFP document.

11. Recommended Presentation of Proposal

The criteria for selecting award shall be based on the combined scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%;

Section 4: Proposal Submission Form

[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]

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

Proposer Information Form²

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

RFP No.: [insert number]

Page _____ of _____ pages

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

² The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Joint Venture Partner Information Form (if Registered)³

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> ☐ All eligibility document requirements listed in the Data Sheet ☐ Articles of Incorporation or Registration of firm named in 2. ☐ In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

³ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

Section 6: Technical Proposal Form

REF:UNDPSO-RFP-2018-004:Customs Clearance and Freight Forwarding Services

Note: Technical Proposals not submitted in this format may be rejected. Any data related to the Financial Proposal should not be included in the Technical Proposal.

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>		
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.		
_____ Signature of the Nominated Team Leader/Member		_____ Date Signed

Section 7: Financial Proposal Form

Note: Proposers are required to prepare the Financial Proposal separate from the Technical Proposal and submit it in a separate email message as stipulated in the Instruction to Proposers in accordance with the Conditions and Procedures for electronic submission specified in the Data Sheet (DS Nos. 22 and 23).

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

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.

RATE SCHEDULE

A. IMPORTS-CUSTOMS CLEARANCE OF SEA SHIPMENTS AT THE MOGADISHU PORT.

	DESCRIPTION	UNIT	Amount in USD
	CUSTOMS CLEARANCE-FULL CONTAINER LOAD (FCL CONTAINERS)		
1	Agency Fee + Documentation + Handling	Per Container 20'	
2	Agency Fee + Documentation + Handling	Per Container 40'	
3	Local Movement-Seaport to UNDP Offices/Warehouse at the Mogadishu International Airport-20' Container	Per Container 20'	
4	Local Movement-Seaport to UNDP Offices/Warehouse at the Mogadishu International Airport-40' Container	Per Container 40'	
5	Local Movement-Minimum Charges-Seaport to anywhere within the same city of arrival of goods(Mogadishu)	Per Container 20'	
6	Local Movement-Minimum Charges-Seaport to anywhere within the same city of arrival of goods(Mogadishu)	Per Container 40'	
	CUSTOMS CLEARANCE-LOOSE CONTAINER LOAD (FCL GENERAL CARGO)		
7	Agency Fee + Documentation	Per Shipment	
8	Handling	Per Kg	
9	Transport from Seaport to warehouse within Mogadishu City	Per Kg	
10	Local Movement-Seaport to UNDP Offices/Warehouse at the Mogadishu International Airport	Per Kg	
11	Local Movement-Minimum Charges-Seaport to anywhere within the same city of arrival of goods(Mogadishu)	Per Shipment	
	MOTOR VEHICLES		
12	Agency Fee + Documentation + Handling	Per Vehicle	
13	Vehicle Registration	Per Vehicle	
14	Transport from Seaport to warehouse within Mogadishu City	Per Vehicle	
15	Transport from Seaport to anywhere within the same city of arrival of goods(Mogadishu)	Per Vehicle	

B. IMPORTS-CUSTOMS CLEARANCE OF AIRFREIGHT AT MOGADISHU INTERNATIONAL AIRPORT.

	DESCRIPTION	UNIT	Amount in USD
1	Agency Fee + Documentation + Handling	Per Airwaybill/Shipment	
2	Handling at Airport (inclusive loading/unloading)	Per Kg	
3	Local Movement-Less Than Truck Load-Airport to anywhere within the same city of arrival of goods(Mogadishu)	Per Kg	
4	Local Movement of Temperature Controlled Shipment-Less Than Truck Load-Airport to anywhere within the same city of arrival of goods(Mogadishu)	Per Kg	
5	Local Movement-Minimum Charges-Airport to anywhere within the same city of arrival of goods(Mogadishu)	Per Shipment	
6	Local Movement-Airport to anywhere within the same city of arrival of goods(Mogadishu)-20' Truck	Per 20' Truck	
7	Local Movement-Airport to anywhere within the same city of arrival of goods(Mogadishu)-40' Truck	Per 40' Truck	
8	Local Movement-Airport to anywhere within the same city of arrival of goods(Mogadishu)-20' Flat Bed Truck	Per 20' Flat Bed Truck	
9	Local Movement-Airport to anywhere within the same city of arrival of goods(Mogadishu)-40' Flat Bed Truck	Per 40' Flat Bed Truck	

C. FULL WAREHOUSING SERVICES.

	DESCRIPTION	UNIT	Amount in USD
	Free Storage Days (For Import Shipments)	No of days	
1	Covered storage space including management, IT reporting, security, maintenance	Per Sq.ft per month	
2	Storage charges (per day)-For Import shipments	Per Kg	
3	Handling In/Out 40' Container, including mechanical handling equipment(Forklift)	Per 40' Container	
4	Handling In/Out 40' Container, including mechanical handling equipment(Forklift)	Per 40' Container	
5	Handling In/Out, including mechanical handling equipment(Forklift)-per Kg	Per Kg	
6	Packing-Wooden crate	Per cbm	
7	Packing-Wooden crate	Per cbm	
8	Daily Hire Rate for Forklift-(2,5,10,20,40 Tonne)	Daily	
9	Daily Hire Rate for Crane (2,5,10,20,40 Tonne)	Daily	
10	Daily Hire Rate for Truck 2,3,4,5,10 Tonne	Daily	
11	Daily Hire Rate for Casual Laborer's(Offload/Load at UNDP Off)	Person	
	COLD ROOM		
8	Storage charges (per day) Temperature controlled Cold Room(From -8 to 25C)	Per Kg	

Name and signature of the Service Provider's authorized person

Designation

Date

NOTES:

1. **Other Related Costs (If required):**
Please explain rationale for inclusion of cost.
2. **Unit of Measure:**
Where not specified in the table, please specify unit of measure used to arrive at total cost for the budget line
3. All prices must be exclusive of VAT

Section 8: Contract for Professional Services

Date _____

Dear Sir/Madam,

Ref.: _____/_____/_____ [INSERT PROJECT NUMBER AND TITLE OR OTHER REFERENCE]

The United Nations Development Programme (hereinafter referred to as "UNDP"), wishes to engage your [company/organization/institution], duly incorporated under the Laws of _____ [INSERT NAME OF THE COUNTRY] (hereinafter referred to as the "Contractor") in order to perform services in respect of _____ [INSERT SUMMARY DESCRIPTION OF THE SERVICES] (hereinafter referred to as the "Services"), in accordance with the following Contract:

1. Contract Documents

- 1.1 This Contract is subject to the UNDP General Conditions for Professional Services attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 1.2 The Contractor and UNDP also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
- a) this Letter;
 - b) the Terms of Reference [ref.dated.....], attached hereto as Annex II;
 - c) the Contractor's Proposal [ref....., dated]
 - d) The UNDP Request for Proposal [ref....., dated.....]
- 1.3 All the above shall form the Contract between the Contractor and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

2. Obligations of the Contractor

- 2.1 The Contractor shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with the Contract.
- 2.2 The Contractor shall provide the services of the following key personnel:

<u>Name</u>	<u>Specialization</u>	<u>Nationality</u>	<u>Period of service</u>
....			
....			

- 2.3 Any changes in the above key personnel shall require prior written approval of _____ **[NAME and TITLE]**, UNDP.

- 2.4 The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.

- 2.5 The Contractor shall submit to UNDP the deliverables specified hereunder according to the following schedule:

[LIST DELIVERABLES]

[INDICATE DELIVERY DATES]

e.g.

Progress report

.././....

.....

.././....

Final report

.././....

- 2.6 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by _____ **[MAIL, COURIER AND/OR FAX]** to the address specified in 9.1 below.

- 2.7 The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

OPTION 1 (FIXED PRICE)

3. Price and Payment

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a fixed contract price of _____ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.

- 3.2 The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.

- 3.3 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.

- 3.4 UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the Contractor to the address specified in 9.1 below, upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon.....		.././....
.....		.././....

Invoices shall indicate the milestones achieved and corresponding amount payable.

OPTION 2 (COST REIMBURSEMENT)

3. Price and payment

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a price not to exceed _____ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.
- 3.2 The amount contained in 3.1 above is the maximum total amount of reimbursable costs under this Contract. The Breakdown of Costs in Annex _____ **[INSERT ANNEX NUMBER]** contains the maximum amounts per cost category that are reimbursable under this Contract. The Contractor shall reflect in his invoices the amount of the actual reimbursable costs incurred in the performance of the Services.
- 3.3 The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the amount under 3.1 or of any of the amounts specified in the Breakdown of Costs for each cost category without the prior written agreement of _____ **[NAME and TITLE]**, UNDP.
- 3.4 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.
- 3.5 The Contractor shall submit invoices for the work done every _____ **[INSERT PERIOD OF TIME OR MILESTONES]**.

OR

- 3.5. The Contractor shall submit an invoice for _____ **[INSERT AMOUNT AND CURRENCY OF THE ADVANCE PAYMENT IN FIGURES & WORDS]** upon signature of this Contract by both parties and invoices for the work done every _____ **[INSERT PERIOD OF TIME OR MILESTONES]**.
- 3.6 Progress and final payments shall be effected by UNDP to the Contractor after acceptance of the invoices submitted by the Contractor to the address specified in 9.1 below, together with whatever supporting documentation of the actual costs incurred is required in the Breakdown of Costs or may be required by _____ UNDP. Such payments shall be subject to any specific conditions for reimbursement contained in the Breakdown of Costs.
4. **Special conditions**
- 4.1 The responsibility for the safety and security of the Contractor and its personnel and property,

and of UNDP's property in the Contractor's custody, rests with the Contractor.

4.2 The advance payment to be made upon signature of the contract by both parties is contingent upon receipt and acceptance by UNDP of a bank guarantee for the full amount of the advance payment issued by a Bank and in a form acceptable to UNDP.

4.3 The amounts of the payments referred to under section 3.6 above shall be subject to a deduction of _____ **[INSERT PERCENTAGE THAT THE ADVANCE REPRESENTS OVER THE TOTAL PRICE OF THE CONTRACT]** % (... percent) of the amount accepted for payment until the cumulative amount of the deductions so effected shall equal the amount of the advance payment.

4.4 Owing to [.....], Article(s) [.....] of the General Conditions in Annex I shall be amended to read/be deleted.

5. Submission of invoices

5.1 An original invoice shall be submitted by mail by the Contractor for each payment under the Contract to the following address:

.....

5.2 Invoices submitted by fax shall not be accepted by UNDP.

6. Time and manner of payment

6.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an invoice or so advise the Contractor of its non-acceptance within a reasonable time from receipt.

6.2 All payments shall be made by UNDP to the following Bank account of the Contractor:

_____ **[NAME OF THE BANK]**

_____ **[ACCOUNT NUMBER]**

_____ **[ADDRESS OF THE BANK]**

7. Entry into force. Time limits.

7.1 The Contract shall enter into force upon its signature by both parties.

7.2 The Contractor shall commence the performance of the Services not later than _____ **[INSERT DATE]** and shall complete the Services within _____ **[INSERT NUMBER OF DAYS OR MONTHS]** of such commencement.

7.3 All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.

8. Modifications

- 8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Contractor and _____ [NAME AND TITLE] UNDP.

9. Notifications

For the purpose of notifications under the Contract, the addresses of UNDP and the Contractor are as follows:

For the UNDP:

Name
Designation
Address
Tel. No.
Fax. No.
Email address:

For the Contractor:

Name
Designation
Address
Tel. No.
Fax. No.
Email address:

If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated.

Yours sincerely,

[INSERT NAME AND DESIGNATION]

For **[INSERT NAME OF THE COMPANY/ORGANIZATION]**

Agreed and Accepted:

Signature _____
Name: _____
Title: _____
Date: _____



UNDP
GENERAL CONDITIONS OF CONTRACT FOR SERVICES

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 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.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT: Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall

be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party, and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees, officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 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 this Contract 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: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in

International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 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 public utility 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 the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

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

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers 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.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers 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.

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

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 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.

22.2 The 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.

23.0 SECURITY:

23.1 The Contractor shall:

- (a) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

23.2 UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 4.1 above.

24.0 AUDITS AND INVESTIGATIONS:

24.1 Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether

internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

24.2 The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

25.0 ANTI-TERRORISM:

25.1 The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

26.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses 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.

Section 9: Gender Questionnaire



Questionnaire for UNDP Somalia Vendors

Gender Equality and Women's Empowerment

Gender equality and women empowerment are at the heart of UNDP's development mandate. We recognize that equal rights of men and women are fundamental to a just society. Our mandate includes advocating for women's and girls' equal rights, combatting discriminatory practices and challenging the roles and stereotypes that effect inequalities and exclusion. In Somalia, the Country Office continues to explore ways to make the integration of Gender a practical reality in our everyday work, including into our procurement processes. Proposers are therefore required to complete this questionnaire and submit it together with their proposals.

1 SECTION A - DEMOGRAPHIC INFORMATION

1.1 Vendor details

1.1.1	Date	
1.1.2	Position of the person completing the questionnaire	
1.1.3	Name of the company	
1.1.4	Physical address	
1.1.5	Postal address	
1.1.6	Telephone	
1.1.7	Fax	
1.1.8	E-mail	
1.1.9	Website	

1.2 Please indicate your core business first and insert other followed by others (if any) by percentage

1.2.1	
1.2.2	
1.2.3	
1.2.4	
1.2.5	

2 SECTION B - GENDER EQUALITY AND WOMEN EMPOWERMENT PRACTICES

2.1 Introduction

2.1.1 The promotion of gender equality and empowerment of women is one of the Millennium Development Goals (MDGs) Do you think progress has been made in Somalia on this front?

2.1.1.1	Yes	
2.1.1.2	No	

2.1.1.3 Please elaborate or explain.

.....

.....

2.1.2 Where does gender equality and empowerment of women rate in the list of priorities of your company? Please indicate by inserting an X at the appropriate option.

2.1.2.1	It's the top priority	
2.1.2.2	It's one of the top three priorities	
2.1.2.3	It's among our top ten priorities	
2.1.2.4	It's important but not a management priority	

2.2 Gender related policies and other practices

2.2.1 Which of the following gender related **policies** exist in your company? (Please tick)

2.2.1.1	Maternity leave Policy	Yes	No
2.2.1.2	Breastfeeding Policy		
2.2.1.3	Sexual Harassment Policy		
2.2.1.4	Equal Pay Policy		
2.2.1.5	Paternity Policy		
2.2.1.6	HIV/AIDS Work Place Policy		
2.2.1.7	Affirmative Action Policies		
2.2.1.8	Work Life Balance Policy		
2.2.1.9	Wellness Policy		
2.2.1.10	Recruitment and Selection Policy, which encourages qualified women candidates to apply		
2.2.1.11	Other		

2.2.2 In line with the above policies, also stated below, please **indicate** the number of employees who have benefitted over the past two years?

2.2.2.1	Maternity leave Policy	
---------	------------------------	--

2.2.2.2	Breastfeeding Policy	
2.2.2.3	Paternity Policy	

2.2.3 Do you have procedures to prosecute or handle sexual harassment cases?

2.2.3.1	Yes	
2.2.3.2	No	

2.2.4 Please elaborate or explain.

.....

.....

.....

2.2.5 Please elaborate or explain procedures undertaken to guarantee work-life balance in your company?

.....

.....

.....

2.2.6 Please elaborate or explain practices or activities undertaken in pursuit of work-life balance arrangements?

.....

.....

.....

2.2.7 In line with the above policies and procedures, also stated above, please **indicate** the number of employees disaggregated by sex who have benefitted over the past two years?

2.2.7.1	Work-life balance arrangements	
---------	--------------------------------	--

2.2.8 Please give specific acts of affirmative action and /or actions in favour` of gender parity?

.....

.....

.....

2.3 Company shareholding

2.3.1 How many of your company shareholders are men and women? Insert the numbers in the table below:

	Insert the number
2.3.1.1 Men	
2.3.1.2 Women	

2.3.2 Please indicate by marking an X, the number of shares that women hold

2.3.2.1	1-10%	
2.3.2.2	11-20%	
2.3.2.3	21-30%	
2.3.2.4	31-40%	
2.3.2.5	41-50%	
2.3.2.6	51-60%	
2.3.2.7	61-70%	
2.3.2.8	71-80%	
2.3.2.9	81-90%	
2.3.2.10	91-100%	

2.4 Composition of Board of Directors

2.4.1 How many of your board members are men or women? Insert the numbers in the table below:

	Insert the number
2.4.1.1 Men	
2.4.1.2 Women	

2.4.2 Mark by inserting an X the positions that women hold in your Board

2.4.2.1	Chairperson	
2.4.2.2	Vice Chairperson	
2.4.2.3	Treasurer	
2.4.2.4	Vice Treasurer	
2.4.2.5	Secretary	
2.4.2.6	Vice Secretary	
2.4.2.7	Other (please specify)	

2.5 Composition of Employees

2.5.1 How many people are employed full-time at your company?

	Insert the number
2.5.1.1 Men	
2.5.1.2 Women	

2.5.2 How many people are employed part-time at your company?

	Insert the number
2.5.2.1 Men	
2.5.2.2 Women	

2.5.3 How many men and women are employed **full-time** under the following categories in your company?

	Management	Male	Female
2.5.3.1	Executive Officers		
2.5.3.2	Finance Managers		
2.5.3.3	Personnel / HR Managers		
2.5.3.4	Industrial Managers		
2.5.3.5	Marketing / Retail Managers		
2.5.3.6	Research & Development Managers		
2.5.3.7	Purchasing Managers		
2.5.3.8	Consultants		
2.5.3.9	Others (please explain)		

2.5.4 How many men and women are employed **part-time** under the following categories in your company?

	Management	Male	Female
2.5.4.1	Executive Officers		
2.5.4.2	Finance Managers		
2.5.4.3	Personnel / HR Managers		
2.5.4.4	Industrial Managers		
2.5.4.5	Marketing / Retail Managers		
2.5.4.6	Research & Development Managers		
2.5.4.7	Purchasing Managers		
2.5.4.8	Consultants		
2.5.4.9	Others (please explain)		

2.5.5 External Projections of the Company

2.5.5.1 Do you think that the language that a company uses may promote or demote the question of gender equality?

2.5.5.2

2.5.5.2.1	Yes	
2.5.5.2.2	No	

2.5.5.3 Do you have a policy that discourages the use of gender-biased terms?

2.5.5.3.1	Yes	
2.5.5.3.2	No	

2.5.5.4 If yes, please elaborate or explain your company's practices or activities undertaken in pursuit thereof?

.....
.....

[Also note that your reports will be reviewed in order to ascertain the extent to which your company uses gender-biased and bias-free terms]

2.5.6 Mechanisms for Continuous Improvement, Learning and Evaluation

2.5.6.1 Do you have gender specific trainings or courses for your staff?

2.5.6.1.1	Yes	
2.5.6.1.2	No	

2.5.6.2 Give the number of staff members who benefitted during the last two years?

2.5.6.2.1	Male	
2.5.6.2.2	Female	

2.5.6.3 Do you assess performance of your staff based on how well they promote or practice gender equality?

2.5.6.3.1	Yes	
2.5.6.3.2	No	

3 SECTION C - CONCLUSION

3.1 Are you in agreement with UNDP that gender equality and empowerment of women should be one of the key criterion for the selection of vendors who provide UNDP with goods and services for development?

3.1.1	Yes	
3.1.2	No	

Please elaborate or explain your choice of answer

In order to ensure the effectiveness of this exercise UNDP needs to have your annual **reports for the last three years** and all policies mentioned in the questionnaire

THANK YOU

Section 10: Acknowledgement Form

Please type or print legibly and return via email to benard.korir@undp.org cc iryna.malykh@undp.org

REF: UNDP SO-RFP-2018-004

Provision of Customs Clearance and Freight Forwarding Services to UNDP Somalia-Mogadishu Country Office.

Date: _____

Dear Ms. Malykh,

Subject: Participation for Request for Proposal Ref No. UNDP SO-RFP-2018-004

We, the undersigned, acknowledge receipt of your above referenced re-advertised Request for Proposal dated February 08, 2018 and hereby confirm that:

a) ☐ we intend

☐ we do not intend

to submit a proposal to the United Nations Development Programme by the deadline of **February 15, 2018, 13:00H Kenya time (GMT+3).**

Names of our representative(s) designated for this engagement		1.; and 2.			
Firm/Company's name (Proposer):					
Address:					
City:		State:		Zip:	
Signature of Authorized Representative:					
Name:			Title:		
Telephone No.:		Ext.:		Fax No.:	
Email address:					

Section 11: Document Check List

NOTE TO PROPOSERS - EXAMPLES OF PROPOSAL REJECTION

Offers have been rejected at the submission stage or found to be technically noncompliant due to errors in presentation and failure to follow proposal instructions. Below are some common examples of why offers are rejected by UNDP. **Proposers are urged to read this before submission and to check that their Offer conforms to each of these points and the instructions as specified in the RFP document.**

- **The Proposal is submitted after the deadline for submission (Date and time).** Note that offers received after the deadline will be rejected.
- **Proposals not submitted to the correct electronic address. The mandatory official email address for electronic submission is bids.so@undp.org.** Please note that this email address is different from the email address given for request for clarification on the RFP. **PROPOSALS SENT TO OR COPIED TO ANY OTHER UNDP ADDRESSES WILL BE REJECTED.**
- **The Proposal is not signed as per the instructions of the RFP. All forms in sections 4, 5, 6, 7, 9 and 10 must be completed, signed, stamped and submitted (Please refer to Clause B.9 of Instructions to Proposers: Contents of the Proposal) of the RFP document).**
- **Financial proposal is not password protected:** Financial Proposals must be sent in a separate email from the rest of the Technical Proposal and **must be password protected. PROPOSALS SUBMITTED WITH FINANCIAL PROPOSALS THAT ARE NOT PASSWORD PROTECTED WILL BE DISQUALIFIED**
- Failure to submit all the required eligibility and supporting documents.
- Documents provided are not translated in English (**translated legal documents must be notarized**).
- Documents provided do not directly address each point of the mandatory evaluation criteria
- Proposal is more like a brochure for the Company without specifically addressing the specific criteria of the RFP
- Proposals that do not offer services which have been specifically requested by UNDP in the Terms of Reference (see section 3 TOR).
- **Proposals emailed just before the deadline may arrive after the deadline and be rejected. Therefore, ensure to submit your Proposal well in advance of the submission deadline**
- Failure to regularly check the UNDP website for possible changes to the RFP listed therein prior to the submission deadline which need to be incorporated in the RFP.
- Proposal contains viruses and/or corrupted files. Proposers should ensure that submitted Proposals DO NOT contain viruses and/or corrupted files. Such Proposals will be rejected.

The above is partial and illustrate some errors that may be made by Proposers. **The RFP document contains the full list of instructions and must be followed carefully.** To be considered for evaluation, your offer must include all the documents requested for in the RFP. The checklist in DS 32 can be used to ensure that your Proposal is complete,

Note: If a Proposer declines or offers major deviations to the General Conditions of Contract in (see Section 9), the offer(s) might be declined at any stage (either at the proposals evaluation stage or contract negotiation).