



REQUEST FOR QUOTATION (RFQ)  
(Services)

NAME & ADDRESS OF FIRM	DATE: August 6, 2019
	REFERENCE: UNDP/SOM/RFQ/2019/011/OPS/TENDER ADVERTISEMENTS/RE-ADVERTISEMENT

Dear Sir / Madam:

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

Quotations may be submitted on or before August 14, 2019 12 Midnight (GMT+3) via ☒ e-mail

United Nations Development Programme  
Nairobi Support Office,  
United Nations Office in Nairobi (UNON)  
UN Avenue, Gigiri,  
P. O Box 28832 – 00200  
Nairobi, Kenya

*bids.so@undp.org*

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 2 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

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

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> EXW Mogadishu, Garowe and Hargeisa
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Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	EXW
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents	N/A
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> 1 day for website, 2-3 days for newspaper and 2-3 weeks for radio)
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Packing Requirements	<input checked="" type="checkbox"/> Not Required
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> LAND
	<input type="checkbox"/> SEA <input checked="" type="checkbox"/> OTHER N/A
Preferred Currency of Quotation	<input checked="" type="checkbox"/> USD
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> N/A
Deadline for the Submission of Quotation	<i>Wednesday, August 14, 2019 at 12:00 Midnight GMT +3.</i>
All documentations, including catalogues, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English

Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Detailed description of offered services <input checked="" type="checkbox"/> Past experience providing similar services at least 2 years' experience <input checked="" type="checkbox"/> Letters of recommendation from 2 past clients <input checked="" type="checkbox"/> Track record for past 2 years in the following format; <table border="1" data-bbox="625 533 1433 902"> <thead> <tr> <th>Description of service</th><th>Client</th><th>Date of completion</th><th>Contract Value and currency</th><th>Client contact; full name, designation, email, telephone</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Audited financial statements for the last 2 years 2018 and 2017. If 2018 is not available, then 2016 is permissible;	Description of service	Client	Date of completion	Contract Value and currency	Client contact; full name, designation, email, telephone															
Description of service	Client	Date of completion	Contract Value and currency	Client contact; full name, designation, email, telephone																	
	<input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;																				
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.																				
Partial Quotes	<input checked="" type="checkbox"/> Permitted																				
Payment Terms	<input checked="" type="checkbox"/> 100% upon approved certification of goods supplied																				
Liquidated Damages	Applicable at 0.33% per day of delay until a maximum of 30 days after which the Purchase order will be cancelled.																				
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements <input checked="" type="checkbox"/> Lowest price per item <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions																				
UNDP will award to:	Lowest priced technically responsive, eligible and qualified per item.																				
Type of Contract to be Signed	<input checked="" type="checkbox"/> 3-year LTA																				

Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 3 days from delivery schedule provided by vendor.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<i>procurement.so@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements. The quotation that complies with all of the requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

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

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

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

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

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

Thank you and we look forward to receiving your quotation.

Iryna Malych

for



Procurement Specialist

August 6, 2019

NOTE: "Women owned business are especially encouraged to apply."

## Terms of reference Tender Advertisements

### Background

In order to fulfil its mandate and achieve its vision of empowered lives and resilient nations, UNDP must procure a significant volume of goods and services. As a public organization entrusted with donor funds and committed to supporting developing economies, UNDP works to improve access to quality assured supplies in a cost effective and reliable way. UNDP does this by abiding the following principles:

Best Value for Money, which consists of the selection of the offer that best meets the endusers' needs and that presents the best return on investment. Best Value for Money is the result of several factors, including quality, experience, the vendor's reputation, life-cycle costs and benefits, and parameters that measure how well the good or service allows the organization to meet its social, environmental or other strategic objectives.

Fairness, Integrity and Transparency, which ensures that competitive processes are fair, open, and rules-based. All potential vendors should be treated equally, and the process should feature clear evaluation criteria, unambiguous solicitation instructions, realistic requirements, and rules and procedures that are easy to understand.

Effective International Competition, understood as giving all potential vendors timely and adequate information on UNDP requirements, as well as equal opportunity to participate in procurement actions, and restricting them only when it is absolutely necessary to achieve UNDP development goals; and

In the best interest of UNDP, which means that any business transactions must conform to the mandates and principles of UNDP and the United Nations.

### Objective

UNDP Somalia requires several advertisement mediums for local procurement process.

### Scope of work

The requirements for local advertisement are as follows;

- LOT 1 Online – Website advertisements;
- LOT 2 Newspaper advertisement; and LOT
- 3 Radio advertisements.

### Location of work

All advertisement mediums should be based in Somalia and have access to audiences any or one of the three main regions; Somaliland, Puntland and South Central.

Qualifications of Service provider

- Have at least 2 years' experience providing advertisements on any, a combination or all the 3 advertisement mediums; website, newspaper and radio.

- Demonstrate access to required wide range of target audiences, ranging from business

community, NGOs/CBOs, professional individual consultant, youth, women etc. in the 3 regions.

Please expound on the target audience you have access to and describe the demographics of your loyal audiences.

- Proof of providing similar services. Prior experience with UN/International NGOs will be an added advantage.
- Recommendations from at least 2 separate past clients. Prior experience with UN/International NGOs will be an added advantage.
- Minimum turnover of \$20,000 per annum. Please note audited financial statements will be a mandatory requirement.



## FORM FOR SUBMITTING SUPPLIER'S QUOTATION

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

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to provide goods listed below in conformity with the description of goods and requirements of UNDP as per RFQ Reference No: UNDP/SOM/RFQ/2019/011/OPS/TENDER ADVERTISEMENTS-RE-ADVERTISEMENT.

**TABLE 1: Offer to advertise tenders Compliant with Description of Requirements**

No.	Description/Specification of Service	Location of Service Town, Region e.g. Garowe, Puntland	Unit Price USD
1	Website advertisement*		
	Initial advert of 2 - 4 week		
	Addendums/Extensions		
2	Print/newspaper advertisements*		
	¼ pg. black and white		
	¼ pg. colour		
	½ pg. black and white		
	½ pg. colour		
	Full page A4 size black and white		
	Full page A4 size colour		
3	Radio advertisements		
	Production fee for spot messages		
	30 sec spot messages		
	60 sec spot messages		
	90 sec spot messages		



*\*UNDP will provide the notice document in word format.*

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time (within 1 day for website, 2-3 days for newspaper and 2-3 weeks for radio)			
Validity of Quotation (90 days)			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]  
[Designation] [Date]*