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REQUEST FOR PROPOSAL

Provision of Explosive Detection Dogs (EDD) Services for UN premises at the Four Seasons Hotel, Damascus, Syria

RFP No.: RFP-038-19

Country: Syria

Issued on: 13 May 2019

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Section 1. Letter of Invitation

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 and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

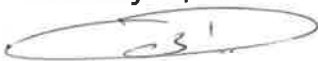
Please acknowledge receipt of this RFP by sending an email to rami.afadar@undp.org & syria.procurement@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

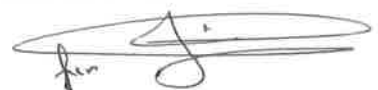
Issued by:

Approved by:

Name: Rami Afadar
Title: Procurement Associate
Date: **May 13, 2019**



Name: Hanan Al Ali
Title: Procurement Analyst
Date: **May 13, 2019**



Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, 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:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members 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 b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders 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, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder 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 not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 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.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 . All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>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</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for 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 JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted 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.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or 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 JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 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 JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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 Bidder 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 Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders 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.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide 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.</p>
19. Amendment of Proposals	<p>19.1 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 Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. 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.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial 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 SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>Email Submission</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>eTendering submission</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder 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 and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; 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 Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and 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.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder 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.</p>
33. Responsiveness of Proposal	<p>33.1 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.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 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.</p> <p>34.2 UNDP may request the Bidder 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 Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> 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

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>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.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 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 Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may 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 Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	<p>Required in the amount of USD 12,000.00</p> <p>Acceptable Forms of Bid Security</p> <ul style="list-style-type: none"> ▪ Bank Guarantee (See Section 8 for template) <p>Any Bank-issued Check / Cashier's Check / Certified Check</p> <p>Note: The Bid Security should be sent to the below address with a PDF copy submitted as part of the electronic submission:</p> <p style="padding-left: 40px;">UNDP Syria Country Office, Procurement Unit, Mezzeh West Villas, Damascus, Syria.</p> <p style="padding-left: 40px;">or</p> <p style="padding-left: 40px;">UNDP RBAS Regional Centre in Jordan, attention Ms. Hanan Abu Baker, Procurement Analyst, at the following address:</p> <p style="padding-left: 40px;">Abu-Baker Seraj Al-Din ST. Building # 11 – Abdoun Al Shamali</p> <p>P O BOX 852303- Amman11685 – Jordan.</p>
7	41	Advanced Payment upon signing of contract	Not Allowed

8	42	Liquidated Damages	Percentage of contract price per day of delay: 0.5 % Max. number of days of delay 20, after which UNDP may terminate the contract.
9	40	Performance Security	10 % of the total value of the contract.
10	18	Currency of Proposal	United States Dollar. However, for local supplier's payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoice.
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Rami Afadar Address: Mezzeh, West Villas, Al Ghazawi Street # 8, Damascus - Syria E-mail address: rami.afadar@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the websites <ul style="list-style-type: none"> - www.facebook.com/UNDP.Syria - http://www.sy.undp.org/content/syria/en/home/operations/procurement/ - http://procurement-notice.undp.org/ - https://www.ungm.org/
14	23	Deadline for Submission	Thursday 13 June 2019, at 14:00 Damascus Time.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid
15	22	Proposal Submission Address	<input checked="" type="checkbox"/> <u>By Courier / Hand Delivery:</u> Mezzeh, West Villas Ghazawi Street #8 Damascus, Syrian Arab Republic Tel: +963 11 612 9811 Att. Rami Afadar, Procurement Associate <input checked="" type="checkbox"/> <u>By Electronic submission:</u> Syria.bids@undp.org with subject: UNDP-SYR-RFP-038-19-Provision of Explosive Detection Dogs (EDD) Services for UN premises at the Four Seasons Hotel, Damascus, Syria-.

16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for technical proposal <u>must</u> not be provided to UNDP until the date as indicated in No. 14 (<i>for email submission only</i>) ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 10 MB ▪ Mandatory subject of email: UNDP-SYR-RFP-038-19-Provision of Explosive Detection Dogs (EDD) Services for UN premises at the Four Seasons Hotel, Damascus, Syria-. <ul style="list-style-type: none"> ▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: should be sent to the below address with a PDF copy submitted as part of the electronic submission: UNDP Syria Country Office, Procurement Unit, Mezzeh West Villas, Ghazawi Street # 8, Damascus - Syria or UNDP RBAS Regional Centre in Jordan, Attention Ms. Hanan Abu Baker, Procurement Analyst, at the following address: Abu-Baker Seraj Al-Din ST. Building # 11 – Abdoun Al Shamali P O BOX 852303- Amman11685 - Jordan.
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>August 1, 2019</i>
19		Maximum expected duration of contract	One year, subject to extension for another period of two years upon satisfactory performance and upon mutual agreement.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Contract for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

23	Other Information Related to the RFP	<i>Refer to Section 5 – Terms of Reference.</i>
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Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Previous Experience	Minimum 3 years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 600,000 for one year in the last 2 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

Evaluation Criteria for Explosive Detection Dog (EDD) Teams Bidders in Syria

UNDP's evaluation of a Proposal shall take into account, the following evaluation criteria. Bidders are required to:

- 1) Provide the Documents Listed below to establish compliance with the stated criteria
- 2) Fill/mark in the 'Offerors Response' column below:

Eligibility and Formal Criteria – evaluated on Pass/Fail basis and checked during Preliminary Examination

Criteria	Documents to establish compliance with the criteria	Offerors' response
1. Financial Capability Liquidity: the ratio Average Current assets / Current liabilities over the last 2 years must be equal or greater than 1.	Audited balance sheets for the last 2 years with cover letter confirming that the ratio Average Current assets / Current liabilities over the last 2 years are equal or greater than 1.	Yes/ No Indicate file name/ page number in your submission:
2. Offeror has been providing EDD Services for a minimum of 3 years.	Past Contracts Form	Yes/ No Indicate file name/ page number in your submission:
3. The composition of the team is compliant with the Personnel Mandatory Requirements (3.1) below.	CVs and relevant certificates Completed 3.1 Table Personnel Mandatory Requirements below	Yes/ No Indicate file name/ page number in your submission:
4. Equipment Movement and Import: The Contractor is able to arrange for movement of EDDs and equipment into and out of Syria and subsequent internal movement. Costs will be borne by the Contractor and should be budgeted for accordingly. Customs clearance and secondary clearance procedures (communications, health, vehicle registration etc) will be the responsibility of the Contractor. UNDP Syria will endeavor to assist with the process but can make no guarantees as to the effectiveness or expediency of such assistance. Contractor should therefore plan ahead and consider contingency planning carefully.	By answering yes to this requirement, bidder is confirming ability to arrange for the movement of equipment into and out of Syria.	Yes/ No Indicate file name/ page number in your submission:
5. The list of EDDs and equipment proposed are compliant with the Minimum Equipment and Requirements for EDD (5.1) below	Completed Table 5.1: Minimum Equipment and Requirements for EDD below and relevant supporting documentation provided	Yes/ No Indicate file name/ page number in your submission:

Table: Personnel Mandatory Requirements (Including Relief Capacity)

Bidders' proposal must include complete documentation in support of the requirements listed below. Not submitting the required documentation may be grounds for disqualification.

Please indicate on the CV the position and whether the person is the main personnel or relief capacity.

Item #	Description of Minimum Requirement	Yes/No
A.1	Management capacity	Yes/ No Indicate filename/ page number in your submission
A.2	EDD handlers	Yes/ No Indicate filename/ page number in your submission

Table: Minimum Equipment and Other Requirements for EDD

Item #	Description of Minimum Requirement	Yes/No
B.1	Communications equipment	Yes/ No Indicate filename/ page number in your submission
B.2	Transportation	Yes/ No Indicate filename/ page number in your submission
B.3	Following records for all EDDs are part of submission: <ul style="list-style-type: none"> • Training records for the past two months at the minimum • Internal QA assessment forms • Passports of Dogs • Veterinarian Certificates 	Yes/ No Indicate filename/ page number in your submission:

Technical Criteria – Evaluated based on a cumulative analysis methodology

Criteria	Documents to establish compliance with the criteria
Evaluation will be conducted based on the cumulative analysis of Technical and Financial Proposals with a weighting of 70% - 30% (Technical Proposal-Financial Proposal). The maximum number of technical points is detailed in the below Technical Proposal Evaluation sections. To be substantially compliant, Offerors must obtain a minimum threshold of 70% of total points.	Form A: Technical Proposal Form (attached)

Technical Proposal Evaluation sections:

Section 1: Offeror's qualification, capacity and expertise		Points
1.1	Relevant Experience and Expertise. A description of your organisation's experience over the last three years on EDD projects, with the information provided should be in a tabular format, including Employer, Country, Value of Contracts, Achievements and Client contact Information. A description of projects implemented in high-threat areas.	10
1.2	Organization Capacity and Reputation. Information on Organization's reputation, managerial capability and past performance on similar contracts. Reference letters from previous similar contracts with UN, governments, corporations, bi-lateral donors, etc.	5

Section 2: Proposed Methodology, Approach and Implementation Plan		Points
2.1	Presentation/Organization of your proposal. The Evaluation Panel will assess the overall presentation and organization of your proposal. To gain full points, your proposal must include all the necessary documentation required (including but not limited to comprehensive records of EDD, CVs and Certifications of proposed personnel) clearly labelled and organized in a manner that facilitates easy evaluation. For example, Certifications must follow the respective CV of the proposed personnel instead of grouping all CVs in one section and all certifications in another section.	10
2.2	Suitability of the Approach and Methodology. This section covers the following: <ul style="list-style-type: none"> • Detailed description of the manner in which your firm/institution/organization would respond to the TOR and address all its requirements. You are required to provide full information on how you propose to carry out the anticipated tasks in TOR. The section should describe the technical methodology, approach, strategy and techniques that you will use to effectively deliver the anticipated tasks. • SOPs and its suitability to the local context in Syria and the services required in the TOR. • Information on the use of substances and training aids, their maintenance and replacement schedules. • A detailed description of the Contractor's Internal Management System (QMS) shall be included in the proposal. Each organisation shall be required to implement a Quality Management System across the complete spectrum of their operations. The quality assurance and quality control mechanisms are to be clearly stated as part of the organization's proposal and this is to include how this is to be conducted, achieved and the resources to be utilized. • Operational Procedures for all search categories, Safety Procedures and Medivac procedures relevant to the local context and condition on the ground for handlers, EDD and other personnel. • Record Keeping and Reporting Procedures, and ensure that Logbooks are maintained and updated daily by the EDD Team Leader/Supervisor or handler. Log books are to record details of daily operations/progression, including; <ol style="list-style-type: none"> a) Daily health checks; b) Comments on the work carried out that day and on the EDD's performance; c) Disease, sickness or injury to the EDD, including any comments made by a veterinarian; and d) Any other matters of relevance that may affect an EDD's health or performance <p>A List of Equipment must be included in your technical proposal, using the format below. The equipment list must be consistent with the contract draft, i.e. refer to Category 1, 2, 3, 4, etc. as applicable and should include a detailed description of all items, year of manufacture, quantity, whether it was purchased by the Contractor. Please break down the equipment by team and do not include any low value items (under \$500 USD). Please</p>	10

	do not provide any price information in the equipment list. Please take note of the maximum age requirements related to vehicles when selecting your equipment.					
	Sr #	Description of Item	Qty	Year of Manufacture	Currently Owned? Yes/No	
2.3	Comprehensive Records of EDDs to be deployed. <u>Comprehensive EDD Records including but not limited to comprehensive training records for the past two months at the minimum</u> , health/medical records, passports and previous deployments. Training records for each EDD must include exercises, substances outcome of training, problems identified and solutions implemented.					10
2.4	Kenneling and Animal Health Care. This includes your proposed approach to meeting the kenneling requirements of IMAS 09.44. You are required to include kennel blueprints/ sketches/ drawings with detailed specifications. You are to consider the weather conditions, environmental considerations, security situation and other limitations in the country of operations. The proposal should provide details on Animal Health Care and describe how the veterinary support will be provided to the EDDs.					10
2.5	Ability to comply with timeframes set in the TOR, Logistical Capacity and Operational Readiness. Demonstrate your ability to mobilize and deploy including clear logistical plan to deploy the capacity within the timelines in the TOR. Include assumptions and limitations you foresee with regard to the timelines stipulated in the TOR. Note, that while the latest operational deployment date is 1st of August, companies who are able to show ability to be operational deployed (i.e. accredited and ready for operations) earlier than 1st of August will receive additional points. This includes but not limited to your logistical and operational plans that will demonstrate your operational and logistical capability to facilitate the supply of equipment/ training substances/personnel requirements within the required timeframes. Demonstrate your ability to provide sufficient amount and facilitate re-supply of training substances/aids. Explain your storing and restocking procedures for the training substances/ aids in the country of operations. Include any arrangements you will put in place to ensure the EDD's access to health care in the country of operations. Include your logistical plans in response to the TOR in a timetable or a Gantt chart. Your proposal should contain relevant information that will demonstrate your operational capability to carry out the tasks on the ground and ability to facilitate the supply of equipment/personnel requirements as per the TOR. The proposal should show the ability to mobilize and deploy within the set timelines taking into account the following consideration: <ul style="list-style-type: none">• Mobilization and organizational accreditation• Personnel recruitment, obtaining visas (including location where visas are to be collected), deployment, training (International and national) and operational accreditation. The Technical Proposal shall include a detailed description of any training that will be carried out (curriculums, training plan plus a Gantt chart outlining all training activities).• Procurement, shipping, customs clearance and forward supply activities to identify potential bottlenecks and propose alternative solutions, clearly reflected in the procurement/logistics plan.• Work/leave and rotation plans as well as Quality Management System (QMS) plan.• Operational tasking and deployment (including any stand down periods)• Demobilization					10

2.6	Relief Capacity Arrangements Explain your proposed arrangements for relief capacity considering the required number of operational EDD teams stipulated in the RFP, without requiring additional assessments conducted by UNMAS. Be specific if you will have the relief capacity on standby in the country or not. If applicable, include your internal accreditation process and timeframes you propose in case there is a need to utilize the relief capacity. Work/leave and rotation plans shall be included in this section.	5
2.7	Sustainability The proposal should include a plan for implementing sustainable operating practices. This includes, but is not limited to, adhering to international standards, incorporating corporate sustainability policy, applying Environmental Management Systems (ISO 14001 or equivalent) to the operations. The sustainability plan should provide an approach to mitigating negative environmental impact during the execution of the contract which might include such themes as Air, Land, Water, Biodiversity, Energy, Materials - Life cycle, Materials – Waste, Global Climate or Disaster Risk Reduction. The proposal should also pay attention to social sustainability that encompasses the subjects of Population, Cultures, Services, Health, Vulnerability, Resilience and Gender. This section shall cover the integration of gender mainstreaming in the project's approach and attention to gender balance with the inclusion of two or more female staff (outside domestic or cleaning duties) in the team. The proposal should also indicate whether the bidder intends to use various strategies for employing economic resources and processes optimally, in order to promote the standard of living and economic health over the longer term, focusing on measuring and monitoring economic and efficiency considerations. The concept of "economic sustainability" in this approach encompasses Livelihoods, Viability and Innovation.	5
Section 3: Suggested Structure		
	Proposed Team Structure. The composition of the team which you would propose to provide in the country of assignment and the work tasks (including supervisory) which would be assigned to each member of the team to fulfil the requirements of the Terms of Reference. Organizational Chart and List of Personnel: An organizational chart illustrating the reporting lines, together with a description of such organization of the team structure, should support your proposal. Please make sure that the organizational chart includes all personnel that will be directly involved in implementation of the suggested action. This should include both operational and support personnel. The organizational chart should be accompanied by a list of all proposed personnel in excel format with job titles, gender, whether international or national and whether they are in operations or support functions. The overall number of personnel, as well as their break down by functions / positions shall match the personnel breakdown in the financial proposal.	10
	Proposed Project Team Members: The curriculum vitae (CV) of all international staff members proposed for this project should be submitted with your proposal (please use the CV format provided in Form H). The CVs should clearly show which position the person will be carrying out and must include details of the candidate's nationality, technical qualifications – including list of courses applicable, relevant military, civilian and managerial experience and language skills. All CVs shall be supplemented by a signed letter from each candidate stating his/her interest and availability for this contract. Please ensure that copies of certificates for necessary qualifications indicated in the ToR are included within your proposal.	15

	<p>For Management positions:</p> <ul style="list-style-type: none"> • Documented experience of minimum 5 years in project management, which should include experience within 3 years of this RFP. • Minimum of 2 years of experience managing projects involving EDD operations in conflict areas • Completed a Certified EDD Training course. Bidder must submit a copy of the relevant certification with dates of completion and the curriculum of the course taken. • Documented experience of minimum 2 years as EDD Instructor (applicable if this role is included in PM position) • Fluent in English written, spoken, proven either through native speaker or otherwise certified • Certified First Aid training (within last 12 months) <p>EDD handlers with the following qualifications:</p> <ul style="list-style-type: none"> • Minimum 3 years of EDD operational experience, which should include experience within 3 years of this RFP. • Completed a Certified EDD Training course. Bidder must submit a copy of the relevant certification with dates of completion and the curriculum of the course taken. • Bidder must submit a copy of the relevant certification with dates of completion. • Fluent in English/Arabic written, spoken, proven either through native speaker or otherwise certified • Certified First Aid training (within last 12 months) CV and certifications shall be submitted with this proposal (including relief capacity) 	
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Form A: Technical Proposal Form

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of offeror]

The Offeror's proposal must be organized to follow the format of this Technical Proposal Form. Where the offeror is presented with a requirement or asked to use a specific approach, the offeror must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Section		Page number and File Name (if applicable) in Proposal
Section 1: Offeror's qualification, capacity and expertise		
1.1	Relevant Experience and Expertise	
1.2	Organization Capacity and Reputation	
Section 2: Proposed Methodology, Approach and Implementation Plan		
2.1	Presentation/Organization of your proposal	
2.2	Suitability of the Approach and Methodology.	
2.3	Comprehensive Records of EDDs to be deployed.	
2.4	Kenneling and Animal Health Care.	
2.5	Ability to comply with timeframes set in the TOR, Logistical Capacity and Operational Readiness.	
2.6	Relief Capacity Arrangements	
2.7	Sustainability	
Section 3: Suggested Structure		
3.1	Proposed Team Structure	
3.2	Proposed Project Team Members	

Note: UNDP may at its discretion contact proposed personnel to confirm their availability and qualifications. Please ensure a current telephone number is included on the CV for this purpose.

I, the undersigned, certify that I am duly authorized by *[insert full name of Offeror]* to sign this Proposal and bind *[insert full name of Offeror]* should UNDP accept this Proposal:

Name: _____

Title: _____

Date: _____

Signature: _____

Section 5. Terms of Reference

Introduction:

OMT played vital roles in the hiring of the current EDD contractor for the Four Seasons Hotel. Similar criteria and standards for the future bidding process to be followed observing UNDP procurement process for such services.

Requirement overview:

The Security Risk Management (SRM) process has highlighted the threat faced by the UN Security Management System (UNSMS) in Syria, particularly in Damascus where international staff are concentrated. SRM recommended to have IED detection capability for the Four Seasons Hotel in Damascus where in addition to staff accommodation WFP, OSE-S and OMS offices are located. In line with the current recommendations of the SRM, UNDP is seeking offers from suitably experienced organizations to implement an Explosive Detection Dogs (EDD) operations in the Four Seasons Hotel premises. This service will be initially based at the Four Seasons Hotel and may be expanded to the other UN locations subject to the decision of the UNSMS Syria. There may also be potential for other UN Hubs to be similarly protected depending upon specific SRM recommendation.

Statement of Work

Objective of this service is to provide UN Security Management System (UNSMS) Syria with Explosive Detection capacity to be used as a risk mitigating measure to ensure safety within UN site(s). Explosive Detection Dog Teams (EDDTs) will be deployed to clear vehicles, personnel and luggage/cargo for explosives and firearms at restricted entry control points (ECPs), as well as other areas designated by UNDSS Syria. The Contractor shall provide services to conduct EDD operations primarily in the Four Seasons Hotel Damascus in support of UN Security Operations.

For the purposes of this ToR, the term Explosive Detection Dog (EDD) refers to a dog specifically trained to locate, and correctly indicate, the presence of vaporised molecules of defined explosive substances.

The EDD teams are incorporated into the overall security mitigation plans in Damascus, EDDTs will be deployed as follows:

- 6 x teams to cover operations at Four Season Hotel premises, Damascus on 24/7 basis.

1. Anticipated Activities

The EDD teams shall perform the following tasks at each of the proposed locations:

Entrance control: Static deployment at Entrance Control Points for the clearance of vehicles and cargo entering the facility.

Security of facilities and perimeters: Conduct roving sweeps/checks of the premises infrastructure and perimeter (both internal and external).

Incident response: When/if directed, provide support to security personnel in the event of a suspected explosive threat.

Event support: When/if required, provide support to security personnel during specialty events or engagements (e.g., VIP receptions or press conferences). That includes areas other the 4SH.

The EDD Teams will be expected to work in both dry and wet conditions (day and night) with temperatures fluctuating between -10 to + 45 Degrees Celsius.

A. OPERATIONAL CAPACITY

2. The Contractor shall provide minimum of five (6) "Explosive Detection Dog Teams" (EDDT). Each team shall consist of 1 qualified handler and 02 EDDs.
3. One EDD team to be on standby and ready to respond to any support requested by DSS and/or the duty EDD team.
4. The contractor shall plan for a relief capacity for the handlers and EDDs, this to ensure that the five (6) EDDT are **always operational**. The contractor must include requirement for operational accreditation of the relief capacity in the plan. UNDP will not accept relief/rotation plan that requires additional operational accreditation for each leave period.
5. The contractor shall ensure that the EDDs are fully trained to UNDP EDD Contract Management Standards and certified suitable for operations by a certified veterinarian before they are deployed to the 4SH.
6. The EDDTs must be able to operate independently and **must be 100% self-sufficient**.
7. The EDDTs will operate in Damascus. Temporary redeployment of the EDDT to other locations may be temporarily tasked at UNDSS discretion.
8. The management capacity shall support the field activities in all operational, liaison, administrative and logistical aspects of the requirement. The minimum requirement for management and administration capacity is:

The following qualifications shall be considered an asset:

Project Manager:

- Arabic speaking an asset
- Previous experience as EDD trainer an asset

Logistics Officer:

- Arabic speaking is required

Handler:

- Previous experience as EDD trainer is an asset
- Arabic speaking is required

The contractor shall provide all the necessary equipment in connection with EDD services.

If the contractor has an existing managerial capacity in the country, these roles need not be duplicated. An explanation of how multiple contracts will be managed should be included in the proposal.

B. TIMELINES AND CONTRACT DURATION

The contractor should provide agreed EDD capacity that should be operational no later than 01/08/2019 for the operational duration of **twelve months** not including preparation, mobilisation and demobilisation with the option to renew, and /or expand to other locations in Syria, under the same terms and conditions for an additional period of **24 months** (two years) subject to performance and availability of funds. The EDDTs shall be administratively, logistically and operationally self-sufficient throughout the duration of the contract.

C. CONTRACTOR'S RESPONSIBILITIES AND DUTIES

1. **Staff Members:** The Contractor's staff members shall have appropriate internationally recognized training and relevant professional experience. The Contractor must send the CVs of all personnel to be deployed under the contract as part of this bid. Any changes in personnel from those proposed in the Contractor's Technical Proposal would require prior written approval by UNDP. A "Requests for change of contract personnel" form will be included in the contract.
2. **Staff Non-performance:** UNDP may request the withdrawal of any of the Contractors' personnel from the Contract if, in the opinion of Chief Security Advisor, they are not performing to the standard required. Such a request would normally be issued after the Contractor had been given the opportunity to make their staff aware of any shortfalls to improve their performance. Notwithstanding the above, UNDSS and UNDP reserve the right to request immediate withdrawal of any of the Contractor's personnel for any reason, including but not limited to severe infractions such as endangering people's lives, disorderly and/or drunken behaviour or illegal activities and infringement of UN standards on sexual exploitation and abuse.
3. **Training:** The Contractor must conduct all necessary training for its personnel.
4. **Working Hours, Leave etc.:** Sufficient rotational leave-cover personnel are to be recruited to ensure operations can continue with 100% operational capacity. The contractor must ensure that key positions are covered during leave periods. An absence/leave plan (clearly indicating rotations) for all staff members shall be submitted with each month Work Plan in tabular format (including an initial one in the proposal, and to be confirmed during the pre-deployment phase). Existing authorised leave and all new requests should be clearly displayed in subsequent absence/leave plans. Authorisation is granted when the Chief Security Advisor has approved the Work Plan. However the Contractors Project Manager is responsible for verbally confirming any requested leave/absence with the designated programme focal point on a case-by-case basis.
5. The Contractor's staff members are entitled to 2.5 working days of accrued leave per completed month of service. The Contractor is responsible for all travel costs associated with leave. Failure to provide leave to the Contractor's staff will be considered a breach of contract by the Contractor.
6. The Contractor's staff members to maintain good relationship with both, national security personnel as well as the hotel security staff. In case of any misunderstanding/dispute, the issue to be raised by the staff member to his management immediately, who in their turn will contact inform DSS and request to solve the issue.
7. For international staff members, leave begins the day after they travel out of the duty station and ends the day before their arrival back in the duty station.
8. Requests for variations on all the above (including additional leave) may be submitted to the Chief Security Advisor. Working hours must be determined in consultation with the Chief Security Advisor in accordance with the local laws and regulations and the operational tempo.
9. **Religious and UN Holidays:** The Contractor should account for religious holidays observed in Syria when preparing their Work Plans and their national staff Absence/Leave Plan. In addition, the Contractor's international staff members may be allowed to take time off in lieu of UN holidays. This amounts to 10 working days per annum. The Contractor Project Manager should

confirm which dates might be taken with the Chief Security Advisor or his/her designated focal point; it will not be possible for all international staff members to take the same holidays for operational reasons.

10. **Insurance:** The Contractor shall ensure that adequate insurance cover exists for all employees against death, disablement and injury in accordance with the standard agreed at the local level. The Contractor shall also provide third party liability insurance, again in accordance with the standard agreed at the local level with the programme. Evidence of all insurance coverage will be required as part of the Contractors proposal. All international staff members must be insured prior to departure from the point of origin. Evidence of insurance will be required prior to signing of the Contract, and must be sent in copy to UNDP Procurement and the UNDSS Chief Security Advisor prior to arrival in country.
11. **Accommodation:** The Contractor is responsible for providing necessary accommodation for international personnel employed under this contract.
12. **Food/Water:** The Contractor will be responsible for the cost and provision of food and drinks for its staff.
13. **Medical Requirements:** All personnel must be medically and physically fit for duty in Syria. The Contractor is to be fully self-sufficient to provide medical treatment for non-emergency cases and to take appropriate preventative measures for all their staff, e.g. vaccinations for Syria. International staff must have relevant medical inoculations and possess valid records.
14. The medical facilities in Syria are limited, and as such the Contractor should consider this. In particular the Contractor shall:
15. Ensure that all personnel are trained and fully aware of the medical casualty and evacuation procedures in place in the duty station;
16. Ensure that sufficient personnel are trained and proficient in the use of all medical equipment provided by the Contractor, including trauma and First Aid kits;
17. Develop and maintain SOPs which aim to reduce the risk and harm of incidents occurring during all activities described in this SOW;
18. Develop and maintain accident response and evacuation plans for each workplace in conjunction with UNDSS;
19. Provide the training and resources needed for the implementation of the accident response plan;
20. Provide an appropriate health plan for the workforce;
21. Include all medical equipment as prescribed and detailed in the Contractor's SOP, in each medical orderly's trauma kit; and
22. Ensure that CASEVAC drills are practiced.
23. UNDP will make best efforts to ensure that the Contractor receives UN Medical assistance in the event of a serious incident.
24. **Safety and Security:** The Contractor shall ensure it has an appropriate response to road traffic accidents or security incidents. There is a clear and present threat in Syria of asymmetric conflict including gunfire, burn, and blast or fragmentation injuries. This response shall include emergency planning, training and making the best use of available medical services to provide effective emergency training. The Contractor is responsible for security of all its personnel and assets. The Contractor must adopt a flexible operational approach integrated with a proactive security risk assessment and management system.

Travel Visas, documentation and other related fees for international travel must be administered and paid for by the Contractor.

25. **Office/Place of Work:** The Contractor is responsible for acquiring a suitable office facility, purchasing all office equipment, supplies and Internet access.
26. **Transport:** The Contractor is responsible for all transportation of its personnel and equipment, The Contractor's International staff must use company vehicles.
27. **Fuel:** The Contractor must arrange for the provision of fuel from local fuel providers.
28. **Communications:** The Contractor must ensure that they have 24-hour communications with the programme, and access to daily email communications. All international staff members while in country should carry VHF.
29. **EDD Kennelling and Health care:**
It is the responsibility of the contractor to provide suitable hard standing kennel-facilities according to requirements outlined in IMAS 09:44. It is the responsibility of the contractor to find suitable area for the hard standing kennel facility.
- It is the responsibility of the contractor to provide suitable hard standing kennel-facilities for the EDD on duty at the ECP's.
30. **Animal Health care:**
It is the responsibility of the contractor to provide suitable health care to the dogs as per the requirements outlined in IMAS 09:44. The Contractor is responsible for providing required veterinary support in order to ensure operational capacity of deployed EDD-teams is maintained. If suitable veterinary support is not locally accessible, contractor must ensure this service by external means.
24. **Target substances / Training aids:**

The access to required training aids / substances for maintenance training is a responsibility for the Contractor. The contractor is responsible for implementing a replacement program of used training samples in order to prevent unwanted imprinting and by this reduction of operational capacity. Substances used for testing the teams will be according to groups listed below:

Group	Product / Substance examples
Ammonium nitrate group	Amatol, Ammonal, Amatex, ANFO, ANNM
Hexogen group	RDX, C4, PE4, COMP A-3, M112, HEXAL
Octogen group	HMX, LX-14, LX-17-0, PBX-9502, PBX-9503
Pethrite group	Nitropenta (PETN)
Toilet	TNT, Trotyl
Sulphur	Black powder /gun powder
Nitrocellulose	Propellant powder
Other products	Semtex,TATP, Blasting gelatine

D. SUSTAINABILITY

UNDP is committed to progressively streamline sustainability in all its operations, with due considerations for local market conditions and local capacity development. UNDP expects its suppliers to adhere to the principles of the United Nations Global Compact, and to continuously strive to improve their social and environmental performance.

- a- **Ethics/Gender:** The Contractor shall take all reasonable measures necessary to ensure that all personnel deployed under this contract respect local customs and conform to the highest standards of moral and ethical conduct. UNDP or the UNDSS Chief Security Advisor may at any time request the withdrawal or replacement of any of the Contractors' personnel if he/ she deems that the minimum standards of conduct have not been followed, with special emphasis on the strict requirement to uphold UN's standards regarding the prevention of Sexual Exploitation and Abuse (ref. SG Bulletin ST/SGB/2003/13 of 9 Oct. 2003).
- b- **Animal Health care:**
It is the responsibility of the contractor to provide suitable health care to the dogs as per the requirements outlined in IMAS 09:44. The Contractor is responsible for providing required veterinary support in order to ensure operational capacity of deployed EDD-teams is maintained. If suitable veterinary support is not locally accessible, contractor must ensure this service by external means

E. REPORTING

1. The Contractor shall submit activity reports on a regular basis as described below. In case of a safety incident, the Contractor will be required to submit additional specific reports. All reports will be submitted in English.
 - a) **Daily progress report:**
Internal to the organization – To be made available to UNDP upon request
 - b) **Weekly Progress Reports:**
The Contractor will be required to submit a Weekly Report on progress made during the week. The Contractor will be provided with a format for this report upon arrival in Syria.
 - c) **Monthly Report:**
The Contractor shall submit substantive monthly and financial progress reports to UNDP describing all operations and certifying to the best of the Contractors ability that the required minimum standards are being achieved. The final contents of the report will be determined during discussions with the UNDP upon arrival in country. Monthly reports must be received by UNDP no later than the 7th of the following month. Milestone payments will be conditional on the receipt and acceptance of these reports by the contractor.
 - d) Detailed monthly attendance sheet for all personnel, proposed personnel movement and leave plans for the following month should be attached. If the Contractor does not have staff in country as proposed in their Technical Proposal, the cost of the absent staff will be deducted from the Contractors monthly invoice. If any key personnel whose absence has

resulted in assets or teams not being able to deploy, the cost of the asset may be deducted from the corresponding monthly payment.

- e) **Final Technical & Financial Report:** The Contractor shall submit a written final report to the Programme Manager and UNDP Procurement within 4 weeks after the end of the Contract period, certifying that the Demobilization phase is complete and all actions to complete the contract have been carried out. This report will at least include:

1. A detailed narrative of the sequence of events through the life of the project;
2. An accumulative project achievement summary in tabular form summing up results from the Monthly Reports. All tasks shall be listed and mapped;
3. Comments, explanations or suggestions, which may be relevant or necessary.

The Contractor will have to note that down time as a result of absence or lack of key staff members, e.g. EDD's, handlers and/or equipment, will result in the full cost of the team and/or asset being deducted from the monthly payment. The final payment will be conditional on the receipt and acceptance of the report by UNDP.

F. STANDARDS AND GUIDELINES

Standards Adherence: The Contractor shall adhere to UNDP EDD Contract Management Standards (CMS) (technical standards and guidelines).

QUALITY MANAGEMENT REQUIREMENTS

1. **Internal Quality Management:** The Contractor must implement an internal Quality Management System (QMS). This must be implemented in accordance with UNOPS EDD QS as agreed by UNDP.
2. **Training records:** Weekly maintenance training shall be documented in Training Records for each EDDT. Training records shall be detailed and describe exercises conducted, substances used, outcome of training and problems identified.
3. **Standard Operating Procedures:**
The contractor shall submit their current EDD SOP's as part of the bid. During the in-country preparation phase those should be then harmonized to be in line with UNOPS EDD QS as agreed by UNDP. They shall then be forwarded to UNDP for a "desktop accreditation" prior to the on-site assessment and accreditation. The contractor shall in his SOP's include, a procedure for the implementation of Internal QA tests.
4. **Pre-deployment assessment (PDA).** UNDP reserves the right to arrange a PDA at the contracted EDD provider's facility and ensure testing the EDD-teams intended for deployment. If passed, the EDD-teams will be granted a provisional accreditation by the competent UN authority until the accreditation test is conducted in Syria during ORI.
5. **On site assessment - Accreditation:** The Contractor to provide confirmation/proof related to accrediting his staff. Regular test to be carried out in coordination with the national security, private security guards and DSS
6. **External Quality Management:** UNDSS may arrange at any time conducting External Quality Assurance as relevant on any contracted activities.
7. **Non-Conformities:** All critical and non-critical non-conformities are to be clearly recorded. If a critical non-conformity is identified then work is to cease immediately and the Chief Security

Officer is to be contacted. The critical non-compliance will then be subject to review by a Board established by the programme and UNDP within 5 working days of the alleged critical non-conformity. The findings of the Board may result in review of contract by the UNDP PSC and possibly global accreditation being withdrawn.

8. The Contractor shall have full understanding and compliance with the UN Gender Guidelines.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
▪ [Add other forms as necessary]	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Written power of attorney , authorizing the signatory of the bid to commit the Proposer; <input checked="" type="checkbox"/> Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;

- ☒ **Certificate of Registration of the business**, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;
- ☒ Local Government permit to locate and operate in the current location of office;
- ☒ **Official Letter of Appointment as local representative**, if Proposer is submitting a Bid in behalf of an entity located outside the country;
- ☒ 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 for the past two (2) years, or **Balance Sheet** for the recent (2) years (template attached may be used and filled in and signed/stamped);
- ☒ List and value of successful projects of similar size and nature implemented by the Offeror over the past three years to include contact details of clients who may be contacted for further information
- ☒ **Statement of Satisfactory Performance** from the Top three (3) Clients in terms of Contract Value the past three (3) years;
- ☒ 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, if any;
- ☒ **Proposed Methodology, Approach and Implementation Plan, including:**
 - Comprehensive Records of EDDs to be deployed
 - Proposed methods of Kenneling and Animal Health Care
 - Proposed Relief Capacity Arrangements
 - Proofs of Logistical Capacity and Operational Readiness
- ☒ **CVs of all proposed Supervisors and Senior Team Members;**
- ☒ **Proposed Team Structure and composition including the number of proposed team project members and the schedule time sheet (shift distribution);**
- ☒ **Proposed list of EDDs and Equipment.**

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)

		Name of Client:	
		Address of Client:	
		Matter in dispute:	
		Party who initiated the dispute:	
		Status of dispute:	
		Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 2 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 2 years		
	Year 1	Year 2	
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 - b) Historic financial statements must be audited by a certified public accountant;
 - c) Historic financial statements must correspond to accounting periods already completed and audited.
- No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 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 and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

Provision of EDD for Four Season Hotel in Syria - 12 months period

	Description	Unit	Month	Unit price USD	Total price USD
1	Monthly service (Mobilisation, operation, Demobilisation)	each	1		
2	EDD Teams (5 teams) cost specified per handler and 2 EDDs, including relief capacity	each	12		
3	Project Manager	each	12		
4	Travel	ls	1		
5	Food and Medicine for dogs	each	1		
6	Equipment	each	1		
7	Other Expenses [Please specify]	LS	1		
	Total Amount USD				

Cost Breakdown by Cost Component:

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

Description of Activity	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	No. of Personnel	Total Rate for the Period
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				

3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form H: Form of Proposal Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal");

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [amount of guarantee] [in words and numbers], such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of guarantee as aforesaid] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]