



REQUEST FOR PROPOSAL

Dear Sir / Madam,

We kindly request you to submit your Proposal for **Contemporary Economic and Financial Trends analysis**. Proposals may be submitted on or before the deadline indicated in the system directly in the portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Offers received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Offers must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.nextgenerp.partneragencies.org/> using the profile you may have in the portal. 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&_afMFCl=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.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements. The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without



question the applicable General Terms and Conditions of UNDP.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages **every** prospective supplier to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your proposal



Table of Contents

1 Overview.....	4
1.1 General Information.....	4
1.2 Tender Timeline.....	
1.3 Response Rules.....	4
1.4 Terms.....	5
2 Requirements.....	6
2.1 Section 1. General Provisions.....	6
2.2 Section 2. Documents to be submitted.....	7
2.3 Section 3. Bidder Declaration.....	9
2.4 Section 4. Financial Evaluation.....	10
2.5 Section I-1.	10
2.6 Section I-2.	11
2.7 Section I-3.	11
3 Lines.....	12
3.1 Line Information.....	12



1 Overview

1.1 General Information

Title	Contemporary Economic and Financial Trends analysis
Contact Point	Procurement Serbia
Outcome	
Two Stage	Yes
Evaluation	
E-Mail	procurement.rs@undp.org
Reference Number	UNDP-SRB-00012
Beneficiary Country	Serbia
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 CO Serbia</p>

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Tender Timeline

Preview Date	
Open Date	23/06/22 12:57 PM
Close Date	07/07/22 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



	Rule
<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 USD ()



2 Requirements

**Response is required*

Please read the questions carefully and answer the questions by selecting an appropriate response. kindly also upload relevant documents where necessary.

Kindly upload financial proposal documents in financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

2.1 Section 1. General Provisions

1. General Instructions

Please read carefully the Terms of Reference describing the main scope of the requirements and other provisions to this process, herewith attached.

Attachments:

File Name or URL	Type	Description
ToR Contemporary Economic and	File	

*2. General Terms and Conditions

Do you confirm acceptance of UNDP General Terms and conditions available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

General Terms and Conditions for de minimis contracts (services).

Target: Confirm acceptance of GTCs

3. Special Conditions of Contract

Liquidated Damages will be imposed under the following conditions:

Percentage of the total contract price per day of delay: 1%

Maximum number of days of delay: 10

Next course of action: Contract may be terminated.

4. Type of Contract to be Signed

Contract Face Sheet (Goods and/or Services)

Link: <https://www.undp.org/procurement/business/how-we-buy>



5. Language of proposal

Proposal must be in English language. The original documents and copies of original documents submitted by local companies, such as Company Registration Certificate (APR), Tax Payment Certificate, etc. can be in Serbian. UNDP reserves the right to request translation to English at any stage of evaluation process.

6. Currency of Proposal:

United States Dollar (USD)

7. Value Added Tax on Price Proposal

Must be exclusive of VAT and other applicable indirect taxes.

8. Payment Terms

100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.

In case two or more currencies are involved, payment will be effected as per the UN rate of exchange effective on the date when UNDP processes payment.

9. Criteria for Evaluation and Contract Award

Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

Full acceptance of the applicable UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the applicable GTC may be grounds for the rejection of the Proposal.

Technical Proposal

Expertise of the Firm (30%)

Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%)

Management Structure and Qualification of Key Personnel (30%)

***10. Offer validity**

Offers shall remain valid for 90 days from the deadline for the Submission of the Proposals.

11. Clarifications

Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline.

2.2 Section 2. Documents to be submitted

***1. Company Profile**

Have you provided a profile of the company which includes a short description of the company and other relevant information concerning the requirements? It should not exceed two (2) pages;

Target: Company profile provided



***2. Legal Documents**

Have you provided legal documents including company registration certificate, legal representation, etc.?

Target: Legal documents provided

***3. Financial Statements**

Have you uploaded the Income Statement and Balance Sheet for 2020 and 2021; Required minimum turnover for a bidder is US\$ 80,000 per each of the above-mentioned years;

Target: Financial statements provided

***4. Latest Internal Revenue Certificate / Tax Clearance**

Have you provided the Latest Internal Revenue Certificate / Tax Clearance, not older than 6 months, confirming that all taxes by the bidder have been paid. Alternatively, bidders may submit signed self-declaration confirming they have requested issuance of the above-mentioned Certificate from the Tax Office and UNDP reserves the right to request submission of this Certificate during the bids evaluation phase as well as the right to disqualify the offer if such Certificate is not swiftly submitted upon the mentioned request;

Target: Latest Internal Revenue Certificate / Tax Clearance provided

***5. List of completed projects**

Have you provided the list and value of a minimum of two (2) similar projects performed for the last ten (10) years, plus the client's contact details who may be contacted for further information on those contracts – all required details to be provided in the attached table format (please upload it as a separate attachment into the system using the format provided herewith).

Remark:

As similar projects shall be considered the following:

Proven experience in developing public policy documents, performing public policy analysis (impact analysis, Strategic Environmental Assessment, or other similar activities), and reviewing legislation framework (preferably in one of the sectors: environmental protection, energy, infrastructure, agriculture, forestry).

Attachments:

File Name or URL	Type	Description
UNDP CO Serbia 00012 - List of	File	

Target: List of completed projects provided

***6. Methodology for describing how the demands of the ToR will be addressed/delivered**

Have you provided a methodology for describing how the demands of the ToR will be addressed/delivered; description of work, approach, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the tasks and context of the work as per the ToR;

Target: Methodology provided

***7. Documents establishing Qualifications of proposed team members**

Have you provided CVs for each proposed team member, specifying the exact number of years and nature of experience working in the relevant fields. CVs to be submitted in the consistent format that enables evaluation as per the criteria indicated in the Terms of Reference (no specific format is required). The team



must have proven experience in similar projects;

Please also attach a team structure with clearly specified roles of the proposed team members.

Target: Key Experts and team structure provided

***8. Joint venture/consortium**

In the case of a joint venture/consortium, provide a consortium agreement that shall clearly state the leading partner/institution which will be responsible for signing and implementing the contract with UNDP. In this case, bidders shall also provide a brief presentation of each member together with the list of relevant references/experience. The documentation required in this section must be submitted for all consortium partners. The majority of the required/proposed team members (key personnel) and majority of percentage of the total assignment must be the Lead Partner's responsibility. Under the Methodology, a brief description of each partner's responsibilities and related percentages of envisaged work must be stated.

I-1. Compliance with requirements in this section

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

2.3 Section 3. Bidder Declaration

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

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

Target: Yes

***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.

Target: Yes

***3. Ethics**

Ethics: In submitting this Offer 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 solicitation document; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

Target: Yes

***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.

Target: Yes

***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



process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Target: Yes

***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.

Target: Yes

***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.

Target: Yes

***8. 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

Target: Yes

***9. Acknowledgment Statement**

I/We understand and agree that UNDP reserves the right to reject any proposal where the bidder has selected the field "No".

Target: Yes

2.4 Section 4. Financial Evaluation

***1. Financial Proposal**

Please provide detailed pricing directly in the system using the template attached herewith, unless otherwise instructed by UNDP. By submitting the financial offer in the system, your company confirms acceptance of an all-inclusive price. The bidder will be responsible for all personnel fees, administrative and travel expenses associated with undertaking this assignment including office accommodation, secretarial assistance, printing, stationary, telephone and electronic communications, translation, interpretation and other costs incurred in this assignment. All of these costs are to be covered through the contracted lump-sum amount payable by UNDP to the Contractor upon successful completion of the potential Contract.

Attachments:

File Name or URL	Type	Description
UNDP CO Serbia 00012 - Cost Br	File	

Target: Cost breakdown provided

2.5 Section I-1.

I-1. Total Amount from the Supplier's Response.



2.6 Section I-2.

I-1. Expertise and experience of the Bidder

I-2. Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan

I-3. Management Structure and Qualification of Key Personnel

2.7 Section I-3.

I-1. This is an internal criteria. Each evaluator need to put the maximum score based on the scores given in the detailed criteria up to the maximum score allowed, e.g 1000 points.



3 Lines

Instructions

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1- Contemporary Economic and Financial Trends analysis	81121500						