



Instructions to Procurement Officer

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of Service for conducting a technical assessment & design services for the renovation of The UNDP Sudan premises

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.



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1 Overview

1.1 General Information

Title	RFQ to do Technical Assessment & Design Services for the Renovation Of The UNDP
Contact Point	Liza Djierdjian
Outcome	
E-Mail	liza.djierdjian@undp.org
Reference Number	UNDP/SDN/RFQ/22/023
Beneficiary Country	Sudan
Introduction	<p>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.</p> <p>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.</p> <p>UNDP Sudan Office Procurement unit</p>

1.2 Tender Timeline

Preview Date	
Open Date	22/06/22 14:52 PM
Close Date	06/07/22 12:00 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



	Rule
<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 USD ()

Eligible Response Currencies

Check the one currency in which you will enter your response.

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	RFQ General Instructions to Bidders	2

1.5 Attachments

File Name or URL	Type	Description
SOW RFQ Assessment & Design of	File	SOW RFQ Assessment & Design of UNDP Sudan Premises 2022
Financial Offer.docx	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.

3. General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section

Applicable GTC:

General Terms and Conditions for service



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.. Please upload attachments for more comprehensive description of your company, in addition to the brief profile written directly in the system.

Response attachments are required.

*2. REQUIRED TEAM EXPERIENCE

Did you submit the CVs of the Required team ?

Description	Required
Project Manager	10 or more years of experience in project managment. With master degree in construction project management.
Design Architect	7 or more years of experience in designing administration facilities. With Master degree in Architectural Engineering.

*3. Do you comply with the Payment terms ?

Payment terms is :
payment after 100 % of satisfactory completion of the Required deliverables that described in the SOW and after certifying by the UNDP engineer

*4. Registration Certificate

Have you provided a copy of your Valid Registration of the Company at the Organizing Council for Consultancy Firms Certificate?

Target: Yes

*5. List of recent projects

Have you provided a list of recent projects and their value, indicating client's contact details who may be contracted for further information on those contracts?

Did you share a proven experience in 3 Similar projects, Please attach copy of the contract or the PO of



two innovation designs

Target: Did you attach list of recent projects and their value, indicating client's contact details

***6. List of ongoing projects with UNDP and other national/multi-national org.**

Have you provided a list of ongoing projects, and their values, with UNDP and other national or multi-national organizations, including contact details of clients and current completion ratio of each project?

***7. Offer validity**

Confirm validity of your offer from deadline of RFQ which is 60 Days ?

***8. Did you attach the detailed financial offer ?**

Kindly fill the attached template and reupload it again in your submission

Attachments:

File Name or URL	Type	Description
Financial Offer.docx	File	

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. Indicate per each line if complying fully and state if any deviations. Upload the full document as per template provided and add additional technical documentation as needed.

***2. Delivery time**

Confirm that you meet the required delivery time as indicated below in calendar days from the contract signature. Provide a delivery plan indicating how many days per each of the key milestones.

Description of Services	Proposed Duration



<p>TASK ONE: Site Assessment, Identity Requirements:</p> <ol style="list-style-type: none"> 1. Arrange meetings, site surveys and data collection from UNDP units. 2. Constructional, structural and any other required tests 	<p>One Week</p>
<p>TASK TWO: one to three design scenarios with Estimated Detailed BOQ for each one, with Working drawings package, Specifications, and Works schedule development:</p> <ol style="list-style-type: none"> 1. Develop the Concept design drawings and Presentation (exterior and interior), including 3D renders of selected / principal areas, materials samples, and technical specifications presentation. 2. Develop the Working drawings package. Architectural and design drawings and specifications, including all necessary floor plans, sections, elevations, schemes, details. 3. Design a Storm drainage system – Flood & rains prevention solutions. 4. MEP drawings and specifications, including low-voltage systems, solar systems. 5. BOQ for works with price estimate per block. 6. Develop works execution time schedule. 7. Comprehensive listing of technical requirements for tendering process. 	<p>Two Weeks</p>

Response attachments are optional.



***3. Exact address of delivery location**

Accept to deliver to the address(es) and locations indicated in the RFQ herewith:
UNDP Country office - Sudan

House7, Block5, Gama'a Avenue

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 most recent 3 relevant contracts, upload table if needed:

Name of previous contracts Client & Reference Contact Details including e-mail Contract Value Period of activity Types of activities undertaken

Response attachments are optional.

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 directly in the system per each line, unless otherwise instructed by UNDP. By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document.

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 Dear Bidders,

Kindly make sure that you have filed the detailed financial offer and upload in the requirement sections , Here please add your total offer price

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-lump sum offer	81101500						