



## REQUEST FOR QUOTATION (RFQ) (Services)

REFERENCE: RFQ CYP UNDP 34/2018	DATE: March 12, 2018
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Dear Sir / Madam:

We kindly request you to submit your quotation for **Communication Services**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before March 27, 2018 and via *e-mail*, to the email address below:

**United Nations Development Programme**

***solicitations.cy@undp.org***

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free and no more than one email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Preferred Currency of Quotation	<input checked="" type="checkbox"/> Euro
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	COB, <i>Tuesday, March 27, 2018 and 16:00 CYPRUS LOCAL TIME</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted
Payment Terms	<input checked="" type="checkbox"/> As per the outputs completed
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>1</sup> <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to	<input checked="" type="checkbox"/> One supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Face Sheet Contract
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3)  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

<sup>1</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<a href="mailto:solicitations.cy@undp.org">solicitations.cy@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
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Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the services in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or services, 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

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

<sup>2</sup> 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 received.

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

[SIGNED]

Tiziana Zennaro

Head of Office  
Senior Programme Manager  
United Nations Development Programme  
Cyprus

## Annex 1

### Specifications of the Services Required

Since 2001, United Nations Development Programme's (UNDP) has been supporting different levels of intervention, including working with Greek Cypriots and Turkish Cypriots on confidence building measures aiming at the reunification and economic and social development of the island. One component of current efforts involves providing support to broader UN efforts to increase Cypriot confidence in the peace process and ahead of any future resumption of talks.

Within this framework, UNDP, on behalf of UNFICYP is seeking the services of a communication company/agency to work with the civil society organizations (CSOs) in Cyprus to build on existing networks and initiatives which can assist in raising awareness and public support by suggesting ways to consolidate and strengthen a constituency for peace on the island.

The communications company will support CSOs to maximize the impact of their efforts by coordinating their existing outreach efforts as appropriate and supplementing them with community media resources (internet radio, television, social media and people to people connections).

The Communications consultancy agency will assist Civil Society in their messaging targeted at developing a constituency for peace through key CSO(s) with a mandate to empower civil society with communication tools.

#### Minimum Requirements/Qualifications:

1. At least 5 years' experience, either providing advice to or running strategic communications / political campaigns.
2. At least 5 years' experience operating in conflict affected / divided societies.
3. Experience across all aspects of integrated campaigning (strategy, digital, media, mobilization).
4. Practical experience of delivering training, consultancy and project management in negotiations, capacity-building and civil society development.

Under the direct supervision of UNFICYP Public Information Office, the contractor will:

#### Overall:

1. Support CSO(s)'s mandate to empower civil society by assisting them in the development and dissemination of their communications activities to develop a "constituency of peace".
2. Contribute to identifying new and creative ways to enhance visibility and outreach of CSO deliverables and results.
3. Support civil society organization to develop a communication and advocacy strategy, including a costed action plan.

#### Preparatory Activities:

1. Consult and meet with CSOs, stakeholders and beneficiaries to ensure their views are reflected in the development of all strategies and activities.
2. Analyze available public polling data to build a profile of each target audience.

#### Product Development:

1. Develop suitable communication products to raise awareness and build public support for peacebuilding efforts on the island (TV/radio shows, social media products, press conferences, media visits etc).
2. Maximise public/media outreach activities with community media resources (internet radio, television, social media and people to people connection).

3. Advise civil society on how to enhance their media and online presence and information dissemination by upgrading the quality and use of existing media/communication platforms (webpage, Facebook, Twitter, YouTube, media relations, event management, articles and videos, documentaries, etc).
4. Develop additional broader based activities for potential funding.
5. Support project events (launches, field visits, ceremonies with a view to identifying actionable recommendation).

**Monitoring and Evaluation:**

1. Monitor and assist CSOs in the implementation of action plan.
2. Measure the established baseline and upward movement.
3. Measure outcomes by shifts in public opinion / polling results.
4. Assess improvement in public awareness via social media and polling.
5. Advise on and support the organization of publicity and outreach for the project, knowledge sharing events and promotional opportunities.
6. Coordinate and advise civil society organizations on fundraising/revenue support for subsequent or additional activities.
7. Meet with Project Managers and key stakeholders as required.
8. Regular reporting (at least monthly).

**Deliverables:**

1. Monthly reports to Project Managers and key stakeholders.
2. A communication and advocacy strategy for relevant partners in support of civil society's peace building efforts (3 months) including:
  - a) Key messages
  - b) Communication tools kit for CSO's to deliver key messages to target audiences.
  - c) Costed action plan, target audiences and relevant communication channels to reach them (particularly women and youth and audiences outside of Nicosia)
3. At least 1 training conducted for key staff on the elements of implementing the communications and advocacy strategy.
4. Easy-read guides for the organization of events and incoming experts invitation is produced and shared with partners and stakeholders.

**Duration of Contract:** 12 months

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>3</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</sup>)*

#### SUPPLIER'S DECLARATION(S)

In response to the Request for Quotation for the *Communication Services for support of CSO's* (Reference: UNDP-CYP-RFQ-34/2018), We, the undersigned, hereby declare that:

- a) All the information and statements made in this quotation are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We accept UNDP Purchase Order and General Terms and Conditions;
- c) 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;
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP;

**TABLE 1: Company Background**

Offeror's Legal Name:
Company Background:
Experience in supplying similar services:
<p>Offeror's Authorized Representative Information</p> <p>Name:</p> <p>Title:</p> <p>Address:</p> <p>Telephone:</p> <p>Email Address:</p>

<sup>3</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Short case study illustrating the minimum requirements/qualifications listed in the Annex 1:

Attached are copies of original documents of:

☒ Latest business registration certificate

**TABLE 2: Offer to Supply Services Compliant with Technical Specifications and Requirements**

Item	Description/Specification of Services	Unit Price (EUR)
1	Overall Services (as per Annex 1)	
2	Preparatory Activities (as per Annex 1)	
3	Product Development (as per Annex 1)	
4	Monitoring and Evaluation (as per Annex 1)	
5	Deliverables (as per Annex 1)	
<b>Total Prices of Services (Total Final and All-Inclusive Ex Value Added Tax (VAT))</b>		

**TABLE 3: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
At least 5 years' experience, either providing advice to or running strategic communications / political campaigns.			
At least 5 years' experience operating in conflict affected / divided societies.			
Experience across all aspects of integrated campaigning (strategy, digital, media, mobilization).			
Practical experience of delivering training, consultancy and project management in negotiations, capacity-building and civil society development.			
Validity of Quotation (60 days)			



All Provisions of the Annex 1 (Specifications of the Services Required) and Annex 3 (UNDP General Terms and Conditions)			
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All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*  
*[Address, email and contact details of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*