



**REQUEST FOR QUOTATION (RFQ)
For Conducting Written Exam on behalf of UNDP**

NAME & ADDRESS OF FIRM	DATE: August 15, 2019
	REFERENCE: UNDP/RFQ/23/2019

Dear Sir / Madam:

We kindly request you to submit your quotation for **Conducting written exam on behalf of UNDP with the shortlisted candidates**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

This bidding exercise will result in entering into a Long-Term Agreement with UNDP for one year and subject to satisfactory performance of the service provider it can further be extended for another two years.

Quotations may be submitted on or before **5:00PM, August 25, 2019** in sealed envelope by ***courier mail or hand delivery*** to the address below:

United Nations Development Programme
Ref: UNDP/RFQ/23/2019 (For Conducting Written Exam)
The Registry, Reception, UN House
Pulchowk, Lalitpur, Nepal

Pre-bid conference schedule:

Date: 21 August 2019

Time: 2:30 pm to 3:30 pm

Venue: UN House, Pulchowk, Lalitpur

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.

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

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input type="checkbox"/> Other: N/A
Customs clearance, if needed, shall be done by:	<input type="checkbox"/> Other: N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	
UNDP Preferred Freight Forwarder, if any	Not applicable
Distribution of shipping documents <i>(if using freight forwarder)</i>	Not applicable
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> Within 2 to 4 days upon each request by UNDP
Delivery/Work Schedule	<input checked="" type="checkbox"/> Not Required
Packing Requirements	
Mode of Transport	
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.) inclusive of VAT
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and all other applicable indirect taxes
After-sales services required	
Deadline for the Submission of Quotation	5:00PM, <u>August 25, 2019</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate;

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

	<input checked="" type="checkbox"/> Latest Tax Clearance Certificate; <input checked="" type="checkbox"/> Self-certification showing 3 years of experience in carrying out HR related services including Written tests; <input checked="" type="checkbox"/> Minimum 2 client certificates to evidence successful completion of similar work; <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"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Payment will be made upon completion of the project and acceptance by UNDP
Liquidated Damages	<input checked="" type="checkbox"/> Not Applicable
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ² <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one service provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long-Term Agreement (if LTA will be signed, specify the Type/s of Contract: UNDP's institutional service contract/PO
Special conditions of Contract	

² UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of the services, based on full compliance with RFQ requirements
Annexes to this RFQ ³	<input checked="" type="checkbox"/> Terms of Reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact address for Inquiries (Written inquiries only) ⁴	<i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i> Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/19/2019 (SA), on or before 10:00AM, August 19, 2019 . UNDP shall post the compiled inquiries with the responses in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html . Inquiries received after the above date and time shall not be entertained. 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 specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

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

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is

³ Where the information is available in the web, a URL for the information may simply be provided.

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

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

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

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

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

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

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

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Niraj Shrestha

Assistant Resident Representative (Operations), UNDP Nepal

August 15, 2019

Terms of Reference for Conducting written Examination on behalf of UNDP Nepal Office

SN	ACTIVITY
1	<p><u>EXAMINATION TO BE HELD IN KATHMANDU</u> In Coordination and Conducting written examination under supervision of UNDP.</p> <p>a) The following logistics services are required for the above services:</p> <ul style="list-style-type: none"> • Venue (comfortable and peaceful environment). (closed to UNDP Office, Pulchowk, if possible) Computer (MS package). For Laptop (including Keyboard and Mouse); • Printer (to printout the answer sheet) with LAN connectivity with the work stations of the candidates who sit for the written test • Informing and confirming with candidates for the exam (in Kathmandu and outside Kathmandu); and • Provide an electronic copy of written test in CD • Facility of video recording of the examinees during the examinations • Provide Skype facility for conduction of exam, whenever required • Notification about the status • Proper and strict invigilation of the examinees in and outside Kathmandu venues is must • Providing drinking water/rest room to the candidates, when required. <p>b) Maximum number of Candidates 20 per Exam. c) Minimum number of Candidates 2 per Exam. d) Electricity Backup System to run the Examination during the power failure</p>
2	<p style="text-align: center;">Optional</p> <p><u>EXAMINATION TO BE HELD IN OUTSIDE KATHMANDU</u> The above services are also required to following places:</p> <ul style="list-style-type: none"> • Dhangadi • Nepalgunj • Narayanghat • Janakpur • Biratnagar • Pokhara • Damak
3	Rental charges per laptop (including keyboard and mouse) to conduct written exam in UNDP Kathmandu (including transportation to and fro UNDP Office, Pulchowk, Lalitpur, Nepal

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁵*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/23/2019

TABLE 1: Offer to Supply Services Compliant with TOR and Requirements

S. No.	ACTIVITY	No of estimated candidates per annum	Price per applicant in Nrs	Total in Nrs.
1	<p><u>EXAMINATION TO BE HELD IN KATHMANDU IN PERSON OR VIRTUAL</u> In Coordination with UNDP conducting written examination. (Please quote per Candidate) a) The following logistics services are required for the above services:</p> <ul style="list-style-type: none"> • Venue (comfortable and peaceful environment). (closed to UNDP Office, Pulchowk, if possible) • Computer (MS Word, Excel, Powerpoint and Access application available). For Laptop Keyboard and Mouse to be included; • Printer (to printout the answer sheet) with LAN connectivity with the work stations of the candidates who sit for the written test. The print and paper quality and should be readable. • Informing and confirming with candidates for the exam (in Kathmandu and outside Kathmandu); • Provide a e copy and hard copy of written test Facility of video recording of the examinees during the examination. • Proper and strict invigilation of the examinees in and outside Kathmandu venues is must. • Provide drinking water to the candidates and access to hygienic washroom, when required • Verifying educational certificates and required documents. • Verify the print out of the answer sheets are correct and represent the full information of the candidate and provide the copies to UNDP. <p>b) For absent candidates cost of communication only to be charged. c) If color printing is required UNDP will inform so provide the costing. d) Maximum number of Candidates 20 per Exam. e) Minimum number of Candidates 3 per Exam.</p>	750		

⁵ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	<p>f) Electricity Backup System to run the Examination during the power failure</p> <p>g) The access to the use of external hard disk and resources and internet should not be accessible to the candidates during examination unless required as per UNDP information.</p> <p>h) The question papers and the answer sheets should be strictly used for UNDP purpose only and confidentiality should be maintained with the information's. Failing to comply with this will lead to termination of the contract with UNDP.</p> <p>i) The team handling the written test should be highly courteous while dealing with the candidates to maintain UNDP standard.</p>			
2	<p>EXAMINATION TO BE HELD OUTSIDE KATHMANDU IN PERSON OR VIRTUAL</p> <p>The above mentioned services are also required for the following places: (Please quote per Candidate)</p> <ul style="list-style-type: none"> • Dhangadi • Nepalgunj • Narayanghat • Janakpur • Biratnagar • Pokhara • Damak 			
		Price per applicant		
3	Rental charges per laptop (including keyboard and mouse) to conduct written exam in UNDP Kathmandu (including transportation to and from UNDP Office, Pulchowk, Lalitpur, Nepal)	1		

The Contractor must establish Group Insurance of its workers and a copy of the Group Insurance shall be provided to UNDP upon signing of the Contract

TABLE 2 : Estimated Operating Costs (if applicable)

List of Item/s	Months	Unit Price	Total Price (NPR)
Not Applicable			

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

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time	NA	NA	
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin ⁷ :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA	NA	
b) Defects Liability Period	NA	NA	
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA	NA	
d) Brand new replacement if Purchased item is not working at the time of delivery/installation	NA	NA	
e) Others			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>	NA	NA	

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]

⁷ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

General Terms and Conditions for Services

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>