



Instructions to Procurement Officer

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of **Cell Communication Services for 2022-2025** as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system;

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents. by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.

In case you have never registered before, follow this link to register a profile:



https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCI=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your quotations.



Tender Overview

Provision of Cell Communication Services for the period 2022-2025 for UNDP Georgia and UN Agencies



Table of Contents

1 Overview.....	5
1.1 General Information.....	5
1.2 Tender Timeline.....	
1.3 Response Rules.....	5
1.4 Terms.....	6
1.5 Attachments.....	6
2 Requirements.....	7
2.1 Section 1. Section 2 RFQ General Instructions and Data sheet.....	7
2.2 Section 2. Documents to be submitted.....	8
2.3 Section 3. Annex 1: Schedule of Requirements.....	9
2.4 Section 4. Annex 2 - Quotation submission form.....	9
2.5 Section 5. Bidder Declaration.....	10
2.6 Section 6. Annex 3 - Financial offer.....	12
3 Lines.....	13
3.1 Line Information.....	13



1 Overview

1.1 General Information

Title	Cell Communication Services
Contact Point	Procurement Unit
Outcome	
E-Mail	procurement.geo@undp.org
Reference Number	RFQ-001316
Beneficiary Country	Georgia

Introduction Through this tender, Long Term Agreement (LTA) will be initiated with selected bidder. Initial LTA will be for 1 year, with possibility of extension for 2 additional years, based on successful performance of the bidder.

Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. If you have an account, log in in this link: <http://supplier.nextgenerp.partneragencies.org/> using your username and password. Use the forgotten password/username feature if you do not remember them. If you do not have an account already, you can register one following this link: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271>.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

UNDP GEORGIA OFFICE
PROCUREMENT UNIT

1.2 Tender Timeline

Preview Date	
Open Date	18/07/22 08:38 AM
Close Date	08/08/22 13:00 PM
Time Zone	Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.



	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency GEL ()

1.5 Attachments

File Name or URL	Type	Description
UNDP Quantum - User Guide For	File	



2 Requirements

**Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so.

2.1 Section 1. Section 2 RFQ General Instructions and Data sheet

1. Introduction

Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the [UNDP Programme and Operations Policies and Procedures \(POPP\) on Contracts and Procurement](#) and with the provision in the General Instructions to Bidders in the document herewith attached.

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.

UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.

Attachments:

File Name or URL	Type	Description
RFQ General Instructions to Bidders	File	RFQ General Instructions to Bidders

2. Special Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

Attachments:

File Name or URL	Type	Description
SECTION 2 - RFQ SPECIAL INSTRU	File	

3. General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions / Special Conditions for Contract specified below:

General Terms and Conditions / Special Conditions for Contract:



[https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf&action=default](https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default)

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy:
[How we buy | United Nations Development Programme \(undp.org\)](#)

2.2 Section 2. Documents to be submitted

***1. Company Profile**

Please write a a very brief profile of the company highlighting areas of expertise, capacity, and experience. You should also upload attachment(s) for more comprehensive description of your company, in addition to the brief profile written directly in the system.

Response attachments are required.

***2. Registration Certificate**

Have you provided a copy of your company registration certificate (Extract from Registry)?

***3. Statement of satisfactory Performance (at least 3)**

Have you provided Statement of satisfactory Performance from the top 3 clients in terms of Contract value in similar field?

***4. Offer validity**

Confirm validity of your offer (90 days) from deadline of RFQ as per the requirement stated in Special Instructions document.

*5. Have you provided completed and signed CV for the proposed person who will directly coordinate with the UNDP with minimum 3 years of working experience (in the cell communication companies) with the corporate clients

*6. Have you provided copy of licensing documents required by national authorities of Georgia for providing mobile communication services required by UNDP?

*7. Have you provided written statement on existing geographical network coverage of SMS and GPRS networks. Coverage shall be provided in the following regions of Georgia -Ajara, Guria, Imereti, Kakheti, Mtkheta- Mtianeti, Racha -Lechkhumi and Kvemo Svaneti, Samegrelo and Zemo Svaneti, Kvemo Kartli, Samtskhe- Javakheti and Shida Kartli?

*8. Have you provided Bank Letter indicating Minimum turnover of GEL 1,000 000 for the past 2 years (2021-2020)

I-1. Compliance with requirements in this section

Internal for evaluation team: Mark score as 1 if offer has complied with all requirements in this section overall. Mark 0 If not. If marked as 0, system will disqualify offer automatically.



2.3 Section 3. Annex 1: Schedule of Requirements

*1. Compliance with technical requirements

Please confirm whether you comply with technical requirements set in attached Annex 1 Schedule of Requirements. Indicate per each line if complying fully and state if any deviations. Upload the full document as per Annex 1 Schedule of Requirements provided and add additional technical information as needed under the comments column.

Attachments:

File Name or URL	Type	Description
Annex 1 - Schedule of Requirem	File	

I-1. Compliance with technical requirements

Internal for evaluation team: Mark score as 1 if offer has complied with all requirements in this section overall. Mark 0 if not. If marked as 0, system will disqualify offer automatically.

2.4 Section 4. Annex 2 - Quotation submission form

*1. Legal name of bidder or Lead entity

Provide the legal name of the bidder, or the Lead Entity in case of JVs

Response attachments are optional.

*2. Legal Address

Provide the legal address of the bidder

Response attachments are optional.

*3. Registration year

Provide the registration year of the company

*4. Legal structure

Choose the applicable legal structure from the options below.

*5. UNGM registration

Are you a UNGM registered vendor? If yes, provide UNGM number in the comments box

*6. ISO 9000 or equivalent

Do you possess an ISO 9000 certificate or equivalent? If yes, upload a copy.

*7. ISO 14001 or 14064

Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):



***8. Company statement on Environmental policy**

Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)

***9. Commitment to sustainability**

Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)

***10. Member of UN Global Compact**

Is your company member of UN Global Compact?

***11. Bank Information**

Please provide the following bank information and upload a bank document as proof:

Bank Name:

Bank Address:

IBAN:

SWIFT/BIC:

Account Currency:

Account number:

Response attachments are optional.

***12. Previous relevant experience**

Provide information on the similar contracts (**at least 3**) performed for the last 3 years (2019, 2020, 2021) including following information - Name of previous contracts Client & Reference Contact Details including e-mail Contract Value Period of activity Types of activities undertaken - **using the attached template and** upload it in the system.

Attachments:

File Name or URL	Type	Description
Previous relevant experience T	File	

Response attachments are required.

I-1. Compliance with requirements in this section

Internal for evaluation team: Mark score as 1 if offer has complied with all requirements in this section overall. Mark 0 If not. If marked as 0, system will disqualify offer automatically.

2.5 Section 5. Bidder Declaration



***1. Requirements and Terms and Conditions**

Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.

***2. Capacity and capability**

I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

***3. Ethics**

Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

***4. Code of Conduct**

I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

***5. Conflict of Interest**

I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

***6. Prohibitions and Sanctions**

I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

***7. Bankruptcy**

I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

***8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

***9. Acceptance of contract**



I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.

***10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

2.6 Section 6. Annex 3 - Financial offer

***1. Financial offer**

Please provide detailed pricing using the attached "Price Schedule" Form and upload it in the system. By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document.

Attachments:

File Name or URL	Type	Description
PRICE SCHEDULE.xlsx	File	

I-1. Compliance with financial offer requirements

Internal for evaluation team: Mark score as 1 if offer has complied with all requirements in this section overall. Mark 0 If not. If marked as 0, system will disqualify offer automatically.



3 Lines

Instructions

Please insert Sum of Column E "Total Price excluding taxes (GEL)" of the "Price Schedule" Form directly in the system in the below provided Line.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Cell Communication Services	83111600		Ea	Ea			