



**REQUEST FOR QUOTATION (RFQ)
(Services)**

TO ALL INTERESTED ENTITIES	DATE: July 10, 2018
	REFERENCE: RFP-2018-020 Baseline survey on gender equality of civil service in Mongolia

Dear Sir / Madam:

We kindly request your entity to submit quotation to **Conduct a baseline study on gender equality in the civil service (analysis of policies, legal provisions, and of gaps between de jure and de facto situation)** as detailed in Annex 1 of this Request for Quotation. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **July 31, 2018**, no later than **11:00 am (Ulaanbaatar of Mongolia)** via mail to the address below with attention to and subject line as follows:

Procurement Unit

Subject line: **RFQ-2018-020 Baseline survey on gender equality of civil service**

Email: bids.mn@undp.org

Quotations submitted by email must be limited to a maximum of 4 MB, virus-free and there should be no more than one email transmission. Transmitted e-mails must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain the responsibility of the company 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 the quotation is being submitted by email, kindly ensure that they are signed, in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the delivery of the above-mentioned services:

All documentation, including catalogs, instructions shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	Duly Accomplished Form (Table 1 and 2) as provided in Annex 2 , and in accordance with the list of requirements in Annex 1 ; Latest Business Registration Certificate; Passport or identification of the Business legal representative
Period of Validity of Quotes (booking/availability) 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
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Combined Scoring method – where the qualifications will be weighted a maximum of 70%, and combined with the price offer which will be weighted a max of 30%. Scores of the technical qualification are: <input checked="" type="checkbox"/> Full acceptance of the PO/ Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Institutional contract, UNDP Mongolia
Conditions for Release of Payment	Approval of Invoice of Services Rendered

¹ 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.

Annexes to this RFQ ²	<input checked="" type="checkbox"/> Specifications of the Service Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ³	Procurement Unit <u>Bids.mn@undp.org</u>

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 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 goods 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 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.

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/>

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.

² Where the information is available in the web, a URL for the information may simply be provided.

³ 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 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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Signature: 

Date: 

Daniela Gasparikova

Deputy Resident Representative