



REQUEST FOR QUOTATION ON CERTIFICATION WITH RESPECT TO INTERNATIONAL STANDARD ISO 37001: 2016 IN GOVERNMENTAL AGENCIES

DATE: 07/05/2020

SUBJECT: Request for quotation

LINK: RFQ/028/20 CERTIFICATION WITH RESPECT TO INTERNATIONAL STANDARD ISO 37001: 2016 IN GOVERNMENTAL AGENCIES (Ministry of justice, Agency for public services and Agency on intellectual property of the Republic of Uzbekistan).

DEADLINE: 6 pm (Tashkent time) May 22, 2020

PAGES: 7

Dear Sir/ Madam,

We kindly request you to submit quotation for described below service.

GENERAL INFORMATION

A joint project with KPMG (Italy) on introducing anti-corruption compliance control systems is implemented jointly with Ministry of justice including Agency for public services and Agency on intellectual property of the Republic of Uzbekistan as part of the Project “Preventing corruption through effective, accountable and transparent governance institutions in Uzbekistan”, joint initiative of Ministry of justice, Prosecutor general’s office and UNDP Uzbekistan.

Following the results of anti-corruption compliance control systems implementation, it is foreseen to conduct certification standard according to ISO 37001:2016 in governmental agencies (Ministry of justice, Agency for public services and Agency on intellectual property of the Republic of Uzbekistan).

The ISO 37001 standard, published in 2016, is the certification standard for Anti-Bribery Management Systems and was developed by the ISO, International Organization for Standardization and specifically designed for certification requirements. The standard model is based on high-level structure of ISO standards, which enables companies already working on a number of other management standards (e.g., ISO 9001, 45001, etc.) to effectively integrate anti-bribery aspects into a common unified management system for the organization. The requirements of ISO 37001 are based on a risk-oriented approach, which also facilitates the construction of an integrated management system.

It must be noted that ISO 37001 contains not only clear requirements for anti-corruption system, but also guidelines for system development that greatly simplifies implementation requirements with company management system.

ISO 37001:2016 is an international standard. For now, no analogue of ISO 37001 has been developed yet in Uzbekistan.

ISO 37001:2016 standard might be of particular benefit for governmental agencies whose senior management are concerned to enhance citizens' trust, their employees' integrity, minimize violations as well as building a transparent and efficient public service system for citizens.

Particularly, implemented system should launch the following processes:

- whistle blowing in governmental agencies while proceeding administrative procedures, public services and procurement cases;
- information harvesting and analysis on corruption status and tendency in central administrative offices, branches, regions and types of corruption;
- conducting financial and non-financial monitoring on corruption status and tendency in state bodies, branches, regions and types of corruption;
- establishing unified system and database on reports from citizens, staff as well as conducting anti-corruption training and skills upgrading on integrity in civil service;

1. SCOPE OF SERVICE

1. Certification in accordance with ISO standard 37001:2016 should be as follows:

- **Ministry of Justice (163 persons)**
- **Agency for public services (58 persons)**
- **Agency on intellectual property of the Republic of Uzbekistan (61 persons)** and introduced anti-corruption compliance control systems should encompass on each governmental body separately the followings:

– Certification ISO 37001:2016 in Russian and English languages in client's chosen certification system (Uzbek or international), if necessary to issue certificates in additional languages (e.g., Uzbek, etc.).

– Certification of internal auditor ISO 37001 for service recipients - specialists (each separately from Ministry of Justice, Agency for public services and Agency on intellectual property of the Republic of Uzbekistan).

– Entry the data on confirmed public authority into unified register of certification body. Any interested person will be able to verify the validity and relevance of the Certificate in this register.

– Compliance signs demonstrating anti-bribery management system meets ISO standard 37001 requirements. The certified company can post these conformity marks on sites, documents, advertising and other materials due to demonstrate its conformity.

2. Departmental seminar where highly qualified teaching experts will elaborate on requirements, specifics of implementation and integration. As per training results, specialists will be awarded with official certificates.

2. SERVICE REQUIREMENTS

– ISO 37001:2016 certification in State bodies (Ministry of Justice, Agency for public services and Agency on intellectual property of the Republic of Uzbekistan) is carried out within the framework of standards developed by ISO Committee on Conformity Assessment (CASCO) related to certification process used by certification authorities;

– Ensuring an appropriate level of information security and confidentiality during certification;

- Availability of international experts (auditors) and personal manager that provide information support to certification and registration bodies.
- The legitimacy of certificates issued is consistent with anti-bribery management system including Uzbek legislation requirements on technical regulation of voluntary certification systems operation.
- Support and advisory at all stages of certification project implementation.
- **Certification results should lead to:**
 1. Certificate of compliance with ISO 9001 Quality Management System requirements (in Russian, if necessary in English, on fake-protected number letterhead)
 2. Registration with individual number.
 3. Permission to use Conformity Mark of Voluntary Certification System.
 4. Two inscription certificates for expert-auditors.

Duration of validity:

2 years for annual inspection

3. Performance requirements

- Organization's stable financial position;
- The organization shall not be subject to unexecuted court orders, neither in the process of liquidation no reorganization or bankruptcy, or assets shall be seized;
- Permanently registered office in Tashkent is welcomed;
- Organization's experience in certification scope should not less than 3 years;
- *Organization's accreditation. If certification body hasn't been accredited, it should have independent conformation on its competence;*
- Knowledge of standards and requirements of ISO standard 37001:2016 and application by organization certification on relevant CASCO standard;
- Availability of ISO certified human resources 37001:2016; Qualified project manager (consultant), in the view of all documentation and all processes should be done in Uzbek and Russian languages;
- Availability of organization's portfolio is obligato (by "importance" of organization);
- Availability of favorable feedbacks from clients on service rendered.

4. REQUIREMENT FOR AUDITORS

- Availability of ISO 37001:2016 certificate for organizations certifications according to the said standard;
- Experience in ISO 37001:2016 certification in various organizations, not less than 3 (three) successfully implemented projects on ISO 37001:2016.

5. REQUIREMENTS FOR DOCUMENTATION

- registration of a legal entity and copy of the registration, accreditation or certification document;
- list of previous completed activities/projects of similar complexity;
- Team leader and working group members' CV;
- completed and signed application forms for the time of submitting;
- Separate submission of both commercial and financial proposal for each body;

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

#	DESCRIPTION OF SERVICES	DELIVERY DATES (WEEKS)	OUTCOME	PRICE [INDICATE THE CURRENCY]
				PRICE
	<i>Separately for each body</i>			
1.	Analysis of departmental documents (remotely) (in Russian and Uzbek languages)	1-2 weeks	Recommendations on conformity/non-conformity with ISO standards	
	Meetings and interviews with the head and authorized executives on elements of ISO standard 37001:2016	1-2 weeks		
2.	Final meetings with the head and authorized executives to announce outcomes of certification process	1 week	Recommendations on conformity/non-conformity with ISO standards. Award with certificates.	
3.	Arranging departmental seminars	1 week	Training for the staff. Award with official certificates.	
4.	Inspection visit	2021	Recommendations on conformity/non-conformity with ISO standards. "Road map" eliminating discrepancies.	
5.	Support and guidance at all stages of certification project implementation	Within 2 years	Recommendation and consultation meetings (probably remotely)	
	VAT for resident companies in Uzbekistan registered as VAT payers			
	Total bid price including all costs			

Notes:

1. Bidders should offer genuine, branded services. UNDP can monitor the service provided at its own discretion
2. Supporting documents must be submitted within proposed application (if applicable).
3. The price includes analysis, interviews, training, counselling and support (if applicable).
4. Brochures and manuals SHOULD be provided along with the proposal (if applicable).
5. Total bid price should include all costs on each body.

The UNDP General Terms and Conditions are an integral part of this REQUEST FOR BUSINESS PROPOSAL and should be reviewed by all applicants.

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

When submitting a proposal, the applicants agree to comply with these General Conditions and Regulations. Any purchase order received as a result of this process should contain it in its entirety.

Please send your proposal by filling in the right column of the form below:

UNDP Requirements [to be filled out by Buyer]	Bidder's Response
<p>Offer Validity:</p> <p><input checked="" type="checkbox"/> 60 days</p> <p>In exceptional circumstances, UNDP may request the Offeror to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. In such case the extension shall be confirmed in writing, without any modification whatsoever of the Quotation.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of "No":</p> <p>_____</p>
<p>Submissions:</p> <ul style="list-style-type: none"> • Project "CERTIFICATION WITH RESPECT TO INTERNATIONAL STANDARD ISO 37001: 2016 IN GOVERNMENTAL AGENCIES (Ministry of justice, Agency for public services and Agency on intellectual property of the Republic of Uzbekistan); • Copy of valid certificate of registration of organization; • Team leader, superior/ key staff and auditors' CV; • Organization's capacity summary; • Completed and signed application forms; • Confirmation on successfully executed projects on certification of organizations according to ISO 37001:2016. 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of "No":</p> <p>_____</p>
<p>Suggested warranty period:</p> <p>Not less than 24 (twenty four) calendar months starting from completion of the first stage of the Project "CERTIFICATION WITH RESPECT TO INTERNATIONAL STANDARD ISO 37001: 2016 IN GOVERNMENTAL AGENCIES (Ministry of justice, Agency for public services and Agency on intellectual property of the Republic of Uzbekistan)"</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of "No":</p> <p>_____</p>
<p>Payment terms:</p> <p>Payment to local Suppliers (legal address in Uzbekistan):</p> <p><input checked="" type="checkbox"/> Payment is proceeded in national currency (UZS): Full amount 100% is paid after delivery and acceptance of goods/ services by UNDP via bank transfer to Supplier's bank account</p> <p>For foreign suppliers in US Dollars (registered outside of Uzbekistan):</p> <p><input checked="" type="checkbox"/> Payment is proceeded in national currency (UZS): Full amount 100% is paid after delivery and acceptance of goods/ services by UNDP via bank transfer to Supplier's bank account</p> <ul style="list-style-type: none"> • First stage Y2020: Analysis, interview, seminar, certification. - 80% from total amount of the contract 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of "No":</p> <p>_____</p>

<ul style="list-style-type: none"> • Stage 2: Y2021 – Inspection visit for compliance with ISO 37001 - 20% from total amount of the contract 	
<p>Value added tax (VAT)</p> <p><input checked="" type="checkbox"/> should be included in the commercial proposal for registered companies in the Republic of Uzbekistan and disclosed separately (if the company is registered as a VAT payer)</p> <p><input checked="" type="checkbox"/> Commercial proposal should not include VAT for foreign suppliers registered outside of Uzbekistan</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of “No”: _____</p>
<p>Terms and Schedule for job execution:</p> <ul style="list-style-type: none"> • Contract is set for 2 years and its first stage Y2020 should be executed until by cob July 30, 2020 • Deadlines: <ul style="list-style-type: none"> - First stage Y2020 – milestone: 4-6 weeks - Second stage – confirmation: 4 weeks 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of “No”: _____</p>
<p>All documents including catalogues, guidance notes and manuals must be in RUSSIAN LANGUAGE, Uzbek language (Latin alphabet).</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Please explain in case of “No”: _____</p>
<p>Liquidated Damages:</p> <p><input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5% of the amount of total contract value for each day in arrears up to a maximum of 10% and subsequent cancellation of the contract without reimbursement of costs incurred. Max. no. of days of delay: 30 calendar days. After which UNDP may terminate the contract.</p>	<p><input type="checkbox"/> Accept</p> <p><input type="checkbox"/> Does not accept</p> <p><input type="checkbox"/> Please explain in case of “Does not accept”: _____</p>
<p>Please confirm that your company is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p>	<p><input type="checkbox"/> Not listed</p> <p><input type="checkbox"/> Listed</p> <p><input type="checkbox"/> Please explain in case of “Listed”: _____</p>
<p>Please confirm that you accept the UN Supplier Code of Conduct, available at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>	<p><input type="checkbox"/> Accept</p> <p><input type="checkbox"/> Does not accept</p> <p><input type="checkbox"/> Please explain in case of “Does not accept”: _____</p>

We request your duly signed and sealed price quotation in a company letterhead and additional details as outlined, latest by 18:00 at Tashkent time zone on or before **6 pm (Tashkent time) May 22, 2020.**

You may submit it electronically in .pdf format to bids.uz@undp.org¹. Quotation submitted by e-mail must be limited to a maximum size of 10 MB, virus-free and consist of no more than 3 email transmissions. Otherwise, such quotations will be rejected.

Your bid should contain the following reference either on the envelope or email subject:

RFQ/028/20 CERTIFICATION WITH RESPECT TO INTERNATIONAL STANDARD ISO 37001: 2016 IN GOVERNMENTAL AGENCIES (Ministry of justice, Agency for public services and Agency on intellectual property of the Republic of Uzbekistan)²

Please follow these instructions and be mindful of deadlines. Bids submitted through other means or to other addresses will not be accepted.

UNDP will consider an award to the quotation which complies with all requirements in full and offers the lowest price. UNDP reserves the right to conduct post qualification exercise by requesting additional documents/clarifications/information if deemed necessary.

Any offer that does not meet requirements shall be rejected. UNDP is under no obligation to accept any bid.

Any request for additional information or queries must be sent/addressed to Procurement Unit three business days prior to the deadline in writing to pu.uz@undp.org.

Yours Sincerely,

Procurement Unit

¹ *Quotations submitted to other e-mail addresses will not be accepted and will be rejected.*

² *Quotations that do not contain the specified subject or reference to the tender number in the subject line of e-mail message or on the envelope will not be opened and will be rejected..*