



REQUEST FOR QUOTATION (RFQ)

To: Interested Companies	DATE: October 23, 2019
	REFERENCE: RFQ-UNDP-006-2019-OHR "Applicant Tracking System Sourcing Support"

Dear Sir / Madam:

We kindly request you to submit your quotation for "Applicant Tracking System Sourcing Support": 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 cpu.bids@undp.org and via (choose appropriate box) ☒ e-mail, ☐ courier mail or ☐ facsimile to the address below:

United Nations Development Programme
Ignacio Inestal Fernandez
Ignacio.inestal@undp.org

Quotations submitted by email, virus-free and no more than *[indicate number]* 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:

Terms of Delivery Place of Destination	<u>Remote services with possible travel to UNDP New York HQs</u>
Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation ²	All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes
Deadline for the Submission of Quotation	COB, Friday, November 01, 2019 New York City Time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ³	<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"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Payment Terms ⁴	<input checked="" type="checkbox"/> 100% upon complete of services and satisfactory acceptance of deliverables by UNDP Technical Manager

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.

² This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

³ First 2 items in this list are mandatory for the supply of imported goods

⁴ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ <i>The technical application of the vendor will provide enough details to facilitate the screening of the technical proposal against the minimum technical requirements for the assignment:</i> <ul style="list-style-type: none"> – Required demonstrated experience in Employer Brand building. – Management Structure and Key Personnel (CVs/Resumes). <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services/FaceSheet
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFQ ⁶	<input checked="" type="checkbox"/> Annex I: Terms of Reference <input checked="" type="checkbox"/> Annex II: Form for Submission of Quotation <input checked="" type="checkbox"/> General Terms and Conditions http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ⁷	<i>Ignacio Inestal</i> <i>Procurement Officer</i> <i>Ignacio.inestal@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.
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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 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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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

⁷ 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.

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,

Ali Tahsin Jumah

Chief, Central Procurement Unit



Annex 1 – Terms of Reference

Applicant Tracking System Sourcing Support

Project Background

People for 2030, [UNDPs People Strategy](#), aims to progressively transform UNDP's culture and capacity to deliver more and better development results.

As part of People for 2030, UNDP wishes to source an Applicant Tracking System (ATS) to improve the efficiency and effectiveness of UNDP's recruitment process.

A wide array of ATS are available on the market. The objective of this assignment is to review the needs of UNDP in terms of ATS and make recommendations for an appropriate system.

To achieve the above, the awarded vendor will provide comprehensive research on UNDP requirement and appropriate ATS providers⁸.

Scope of Work

- Identify stakeholder group within UNDP.
- Facilitate specification definition, requirements and scope needs.
- Research the market with agreed specification, review products that match requirement, and recommend 6-8 key market players in the industry.
- Help UNDP to match requirements with specifications, functionality that is available (how it works) and budgeting so that UNDP can conduct the relevant procurement process to create a short list of 3 vendors.
- Support the pitch process – joining on the day for the pitches, working to create a pitch checklist for consistency, and inputting on both the Q&A component of the pitches –adding more 'real-life' questions around the way the systems work, negotiation etc.

⁸ The successful bidder will be excluded from the next tendering process in selecting the contractor for the Applicant Tracking System with UNDP on the grounds of conflict of interest.

Expected Outputs

Once the stakeholder group within the UNDP are identified and the specifications are defined by the recommended vendor, the following outputs are expected to be delivered:

1. A recommendation of 6- 8 key market players in the industry which includes:
 - Pros and Cons of each longlisted vendor
 - A synopsis of the products on offer and how well they match the needs of specification
 - Experience of each firm in ATS
 - Vendor Details
2. A written brief on the 3 pitches with recommendations
 - Recommended advice based upon the three pitches
 - Summary of Value for money of the bid

Institutional Arrangement

The vendor will report directly to the Director of the Office of Human Resources, UNDP. An initial meeting will be held at the beginning of the consultancy, at the presentation of the Shortlist and at the end of the pitches made by the firms.

The firm will work with OHR staff in UNDP as required, with good notice provided.

Duration of the Work

The work is expected to take 14 days, over a maximum period of four months. The work will commence one week after the contract has been signed.

Output	No. of working days	Timeline
Output No. 1	10 working days	Within two months from contract signature.
Internal analysis of results linked to Output No.1 and provision of inputs to proceed with Output No.2		
Output No.2	4 working days	Within one month from provision of UNDP inputs to recommended vendor.

Duty Station

The firm can work online from their own premises. There may be a need for employees to travel for the pitches, but this will need to be pre-approved by the OHR Director.

For such travel requested by UNDP, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and the Firm, prior to travel and will be reimbursed upon submission of supporting document and in accordance to UNDP Travel Policy. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the staff wish to travel on a higher class he/she should do so using their own resources.

Qualifications of the Successful Contractor

The vendor must demonstrate:

- At least 7 years of proven experience in Employer Brand Building

The personnel of the firm need to demonstrate:

- At least 2 years of experience in Applicant Tracking Systems and up to date knowledge of available products
- At least 2 years of experience in Employer Brand Design and Strategies
- At least 2 years of experience in supporting procurement processes for external organizations
- Excellent command in English

Scope of Bid Price and Schedule of Payments

Payment will be made in one lump sum upon the provision of the expected outputs and following certification by the Technical Manager that the services related to each deliverable have been satisfactorily performed.

Annex II**FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁹***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹⁰)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RFQ-UNDP-006-2019-OHR:

TABLE 1: Offer to Supply Services Compliant with Technical Specifications and Requirements

Output	Description (maximum of 10 working days)	Unit Cost
Output No. 1	A recommendation of 6- 8 key market players in the industry which includes	USD XXXXX

Output	Description (maximum of 4 working days)	Unit Cost
Output No. 2	A written brief on the 3 pitches with recommendations	USD XXXXX

Personnel Cost:

Please provide a breakdown of the total lumpsum based on the cost associated to the personnel who will contribute to the development of this assignment:

Job Title	No. of working days (14 max.)	Unit Cost	Total Cost
		USD XXXXXX	USD XXXXXX
		USD XXXXXX	USD XXXXXX
		USD XXXXXX	USD XXXXXX
		USD XXXXXX	USD XXXXXX

⁹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 2: Offer to Comply with Technical Conditions and Requirements*Bidders are requested to provide detailed answers to the below*

Expertise of the organization submitting proposal:		
At least 7 years of experience in Employer Brand Building	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Minimum Qualifications of the Personnel		
At least 2 years of experience in Applicant Tracking Systems and up to date knowledge of available products	<input type="checkbox"/> YES	<input type="checkbox"/> NO
At least 2 years of experience in Employer Brand Design and Strategies	<input type="checkbox"/> YES	<input type="checkbox"/> NO
At least 2 years of experience in supporting procurement processes for external organizations	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Excellent command in English	<input type="checkbox"/> YES	<input type="checkbox"/> NO

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>
Technical responsiveness/Full compliance to requirements			
Validity of Quotation, 60 days			
The vendor is not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List			
Full acceptance of the PO/Contract General Terms and Conditions http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			
Bidder is authorized re-seller or equivalent			

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]