



*Empowered lives.  
Resilient nations.*

# **REQUEST FOR PROPOSALS**

**Data Centre Supply, Design and Implementation Services for  
the Ministry of Health & Child Care, Zimbabwe (MoHCC  
Zimbabwe:**

September, 2015

## Section 1. Letter of Invitation

Harare  
September 7, 2015

RFP/ZWE/008/2015: Data Centre Supply, Design and Implementation Services for the Ministry of  
Health & Child Care, Zimbabwe

Dear Mr./Ms.:

The United Nations Development Programme (UNDP) in Zimbabwe hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers (including Data Sheet)
- Section 3 – Terms of Reference
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – Contract for Professional Services, including General Terms and Conditions

Your offer, comprising of a Technical and Financial Proposal should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

United Nations Development Programme  
procurement.zw@undp.org  
Attention: Melody Saineti

The letter should be received by UNDP no later than 10:00am on Monday 14th of September 2015. The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

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

Yours sincerely,

Osama Hussain,  
Procurement Specialist, UNDP (GF)

## Section 2: Instruction to Proposers

### Definitions

- a) *"Contract"* refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) *"Country"* refers to the country indicated in the Data Sheet.
- c) *"Data Sheet"* refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) *"Day"* refers to calendar day.
- e) *"Government"* refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) *"Instructions to Proposers"* (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) *"LOI"* (Section 1 of the RFP) refers to the Letter of Invitation sent by UNDP to Proposers.
- h) *"Material Deviation"* refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and: (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) *"Proposal"* refers to the Proposer's response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) *"Proposer"* refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) *"RFP"* refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) *"Services"* refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) *"Supplemental Information to the RFP"* refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the

RFP but before the deadline for the submission of Proposals.

- n) *“Terms of Reference”* (TOR) refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

## **A. GENERAL**

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/transparencypdocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencypdocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protect/for\\_full\\_description\\_of\\_the\\_policies](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protect/for_full_description_of_the_policies))
5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, 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:
  - 5.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged 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;
  - 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
  - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on



whether or not such conflict exists.

6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:
    - 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family 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
    - 6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.
7. The eligibility of Proposers 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 as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
  8. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

## **B. CONTENTS OF PROPOSAL**

### **9. Sections of Proposal**

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Proposal Security, if applicable (if required and as stated in the **Data Sheet** (DS nos. 9-11), see prescribed Form in RFP Section 8);
- 9.6 Any attachments and/or appendices to the Proposal.

### **10. Clarification of Proposal**

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet** (DS no. 16) prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.
- 10.2 UNDP shall endeavor to provide such 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.

## **11. Amendment of Proposals**

- 11.1 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 Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

## **C. PREPARATION OF PROPOSALS**

### **12. Cost**

The Proposer 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 in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

### **13. Language**

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

### **14. Proposal Submission Form**

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.

### **15. Technical Proposal Format and Content**

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Proposer shall structure the Technical Proposal as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources

to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.

- 15.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer’s response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP’s policies and procedures. All proposers are therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
- b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.

- 15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with UNDP’s acceptance of the justification for substitution, and UNDP’s approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

- 15.4 Where the **Data Sheet** requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNDP, and reject the Proposal, in the event of any or any combination of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Proposal Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;

- c) In the case the successful Proposer fails:
  - i. to sign the Contract after UNDP has awarded it;
  - ii. to comply with UNDP's variation of requirement, as per RFP clause 35; or
  - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

## 16. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. 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.

## 17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- 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
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following :

- 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 Proposer 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 Proposer; or
- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

## 18. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP's satisfaction. These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

## **19. Joint Venture, Consortium or Association**

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of 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 joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along 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.

After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/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 Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

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 joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that

offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

## **20. Alternative Proposals**

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals shall not be considered. 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.

## **21. Validity Period**

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers 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.

## **22. Proposer's Conference**

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

# **D. SUBMISSION AND OPENING OF PROPOSALS**

## **23. Submission**

23.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted electronically, individually and clearly marked in the subject line as either :

"TECHNICAL PROPOSAL - RFP/ZWE/008/2015: Data Centre Supply, Design and Implementation Services for the Ministry of Health & Child Care, Zimbabwe" or

"FINANCIAL PROPOSAL - RFP/ZWE/008/2015: Data Centre Supply, Design and Implementation Services for the Ministry of Health & Child Care, Zimbabwe", as appropriate.

Each email MUST clearly indicate the name of the Proposer. The emails shall bear the address and contact details of the Proposer and shall be submitted as specified in the **Data Sheet** (DS no.20) and shall include the Proposer's name and address, as well as

a warning that state *"not to be opened before the time and date for proposal opening"* as specified in the **Data Sheet** (DS no. 24). The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper titling and labeling by the Proposer.

- 23.2 Proposers must submit their Proposals in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Proposals are expected to be in transit for more than 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has electronically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).
- 23.3 Mail or hand delivery of proposals shall not be acceptable and proposers are advised to observe instructions as provided in Data Sheet.
- 23.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

#### **24. Deadline for Submission of Proposals and Late Proposals**

Proposals must be received by UNDP at the email address and no later than the date and time specified in the **Data Sheet** (DS nos. 20 and 21).

UNDP shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by UNDP after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

#### **25. Withdrawal, Substitution, and Modification of Proposals**

- 25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.
- 25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the

deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

## **26. Proposal Opening**

UNDP will open the Proposals in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic proposal opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Proposers' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

## **27. Confidentiality**

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer 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.

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to UNDP. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

# **E. EVALUATION OF PROPOSALS**

## **28. Preliminary Examination of Proposals**

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

## **29. Evaluation of Proposals**

29.1 UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 32). Each responsive Proposal will be given a technical score. A Proposal



shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 32) after all Proposals have been received.

29.3 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Email corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

|  |
|--|
| <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> $\frac{(\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})}{\text{Total Combined and Final Rating of the Proposal}}$ |
|--|

29.4 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;
- Quality assessment of ongoing and completed outputs, works and activities similar

- to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

### **30. Clarification of Proposals**

To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP's request for clarification and the response shall be in writing. Notwithstanding the written communication, 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 Clause 32.

Any unsolicited clarification submitted by a Proposer 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.

### **31. Responsiveness of Proposal**

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.

If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

### **32. Nonconformities, Reparable Errors and Omissions**

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.

Provided that a Proposal is substantially responsive, UNDP may request the Proposer 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 Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, UNDP shall correct arithmetical errors as follows:

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;

if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

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 subject to the above.

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

## **F. AWARD OF CONTRACT**

### **33. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals**

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 Proposer(s) of the grounds for UNDP's action. Furthermore, UNDP shall not be obliged to award the contract to the lowest price offer.

UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_pr otest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_pr otest/) for details)

### **34. Award Criteria**

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 25 and 32).

### **35. Right to Vary Requirements at the Time of Award**

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.

### **36. Contract Signature**

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall 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 Proposer with the second highest rated Proposal, or call for new Proposals.

### **37. Performance Security**

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the

confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Proposer and UNDP.

### **38. Bank Guarantee for Advanced Payment**

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

### **39. Vendor Protest**

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:  
<http://www.undp.org/procurement/protest.shtml>

## Instructions to Proposers

### DATA SHEET

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

| DS No. | Cross Ref. to Instructions | Data  | Specific Instructions / Requirements  |
|--------|----------------------------|---|---|
| 1      |                            | Project Title :   | <b>RFP/ZWE/008/2015: Data Centre Supply, Design and Implementation Services for the Ministry of Health &amp; Child Care, Zimbabwe</b>   |
| 2      |                            | Title of Services/Work:   | <b>Data Centre Supply, Design and Implementation Services for the Ministry of Health &amp; Child Care, Zimbabwe</b>   |
| 3      |                            | Country / Region of Work Location:                                    | <b>Harare, Zimbabwe</b>   |
| 4      | C.13                       | Language of the Proposal:   | <input checked="" type="checkbox"/> <b>English</b> <input type="checkbox"/> French <input type="checkbox"/> Spanish<br><input type="checkbox"/> Others (pls. specify) _____   |
| 5      | C.20                       | Conditions for Submitting Proposals for Parts or sub-parts of the TOR | <input type="checkbox"/> Allowed [ <i>Bidders can quote either one (1) lot or all</i> ]<br><input checked="" type="checkbox"/> <b>Not allowed (Bidders should quote for all or nothing)</b>   |
| 6      | C.20                       | Conditions for Submitting Alternative Proposals                       | <input checked="" type="checkbox"/> <b>Shall not be considered</b><br><br><input type="checkbox"/> Shall be considered. A proposer may submit an alternative proposal, but only if it also submits a proposal that meets the base case. UNDP shall only consider the alternative proposals offered by the Proposer whose proposal for the base case was determined to be the proposal with the highest evaluated score. |
| 7      | C.22                       | A pre-proposal/Site Visit conference will be held on:                 | <b>Time: 10:00am</b><br><b>Date: 9/16/2015</b><br><b>Venue: Kaguvi Building, Harare, Zimbabwe</b>   |

|    |                       |   |   |
|----|-----------------------|---|---|
|    |                       |   | The UNDP focal point for the arrangement is:<br><b>Melody Saineti</b><br><b>Address: Block 10 Arundel office Park, Norfolk Rd, Mt. Pleasant, Harare, Zimbabwe</b><br><b>Telephone: +263 4 338836-44</b><br><b>Facsimile: +263 4 338294</b><br><b>E-mail: procurement.zw@undp.org</b>  |
| 8  | C.21                  | Period of Proposal Validity commencing on the submission date     | <input type="checkbox"/> 60 days<br><input checked="" type="checkbox"/> <b>90 days</b><br><input type="checkbox"/> 120 days   |
| 9  | B.9.5<br>C.15.4<br>b) | Proposal Security   | <input checked="" type="checkbox"/> <b>Not Required</b>   |
| 10 | B.9.5                 | Acceptable forms of Proposal Security <sup>1</sup>                | <input type="checkbox"/> Bank Guarantee (See Section 8 for template)<br><input type="checkbox"/> Any Bank-issued Check / Cashier's Check / Certified Check<br><input type="checkbox"/> Other negotiable instrument<br><input type="checkbox"/> Cash (exceptionally, if none of the other forms are feasible)<br><input type="checkbox"/> Others <i>[pls. specify]</i> |
| 11 | B.9.5<br>C.15.4<br>a) | Validity of Proposal Security                                     | N/A   |
| 12 |                       | Advanced Payment upon signing of contract                         | <input type="checkbox"/> Allowed up to a maximum of ____% of contract<br><input checked="" type="checkbox"/> <b>Not allowed</b>   |
| 13 |                       | Liquidated Damages  | <input checked="" type="checkbox"/> <b>Will not be imposed</b><br><input type="checkbox"/> Will be imposed under the following conditions :<br>Percentage of contract price per day of delay : _____<br>Max. no. of days of delay : _____<br>After which UNDP may terminate the contract.   |
| 14 | F.37                  | Performance Security  | <input type="checkbox"/> Required<br>Amount : _____<br>Form: _____<br><br><input type="checkbox"/> Not Required   |
| 15 | C.17,<br>C.17 b)      | Preferred Currency of Proposal and Method for Currency conversion | <input checked="" type="checkbox"/> <b>United States Dollars (US\$)</b><br><input type="checkbox"/> Euro<br><input type="checkbox"/> Local Currency<br><br><i>Reference date for determining UN Operational Exchange Rate : _____</i>   |

<sup>1</sup> Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UNDP.

|    |                          |   |  |
|----|--------------------------|---|--|
| 16 | B.10.1                   | Deadline for submitting requests for clarifications/questions                                       | <b>3 days before the submission date.</b>  |
| 17 | B.10.1                   | Contact Details for submitting clarifications/questions <sup>2</sup>                                | <p>Focal Person in UNDP: <b>Melody Saineti</b><br/> Address: <b>Block 10 Arundel Office Park, Norfolk Rd, Mt. Pleasant, Harare, Zimbabwe</b></p> <p>Facsimile:<br/> Fax No. :+ 263 4 338294<br/> E-mail address dedicated for this purpose:<br/> procurement.zw@undp.org</p>   |
| 18 | B.11.1                   | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | <input type="checkbox"/> Direct communication to prospective Proposers by email or fax<br><input checked="" type="checkbox"/> <b>Direct communication to prospective Proposers by email, and Posting on the web-site</b><br><a href="http://www.undp.org.zw/about-undp/procurement">http://www.undp.org.zw/about-undp/procurement</a>  |
| 19 | D.23.3                   | No. of copies of Proposal that must be submitted [if transmitted by courier]                        | <b>N/A</b>   |
| 20 | D.23.1<br>D.23.2<br>D.24 | Proposal Submission Address   | <p><b>Technical proposals should be submitted to</b><br/> <a href="mailto:bidstechnical.zw@undp.org">bidstechnical.zw@undp.org</a></p> <p><b>Financial proposals should be submitted to</b><br/> <a href="mailto:bidsfinancial.zw@undp.org">bidsfinancial.zw@undp.org</a></p>  |
| 21 | C.21<br>D.24             | Deadline of Submission  | <b>Date and Time : September 23, 2015 12:00 PM</b>   |
| 22 | D.23.2                   | Allowable Manner of Submitting Proposals  | <b>Electronic submission of Bid only. Hand/mail deliveries not acceptable</b>  |
| 23 | D.23.2<br>D.26           | Conditions and Procedures for electronic submission and opening, if allowed                         | <p><b>Free from virus and corrupted files</b><br/> <b>Format : PDF files only,</b><br/> <b>No Password</b><br/> <b>Max. File Size per transmission: 8 MB</b><br/> <b>Max. No. of transmission : 1</b><br/> <b>No. of copies to be transmitted : 1</b><br/> <b>Mandatory subject of email :</b></p> <p><b>"TECHNICAL PROPOSAL - RFP/ZWE/008/2015: Data Centre Supply, Design and Implementation Services for the Ministry of Health &amp; Child Care, Zimbabwe"</b></p> |

<sup>2</sup> 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 officially received.

|    |                          |  |  |
|----|--------------------------|--|--|
|    |                          |  | <p><b>"FINANCIAL PROPOSAL - RFP/ZWE/008/2015: Data Centre Supply, Design and Implementation Services for the Ministry of Health &amp; Child Care, Zimbabwe",</b></p> <p><b>Zone to be Recognized: GMT+2hrs</b></p>   |
| 24 | D.23.1                   | Date, time and venue for opening of Proposals  | <p><b>Date and Time: September 24, 2015 10:00 AM</b><br/> <b>(Bid Opening is not Public)</b></p>   |
| 25 | E.29.2<br>E.29.3<br>F.34 | Evaluation method to be used in selecting the most responsive Proposal   | <p><b>Lowest financial offer of technically qualified Proposals</b></p> <p>✓ <b>With the exception of Data Centre design and installation, LAN Installation and Internet connectivity under article 9 items I,ii &amp; iv, which in this case is the core requirement, any other components of the work can be subcontracted. UNDP shall award contract to one company that shall choose either to subcontract some of the work or undertake all of it itself. The responsibility and accountability for work undertaken by subcontractors shall remain with the firm awarded contract by UNDP and UNDP shall only deal with firm holding contract.</b></p>  |
| 26 | C.15.1                   | Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only) | <ul style="list-style-type: none"> <li>✓ <b>Company Profile, which should <u>not</u> exceed fifteen (15) pages</b></li> <li>✓ <b>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</b></li> <li>✓ <b>Certificate of Registration of the business, including Articles of Incorporation, or equivalent document</b></li> <li>✓ <b>Trade name registration papers, if applicable</b></li> <li>✓ <b>Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past [2 years]</b></li> <li>✓ <b>Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value over the past 5years</b></li> <li>✓ <b>CVs of members assigned to the project</b></li> </ul> |



|    |        |   |  |
|----|--------|---|--|
| 27 |        | Other documents that may be Submitted to Establish Eligibility                                    | <ul style="list-style-type: none"> <li>✓ <b>In the case of submission by a Joint Venture, Consortium or Association, a notarized Agreement among the legal entities, should be submitted along with the Proposal</b></li> <li>✓ <b>The notarized Agreement should clearly identify the designated party who will act as a lead entity, who in this case should be specialized in Data Center design and implementation, LANs installations, Internet connectivity. The lead entity should be duly vested with authority to legally bind the members of the joint venture jointly and severally.</b></li> <li>✓ <b>With the exception of Data Centre design and installation, LAN Installation and Internet connectivity under article 9 items I,ii &amp; iv, any other components of the work can be subcontracted. UNDP shall award contract to one company that shall choose either to subcontract some of the work or undertake all of it itself. The responsibility and accountability for work undertaken by subcontractors shall remain with the firm awarded contract by UNDP and UNDP shall only deal with firm holding contract.</b></li> </ul> |
| 28 | C.15   | Structure of the Technical Proposal ( <i>only if different from the provision of Section 12</i> ) |  |
| 29 | C.15.2 | Latest Expected date for commencement of Contract   | <b>October 9, 2015</b>   |
| 30 | C.15.2 | Expected duration of contract (Target Commencement Date and Completion Date)                      | <b>90 days</b>   |
| 31 |        | UNDP will award the contract to:  | <ul style="list-style-type: none"> <li>✓ <b>One Proposer, depending on the following factors :<br/>Lowest financial offer of technically qualified Proposals</b></li> </ul>  |

|    |                |  |  |
|----|----------------|--|--|
| 32 | E.29.2<br>F.34 | Criteria for the Award of Contract and Evaluation of Proposals | (See Tables below)   |
| 33 | E.29.4         | Post-Qualification Actions                                     | <ul style="list-style-type: none"> <li>✓ <b>Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;</b></li> <li>✓ <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;</b></li> <li>✓ <b>Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;</b></li> <li>✓ <b>Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</b></li> </ul> |
| 34 |                | Conditions for Determining Contract Effectivity                | N/A  |
| 35 |                | Other Information Related to the RFP                           | <i>None</i>  |

### Technical Evaluation Criteria

| Summary of Technical Proposal Evaluation Forms |  | Score Weight | Points Obtainable |
|--|--|--------------|-------------------|
| 1.   | Expertise of Firm / Organization                       | 40%          | 400               |
| 2.   | Proposed Methodology, Approach and Implementation Plan | 40%          | 400               |
| 3.   | Management Structure and Key Personnel                 | 20%          | 200               |
| <b>Total</b>                                   |  |              | <b>1000</b>       |

| Technical Proposal Evaluation Form 1      |  | Points obtainable |
|---|--|-------------------|
| <b>Expertise of the Firm/Organization</b> |  |                   |
| 1.1                                       | <p>The firm should have at least 5 years' experience in providing similar services for companies,</p> <p>Experience on Similar Project and scope. Work for Government institutions, large corporations e.g. banks, major multilateral or bilateral programmes</p> <p>The firm should be certified with relevant bodies/authorities in the respective area</p>  | 150               |
| 1.2                                       | <p>General Organizational Capability which is likely to affect implementation</p> <ul style="list-style-type: none"> <li>- The firm should have qualified and experienced personnel capable of undertaking</li> <li>- Data Center design and implementation, LANs installations, Internet connectivity,</li> <li>- Security Systems Implementation and</li> <li>- Electrical power installations.</li> <li>- Civil</li> <li>- Fire Suppression</li> <li>- Environmental Control &amp; Monitoring</li> <li>- Facility Access &amp; Control</li> </ul> | 100               |
| 1.3                                       | The firm should have financial capability to undertake the assignment  | 100               |
| 1.4                                       | Quality assurance procedures   | 50                |
|   |  | <b>400</b>        |

| Technical Proposal Evaluation Form 2                          |  | Points Obtainable |
|---|--|-------------------|
| <b>Proposed Methodology, Approach and Implementation Plan</b> |  |                   |
| 2.1   | <p>To what degree does the Proposer understand the task?</p> <p><i>Designs should be practical</i></p>   | 120               |
| 2.2   | <p>Have the important aspects of the task been addressed in sufficient detail? Is the scope of task well defined and does it correspond to the TOR?</p> <p><i>Project components should be addressed in detail</i></p> | 120               |

|     |  |     |
|-----|--|-----|
| 2.3 | Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?<br><i>The proposal should address security , positioning, accessibility issues, etc</i> | 60  |
| 2.4 | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?<br><i>Project Implementation plan and timelines</i>                       | 100 |
|     |  | 400 |

| Technical Proposal Evaluation<br>Form 3 |   |           | Points Obtainable |
|---|---|-----------|-------------------|
| Management Structure and Key Personnel  |   |           |                   |
| 3.1                                     | Data Centre Specialist  |           | 120               |
|   |   | Sub-Score |                   |
|   | Professional Qualification – University Degree/equivalent in ICT or other related field                                       | 40        |                   |
|   | Professional Experience in the area of specialization   | 80        |                   |
| 3.2                                     | Other Specialists (LAN/WAN Specialist, Security Specialist, Electrical Engineer, Civil Engineer, Fire Suppression Specialist) |           | 80                |
|   |   | Sub-Score |                   |
|   | Professional Qualification – University Degree/equivalent in ICT or other related field                                       | 40        |                   |
|   | Professional Experience in the area of specialization: 5 – 10 years' experience.  | 40        |                   |
|   | <b>Total Part 3</b>   |           | 200               |

## **Section 3: Terms of Reference (TOR)**

---

### **1.0 INTRODUCTION**

This document defines the scope and outlines the requirements which are part of the proposed Tier III Data Center for the Ministry of Health and Child Care. The data center is expected to run mission critical applications which require the highest level of system availability, confidentiality and integrity. The Data Centre will be situated at Kaguvi Building, Harare, Zimbabwe.

### **2.0 PROJECT REQUIREMENTS**

2.1 The present requirement under this tender is in connection with setting up of a data center at Kaguvi Building, Harare, Zimbabwe. The bidder is expected to propose partitioning and sizing to optimize current and future growth requirements.

The Data Centre design should meet the Tier III Data Centre specifications. The design should also explicitly take into account Zimbabwean conditions with regards to power reliability, temperature among others.

2.2 The suggested Office Network Layout, provided as a guide, is given in Annex 1: Proposed MOHCC Network Architecture

2.3 Data Centre is the location where MOHCC will host their equipment that would be required to run MOHCC critical and non-critical applications. The equipment shall include servers, storage, network components, backup devices, etc. installed in racks. The facilities / requirements are detailed in the Data Centre Specifications, Operating Parameters & Minimum Requirements mentioned herein.

2.4 The bidder is required to offer total solution for the comprehensive responsibilities of design, supply, installation and commissioning. The equipment and the total solution should have a comprehensive warranty of at least three (3) years. The bidder will be expected to support and ensure that the system is running during the warranty period. The cost for support, if any, must be proposed separately.

2.6 The Bidder shall provide all necessary infrastructure components that would be necessary as per the defined requirements and maintain the same throughout the warranty period.

2.7 All prospective bidders shall make a visit to the site on the date given in the RFP for seeking any clarifications from MOHCC IT personnel, prior to submission of bid.

### **3.0 PROJECT COMPLETION SCHEDULE**

- The total execution of infrastructure works and supply, handling, installation, configuration, testing, integration of the systems at site shall be completed within 90 days from the date of firm order.

#### 4.0 SCOPE OF WORK

MOHCC will provide space for the Data Centre and backup power solution

- MOHCC will provide the equipment and consumables listed under the Annex 2: Available Equipment. The bidder will provide any additional equipment and consumables required to complete installation and commissioning of the data center, local area network and any other related work.
- 4.1 Bidder shall execute the entire Scope of Work covered under the Data Center Specifications, Operating Parameters & Minimum Requirements provided. The broad scope of work of the project will include, but is not limited to the following activities:
- 4.1.1 Site Preparation:** Visit and assess the civil and other infrastructure available on the site and perform required civil works essential for installing/implementing various Data Centre Infrastructure systems / components under the scope of this tender as per proposed site visit date.
- 4.1.2 Supply / build Infrastructure** comprising of civil works and interiors as per the detailed technical specifications provided in Technical specification section. The selected Bidder will only use the standard materials and brands with good workmanship qualities to provide Class A finish which is long lasting and easily maintainable.
- 4.1.3 Supply / install and integrate** Building Management System Infrastructure facilities comprising of AC, UPS, Electrical works, Fire Safety Systems including Very Early Smoke Detection Apparatus, Access Control, CCTV Surveillance, Rodent Repellent, etc.
- 4.2 User Acceptance Test (UAT)** shall cover the entire Data Centre including Power room. A detailed test plan shall be defined by the Bidder and this plan shall be submitted to MOHCC for review and approval; MOHCC reserves the right to modify the type and / or number of parameters being tested. Approved test plan will be given back to the Bidder for execution.
- 4.2.1** All documentation (as built drawings, equipment labelling details, cable routes, manuals, data sheets, software, maintenance schedule, communication and escalation details etc.) related to the Data Centre shall be completed and submitted to MOHCC, in hardcopy, before the final acceptance test.

- 4.2.2 The training requirements as mentioned in below training section shall be completed after the final acceptance test; the schedule shall be decided in consultation with MOHCC.
- 4.2.3 The UAT shall include all hardware and software items installed at Data Centre as per the layout drawings and technical specifications and availability of all systems shall be verified.
- 4.2.4 The Bidder shall be required to demonstrate all the features / facilities functionalities. The Bidder will arrange the test equipment required for performance verification and will also provide documented test results.
- 4.2.5 The bidder shall provide documentary proof of back-to-back support with OEMs of the third party products like, UPS, Precision AC, Fire detection and Suppression System, Water Leak detection System, Rodent Repellent System, etc., before UAT sign off

#### 4.3 **Server Configuration**

The bidder shall configure MOHCC's servers and Network attached storages as indicated in Annex 1: Proposed MOHCC Network Architecture. This shall include but not limited to Linux installation and configuration, Windows Server setup, Database installation and optimization (Postgress, MySQL, MS SQL, web services, etc.). This should be done in a virtualized environment. Open source technologies will be given preference. Solutions with once off payment will be considered. Solutions requiring annual license fees will be considered as a last resort.

#### 4.4 **Bandwidth Splitting**

The bidder shall split bandwidth coming to the MOHCC site as per MOHCC requirements with set bandwidth being available for servers and some for certain group of users.

#### 4.5 **Data Centre and back borne networking**

The bidder shall provide a fibre based network (as per diagram) to interconnect servers and all storage devises. The bidder shall also ensure that user departments are interconnected. This shall include but not limited to, configuration of VLAN, VPN. The bidder shall ensure that there are links to the floor switches as shown on Annex 1: Proposed MOHCC Network Architecture

#### 4.6 **Training:**

The Bidder shall conduct training to familiarize its technical team with the operations and maintenance procedures of the Data Centre. MOHCC in consultation with the Bidder shall decide the detailed scope and schedule of training. All the

training material will be provided by the Bidder. The training shall cover all the systems involved in the build of the Data Centre.

#### 4.7 **Documentation:**

Bidder shall provide documentation, which follows the ITIL/ISO20000 standard. This documentation shall be submitted as the project undergoes various stages of implementation Indicative list of documents includes but is not limited to:

4.7.1 **Training Manuals:** Training material shall be provided (soft copy and hard copy), which shall include the presentations used for training and also the required relevant documents for the topics being covered.

4.7.2 **Process documentation:** The Bidder shall be responsible for preparing process documentation related to the operation and maintenance of each component of the Data Centre. The prepared process document shall be formally approved and signed off by MOHCC before commencement of UAT.

- a) Operation and Maintenance Manuals: Two copies of all final operating and maintenance manuals will be supplied in A4 binders as well as in electronic format.
- b) Operating Manuals will comprise instructions on equipment safety checks, startup and close-down procedures, daily operation and full descriptions of operating features. Diagrams will show the full diagrammatic (network structures, outstations and peripherals) and physical layout of the system and components.
- c) Maintenance Manuals will comprise full descriptive and maintenance details on each and every item of equipment supplied. Suppliers and spare parts references, contacts, telephone numbers, and addresses will be supplied where relevant.
- d) Wiring Schematics: The contractor will submit wiring schematics, either on A1 or A0 size of drawing sizes. Detailing individual subsystem-wise cabling including data and electrical cabling and will be appropriately colour coded. The layout shall detail location of all components.
- e) Equipment Configurations: Configuration details of individual equipment will be recorded and presented as a part of the documentation.
- f) All the documents will be presented in hard copy (2 sets) and soft copy (2 sets) formats.

***The Bidder shall be responsible for preparing documentation required for certification wherever applicable or as required by MOHCC.***



## **5 DATA CENTER SPECIFICATION, OPERATING PARAMETERS AND MINIMUM REQUIREMENTS**

### **5.1 General Facility Specifications**

Given the criticality and 24/7 nature of operational requirements, Ministry of Health and Child Care requires design, and implementation of a data center that meets industry standards in accordance with Uptime Institute Tier III Design Topology. Operational sustainability shall be no less than 99%.

All critical components should be able to undergo concurrent maintenance including full outage and be fault tolerant with n+1 redundant capacity at minimum.

#### **5.1.1 Physical space**

- Design and construct suitable partitioned spaces for servers, power. The long term plan is to accommodate an average of 8 server cabinets
- Physical securing of the server room space to avoid unauthorized access.
- Ensure that the room is not exposed to physical threats such as dust, flooding
- Provide (costed) suggestions of different raised flooring possibilities
- Install fire-rated glass and burglar bars on external perimeter windows and doors
- Replace the glass on the perimeter between the inner room (server room) and the outer room with fire-rated glass.
- Reinforce or replace chipboard walls with fire rated boards or other equivalent strength walling of acceptable weight
- Replace and secure fittings and covers on walls and paint with antistatic paint.
- Remove wood tiles and install ceramic tiles in the server room.

#### **5.1.2 Power**

Power to Cabinets shall consist of at least two true A/B Simultaneously Active Distribution Paths each of which is diverse from the data center primary switchgear through invertors with completely diverse paths.

- The room should have extractor fans installed so they remove stale air of fumes from the batteries.
- Electricity supplies to run directly from the distribution board to the server room, with a cut-off switch by the main entrance into the server, to isolate supplies in case of emergencies.
- Light Emitting Diode Light fittings be installed to mitigate electrical fires likely to be caused by ballasts, when they go faulty.

- An array of socket outlets taking power from uninterruptable source be installed 500mm above ground on a steel trucking. Install 5 – 8 way 1U server rack mounted power strip with compatible patch cables to supply power from inverters to rack mounted equipment.

#### 5.1.3 **Climate Control**

- Install two 30 000BTU inverter type energy star rated air conditioners, one to back up the other in the server room
- The air conditioners must be connected to the UPS units
- Temperature should be able to be monitored or report remotely via the internet, email, SMS or other mobile technologies

#### 5.1.4 **Environment Monitoring: Temperature and Humidity**

- Install temperature sensors on top, middle, and bottom of individual racks to measure the heat being generated by equipment, and at the air conditioning system's intake and discharge vents, to measure efficiency.
- The system must send alert notifications via Email, SMS, or voice call alarms to notify when something goes wrong.

#### 5.1.5 **Fire Suppression**

Neither residual forming substances nor pet pipe sprinklers are acceptable. Existing sprinklers need to be removed. Fire suppression system must automatically start in an event of fire.

- Install a smoke detection and gaseous fire suppression system that is safe for the people and the environment.
- The system must activate an audible and visible alarm and fire extinguishing upon detection of smoke particles.
- The system must remain operative in the event of equipment electrical system failure

#### 5.1.6 **Facility Access and Security**

The Data Center Facility should provide secure access in accordance with industry recommendations and PCI requirements. Data Center access should be physical, working in conjunction with a dual electronic system of biometric and PIN or card based system. Electronic access must be electronically logged and stored. Data center should be equipped with video surveillance with remote monitoring available.

- Install (biometric and key pad or card system) access control system on the outer door and inner doors. There should be an override function

- Access control system should include equipment and software for managing and monitoring the system
- Install closed circuit cameras to monitor the server room and the records stored for later use
- Access should be able to be monitored or report remotely via the internet, email, SMS or other mobile technologies

## **6.0 NETWORK**

The Data Center LAN and WAN connection is in compliance with the following requirements as minimums.

### **• General Description**

Data Center Network should be Fiber Based, uses fully managed Edge and Distribution Switches and is able to meet PCI Standard 1.1. Architecture should be designed for simultaneous processing over and above a fail over architecture such that traffic continuously flows through primary and secondary paths.

## **6.1 Local Area Network**

### **i) Cable Based**

- Upgrade the LAN infrastructure ( as per site visit) including redundant links from the aggregation switches to distribution switches on the floors
- Implement VLANs so as to segregate data between different units
- Install and configure distribution switches

### **ii) Wireless Based**

- Install and configure wireless controller
- Install and configure 30 PoE wireless access points
- Configure access levels as per MOHCC requirements

## **6.2 Multi-Homing**

The Data Center should be Multi-Homed with a minimum of 2 independent, industry recognized providers supplied through fully Diverse Paths from Data Center to

Bandwidth Provider remote switches such that damage to one feed shall not affect or

damage the other. The Data Center should have Multiple Edges each independently receiving different provider connections so that failure by any provider or any Edge Device shall not affect network performance.

- MOHCC will make provision for 2 x 10MB links from different service providers.
- The vision is to have remote facilities already connected to fiber and other technologies to interconnect using VPN
- Use a load balancer to distribute the internet traffic between the two ISP links.
- The bidder shall configure the load balancer to allow MOHCC to use the two links effectively

### 6.3 **Single Point of Failure**

Edge Routers and Switches shall be set to provide simultaneous processing within the LAN as opposed to providing an inactive failover structure. Feeds should be diverse and cross connected in such a manner that the LAN has no single point of failure from the Internet to the site Switches/Firewalls.

### 6.4 **NETWORK MANAGEMENT**

LAN, WAN and VPN should be Monitored with traffic capture and logged record. The monitoring system shall automatically notify via text or email of system failure or degradation.

## 7 **OTHER CRITICAL CONSIDERATIONS**

- Any proposed software should include initial cost and subsequent license fees (if any)
- 7.1 **Business Continuity Plan and Disaster Recovery**-Bidders to propose solutions that will enable MOHCC to achieve high availability and automated disaster recovery
- **Total Cost of Ownership**-Bidders should supply a total cost of ownership estimate over at least 3 years, including running costs for cooling.
  - **Warrant**-Equipment should carry a minimum of 3 years warranty
  - Bidder should include proposed design, implementation plan and methodology, proposed brands

## 8 DELIVERABLES

- Inception report after the initial meeting with the MOHCC and UNDP, detailing how the Firm(s) intend to conduct the assignment with:
  - 8.1 Approach or methodology to be used for the assignment,
  - 8.2 Timelines & confirming the key people on the assignment,
  - 8.3 Plan for the conduct of the assignment, and
- Overall Project Report with high level network configuration/layout disaster mitigation/recovery plans, and recommendations for possible future or immediate improvements;
- Training: Training material shall be provided (soft copy and hard copy), which shall include the presentations used for training and also the required relevant documents for the topics being covered.
- Process documentation: The Bidder shall be responsible for preparing process documentation related to the operation and maintenance of each component of the Data Centre. The prepared process document shall be formally approved and signed off by MOHCC before commencement of UAT.
- Operation and Maintenance Manuals: Two copies of all final operating and maintenance manuals will be supplied in A4 binders as well as in electronic format.
- Operating Manuals will comprise instructions on equipment safety checks, startup and close-down procedures, daily operation and full descriptions of operating features. Diagrams will show the full diagrammatic (network structures, outstations and peripherals) and physical layout of the system and components.
- Maintenance Manuals will comprise full descriptive and maintenance details on each and every item of equipment supplied. Suppliers and spare parts references, contacts, telephone numbers, and addresses will be supplied where relevant.
- Wiring Schematics: The contractor will submit wiring schematics, either on A1 or A0 size of drawing sizes. Detailing individual subsystem-wise cabling including data and electrical cabling and will be appropriately colour coded. The layout shall detail location of all components.
- Equipment Configurations: Configuration details of individual equipment will be recorded and presented as a part of the documentation.
- All the documents will be presented in hard copy (2 sets) and soft copy (2 sets) formats.
- A final report endorsed by the Board A sample Service level Agreement (SLA) to be provided together with the final report, which will be negotiated on after the expiry of the equipment warranties

## **9 PROJECT COMPONENTS**

### **i. Data Centre design and installation**

Design and implementation of a tier III data center at MOHCC Head office. The data center comprises of;

- a. Installation and configuration fiber network linking the data center to the floors
- b. Installation and configuration of servers
- c. Installation of firewall
- d. Design and implement high availability and disaster recovery plan
- e. Installation of access control and security system
- f. Installation of cooling system
- g. Installation of temperature monitoring system
- h. Installation of network monitoring system
- i. And other specifics indicated in the specifications document

### **ii. LAN Installation**

Installation of Local Area Network:

- a. Category 5e/6 UTP structured cabling and Trunking
- b. Multimode and single mode Fibre installation (laying and terminating)
- c. Installation and configuration of active switches (to be provided by MOHCC)
- d. Installation of UPSs to power switch Cabinets (To be provided by MOHCC)
- e. Installation and configuration of wireless controller
- f. Installation and configuration of Wireless Access Points
- g. And other specifics indicated in the specifications document**

### **iii. Electrical Wiring**

- a. Electrical wiring as indicated in the specifications**

### **iv. Internet connectivity**

- a. Installation of WAN/Internet terminating equipment (Routers, etc.)
- b. Installation of WAN/Internet Caching Devices and link Load Balancing

- c. Setup of VPN/MPLS on the WAN/Internet Links

## **10 PROPOSAL**

This bid is only open to firms and not individuals. The prospective Consulting firm(s) should submit:

- a) CVs of the Project Manager and key persons or Team Leaders to the assignment,
- b) A detailed proposal on the approach the Firm(s) will use for the assignment, including a plan on how the firm(s) intend(s) to conduct the assignment,
- c) Timelines to deliver on the assignment,
- d) Templates of Acceptance/Testing certificates,
- e) Company profile and legal status in Zimbabwe,
- f) The estimated total cost of the assignment, inclusive of professional fees and transportation. This should be submitted independently to the Bids financial email address as directed in the RFP,
- g) Previous experience in similar assignment with at least two recognizable references, priority will be given to a firm(s) with at least one reference project of a similar size coverage, and
- h) Membership of a Professional Association, if any.

The firm(s) should provide documentary evidence of all information provided in the proposal.

## **11 RESPONSIBILITIES OF MOHCC & UNDP**

- MOHCC will give the consultant access to the proposed space to enable works to be carried out
- Inspect and certify all installed equipment
- Review reports submitted by the consulting firm (s) and provide feedback
- Certify and Approve installation, civil works and all other works to the satisfaction of the ministry

## 12 MINIMUM QUALIFICATIONS & EXPERIENCE OF THE FIRM

- The firm should be certified with relevant bodies/authorities in the respective area
- The firm should have qualified and experienced personnel capable of undertaking Data Center design and implementation, LANs installations, Internet connectivity, Security Systems Implementation and Electrical power installations. In the case of sub-contracting, the contracted parties should have the requisite qualification and experience in the field contracted for CVs, **in the abridged CV template attached**, of the key staff (Data Center Specialist, Network Engineer, Security Specialist, Electrical Engineer, Civil Engineer) Cooling Systems, Fire Suppression Systems on the assignment should be attached to the proposal and their roles clearly spelt out.
- The firm should have at least 5 years' experience in providing similar services for companies,
- The firm should be familiar with the setting up of Data Centre Systems,
- Proof of experience in Data Centre Systems project or consultancy of a similar nature and magnitude with at least 2 referrals. Provide contracts and value or any other substantive documents
- Demonstrated knowledge and experience in the respective field contracted

## 13 COMPETENCIES

The firm should have qualified engineers/technical support team with relevant professional certification s, in the related field

- i. Demonstrated experience of having undertaken similar work/project



## Section 4: Proposal Submission Form<sup>3</sup>

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6/30/2015

To: Melody Saineti

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated 12/18/2013 and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that :

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for 90days

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm:

Contact Details: \_\_\_\_\_

*[Please mark this letter with your corporate seal, if available]*

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<sup>3</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

## Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

### Proposer Information Form<sup>4</sup>

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

|  |                                 |                                       |
|--|---------------------------------|---------------------------------------|
| 1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>   |                                 |                                       |
| 2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>   |                                 |                                       |
| 3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>  |                                 |                                       |
| 4. Year of Registration: <i>[insert Proposer's year of registration]</i>   |                                 |                                       |
| 5. Countries of Operation  | 6. No. of staff in each Country | 7. Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>  |                                 |                                       |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years   |                                 |                                       |
| 10. Latest Credit Rating (if any)  |                                 |                                       |
| 11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.  |                                 |                                       |
| 12. Proposer's Authorized Representative Information<br><br>Name: <i>[insert Authorized Representative's name]</i><br>Address: <i>[insert Authorized Representative's name]</i><br>Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i><br>Email Address: <i>[insert Authorized Representative's name]</i>  |                                 |                                       |
| 13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO  |                                 |                                       |
| 14. Attached are copies of original documents of:<br><br><input type="checkbox"/> All eligibility document requirements listed in the Data Sheet<br><input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered<br><input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law. |                                 |                                       |

<sup>4</sup> The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

# Joint Venture Partner Information Form (if Registered)<sup>5</sup>

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

|  |                                 |                                       |
|--|---------------------------------|---------------------------------------|
| 1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>  |                                 |                                       |
| 2. JV's Party legal name: <i>[insert JV's Party legal name]</i>  |                                 |                                       |
| 3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>  |                                 |                                       |
| 4. Year of Registration: <i>[insert Party's year of registration]</i>  |                                 |                                       |
| 5. Countries of Operation  | 6. No. of staff in each Country | 7. Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>   |                                 |                                       |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years   |                                 |                                       |
| 10. Latest Credit Rating (if any)  |                                 |                                       |
| 1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.   |                                 |                                       |
| 13. JV's Party Authorized Representative Information<br>Name: <i>[insert name of JV's Party authorized representative]</i><br>Address: <i>[insert address of JV's Party authorized representative]</i><br>Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i><br>Email Address: <i>[insert email address of JV's Party authorized representative]</i>   |                                 |                                       |
| 14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i><br><input type="checkbox"/> All eligibility document requirements listed in the Data Sheet<br><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2.<br><input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law. |                                 |                                       |

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<sup>5</sup> The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, *no* alterations to its format shall be permitted and no substitutions shall be accepted.

## Section 6: Technical Proposal Form

### TECHNICAL PROPOSAL FORMAT

#### Data Centre

**Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.**

|  |  |
|--|--|
| <b>Name of Proposing Organization / Firm:</b>    |  |
| <b>Country of Registration:</b>                  |  |
| <b>Name of Contact Person for this Proposal:</b> |  |
| <b>Address:</b>                                  |  |
| <b>Phone / Fax:</b>                              |  |
| <b>Email:</b>                                    |  |

### SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

*This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.*

**1.1 Brief Description of Proposer as an Entity:** Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

**1.2. Financial Capacity:** Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.

**1.3. Track Record and Experiences:** Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

| Name of project | Client | Contract Value | Period of activity | Types of activities undertaken | Status or Date Completed | References Contact Details (Name, Phone, Email) |
|-----------------|--------|----------------|--------------------|--------------------------------|--------------------------|---|
|                 |        |                |                    |                                |                          |   |
|                 |        |                |                    |                                |                          |   |

## SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

*This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.*

**2.1. Approach to the Service/Work Required:** Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

**2.2. Technical Quality Assurance Review Mechanisms:** The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

**2.3 Implementation Timelines:** The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**2.4. Subcontracting:** 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. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

**2.5. Risks / Mitigation Measures:** Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

**2.6. Reporting and Monitoring:** Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

**2.7. Anti-Corruption Strategy:** Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

**2.8. Partnerships:** Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

**2.9 Statement of Full Disclosure:** This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

**2.10 Other:** Any other comments or information regarding the project approach and methodology that will be adopted.

### SECTION 3: PERSONNEL

**3.1 Management Structure:** Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

**3.2 Staff Time Allocation:** Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note :*This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

**3.3 Qualifications of Key Personnel.** Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

|  |  |  |  |
|--|--|--|--|
| <b>Name:</b>   |  |  |  |
| <b>Position for this Contract:</b>   |  |  |  |
| <b>Nationality:</b>  |  |  |  |
| <b>Contact information:</b>  |  |  |  |
| <b>Countries of Work Experience:</b>   |  |  |  |
| <b>Language Skills:</b>  |  |  |  |
| <b>Educational and other Qualifications:</b>   |  |  |  |
| <b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>   |  |  |  |
| <b>Relevant Experience (From most recent):</b>   |  |  |  |
| <b>Period: From – To</b>   | <b>Name of activity/ Project/ funding organisation, if applicable:</b>                             | <b>Job Title and Activities undertaken/Description of actual role performed:</b> |  |
| <i>e.g. June 2004-January 2005</i>   |  |  |  |
| <i>Etc.</i>  |  |  |  |
| <i>Etc.</i>  |  |  |  |
| <b>References no.1 (minimum of 3):</b>   | <i>Name<br/>Designation<br/>Organization<br/>Contact Information – Address; Phone; Email; etc.</i> |  |  |
| <b>Reference no.2</b>  | <i>Name<br/>Designation<br/>Organization<br/>Contact Information – Address; Phone; Email; etc.</i> |  |  |
| <b>Reference no.3</b>  | <i>Name<br/>Designation<br/>Organization<br/>Contact Information – Address; Phone; Email; etc.</i> |  |  |
| <b>Declaration:</b>  |  |  |  |
| <p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p> <p>_____</p> <p>Signature of the Nominated Team Leader/Member</p> |  |  |  |
| <p>_____</p> <p>Date Signed</p>  |  |  |  |

## Section 7: Financial Proposal Form

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### A. Cost Breakdown per Deliverables\*

| SN | Deliverables  | Material Unit Cost | Labour & Installation Cost | Total Cost (attach detailed cost breakdown for materials supplied per each deliverable item) |
|----|---|--------------------|----------------------------|--|
| 1  | Physical Space: Design and construct suitable partitioned spaces for servers, power |                    |                            |  |
| 2  | Electrical & Power backup   |                    |                            |  |
| 3  | Environment Monitoring: Temperature and Humidity                                    |                    |                            |  |
| 4  | Fire Suppression  |                    |                            |  |
| 5  | Facility Access & Security  |                    |                            |  |
| 6  | Data Centre Network   |                    |                            |  |
| 7  | LAN & active equipment  |                    |                            |  |
|    |   |                    |                            |  |

\* Prices should exclude VAT

### B. 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 |
|-------------------------|--|----------------------------|------------------|---------------------------|
| Data Centre Specialist  |  |                            |                  |                           |
|                         |  |                            |                  |                           |
| Network Engineer        |  |                            |                  |                           |
|                         |  |                            |                  |                           |
| Civil Engineer          |  |                            |                  |                           |
|                         |  |                            |                  |                           |
| Security Specialist     |  |                            |                  |                           |
|                         |  |                            |                  |                           |
| Electrical Engineer     |  |                            |                  |                           |
|                         |  |                            |                  |                           |
| Fire Specialist         |  |                            |                  |                           |
|                         |  |                            |                  |                           |
| <b>Total</b>            |  |                            |                  |                           |



## Section 8: Contract for Professional Services

Date \_\_\_\_\_

Dear Sir/Madam,

Ref.: \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_ **[INSERT PROJECT NUMBER AND TITLE OR OTHER REFERENCE]**

The United Nations Development Programme (hereinafter referred to as "UNDP"), wishes to engage your **[company/organization/institution]**, duly incorporated under the Laws of \_\_\_\_\_ **[INSERT NAME OF THE COUNTRY]** (hereinafter referred to as the "Contractor") in order to perform services in respect of \_\_\_\_\_ **[INSERT SUMMARY DESCRIPTION OF THE SERVICES]** (hereinafter referred to as the "Services"), in accordance with the following Contract:

### 1. Contract Documents

- 1.1 This Contract is subject to the UNDP General Conditions for Professional Services attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 1.2 The Contractor and UNDP also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
- a) this Letter;
  - b) the Terms of Reference [ref. ....dated.....], attached hereto as Annex II;
  - c) the Contractor's Proposal [ref....., dated .....]
  - d) The UNDP Request for Proposal [ref....., dated.....]
- 1.3 All the above shall form the Contract between the Contractor and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

### 2. Obligations of the Contractor

- 2.1 The Contractor shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with the Contract.
- 2.2 The Contractor shall provide the services of the following key personnel:

| <u>Name</u> | <u>Specialization</u> | <u>Nationality</u> | <u>Period of service</u> |
|-------------|-----------------------|--------------------|--------------------------|
|-------------|-----------------------|--------------------|--------------------------|

|      |       |       |       |
|------|-------|-------|-------|
| .... | ..... | ..... | ..... |
| .... | ..... | ..... | ..... |

- 2.3 Any changes in the above key personnel shall require prior written approval of \_\_\_\_\_ **[NAME and TITLE]**, UNDP.
- 2.4 The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.
- 2.5 The Contractor shall submit to UNDP the deliverables specified hereunder according to the following schedule:

**[LIST DELIVERABLES]**

**[INDICATE DELIVERY DATES]**

e.g.

Progress report

../../....

././...

- ### OPTION 1 (FIXED PRICE)

| <u>MILESTONE</u> | <u>AMOUNT</u> | <u>TARGET DATE</u> |
|------------------|---------------|--------------------|
| Upon.....        | .....         | ./../....          |
| .....            | .....         | ./../....          |

3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a price not to exceed \_\_\_\_\_ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.

3.2 The amount contained in 3.1 above is the maximum total amount of reimbursable costs under this Contract. The Breakdown of Costs in Annex \_\_\_\_\_ **[INSERT ANNEX NUMBER]** contains the maximum amounts per cost category that are reimbursable under this Contract. The Contractor shall reflect in his invoices the amount of the actual reimbursable costs incurred in the performance of the Services.

3.3 The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the amount under 3.1 or of any of the amounts specified in the Breakdown of Costs for each cost category without the prior written agreement of \_\_\_\_\_ **[NAME and TITLE]**, UNDP.

3.4 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.

3.5 The Contractor shall submit invoices for the work done every \_\_\_\_\_ **[INSERT PERIOD OF TIME OR MILESTONES]**.

OR

- 3.5. The Contractor shall submit an invoice for \_\_\_\_\_ **[INSERT AMOUNT AND CURRENCY OF THE ADVANCE PAYMENT IN FIGURES & WORDS]** upon signature of this Contract by both parties and invoices for the work done every \_\_\_\_\_ **[INSERT PERIOD OF TIME OR MILESTONES]**.
- 3.6 Progress and final payments shall be effected by UNDP to the Contractor after acceptance of the invoices submitted by the Contractor to the address specified in 9.1 below, together with whatever supporting documentation of the actual costs incurred is required in the Breakdown of Costs or may be required by UNDP. Such payments shall be subject to any specific conditions for reimbursement contained in the Breakdown of Costs.
4. Special conditions
- 4.1 The responsibility for the safety and security of the Contractor and its personnel and property, and of UNDP's property in the Contractor's custody, rests with the Contractor.
- 4.2 The advance payment to be made upon signature of the contract by both parties is contingent upon receipt and acceptance by UNDP of a bank guarantee for the full amount of the advance payment issued by a Bank and in a form acceptable to UNDP.
- 4.3 The amounts of the payments referred to under section 3.6 above shall be subject to a deduction of \_\_\_\_\_ **[INSERT PERCENTAGE THAT THE ADVANCE REPRESENTS OVER THE TOTAL PRICE OF THE CONTRACT]** % (... percent) of the amount accepted for payment until the cumulative amount of the deductions so effected shall equal the amount of the advance payment.
- 4.4 Owing to [...], Article(s) [...] of the General Conditions in Annex I shall be amended to read/be deleted.
5. Submission of invoices
- 5.1 An original invoice shall be submitted by mail by the Contractor for each payment under the Contract to the following address:  
.....  
....
- 5.2 Invoices submitted by fax shall not be accepted by UNDP.
6. Time and manner of payment
- 6.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an invoice or so advise the Contractor of its non-acceptance within a reasonable time from receipt.
- 6.2 All payments shall be made by UNDP to the following Bank account of the Contractor:  
\_\_\_\_\_ **[NAME OF THE BANK]**  
\_\_\_\_\_ **[ACCOUNT NUMBER]**  
\_\_\_\_\_ **[ADDRESS OF THE BANK]**
7. Entry into force. Time limits.
- 7.1 The Contract shall enter into force upon its signature by both parties.
- 7.2 The Contractor shall commence the performance of the Services not later than \_\_\_\_\_ **[INSERT DATE]** and shall complete the Services within \_\_\_\_\_ **[INSERT NUMBER OF DAYS OR MONTHS]** of such commencement.
- 7.3 All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance

of the Services.

8. Modifications

8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Contractor and \_\_\_\_\_ **[NAME AND TITLE]** UNDP.

9. Notifications

For the purpose of notifications under the Contract, the addresses of UNDP and the Contractor are as follows:

**For the UNDP:**

Name  
Designation  
Address  
Tel. No.  
Fax. No.  
Email address:

**For the Contractor:**

Name  
Designation  
Address  
Tel. No.  
Fax. No.  
Email address:

If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated.

Yours sincerely,

**[INSERT NAME AND DESIGNATION]**

For **[INSERT NAME OF THE COMPANY/ORGANIZATION]**

Agreed and Accepted:

Signature \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



*Empowered lives.  
Resilient nations.*

## **UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

### **1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

### **2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

### **3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

### **4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

### **5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

### **6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

## **7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

**8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

**8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

**8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

**8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:

**8.4.1** Name UNDP as additional insured;

**8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

**8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

**8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

## **9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10.0 TITLE TO EQUIPMENT:** Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

## **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents

and other materials constitute works made for hire for the UNDP.

**11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

**11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

## **12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

## **13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party, and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient ("Recipient") of such information shall:

**13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

**13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** any other party with the Discloser's prior written consent; and,

**13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

**13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

**14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

**14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

**14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

**14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

#### **15.0 TERMINATION**

**15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

**15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

**15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.



**15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16.0 SETTLEMENT OF DISPUTES**

**16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

**16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

## **17.0 PRIVILEGES AND IMMUNITIES:**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## **18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental,

spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## **20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

## **21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22.0 SEXUAL EXPLOITATION:**

**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

## **23.0 SECURITY:**

**23.1** The Contractor shall:

- (a) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

**23.2** UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 4.1 above.

## **24.0 AUDITS AND INVESTIGATIONS:**

**24.1** Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

**24.2** The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

#### **25.0 ANTI-TERRORISM:**

25.1 The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

#### **26.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.

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