



REQUEST FOR PROPOSAL

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Final evaluation of MPTF, and UNDP Regional Project.**

Proposals must 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&afrLoop=6329722925931702&afrWindowMode=0&afrWindowId=null&afrFS=16&afrMT=screen&afrMFW=1042&afrMFH=575&afrMFDW=1280&afrMFDH=720&afrMFC=8&afrMFCI=0&afrMFM=0&afrMFR=144&afrMFG=0&afrMFS=0&afrMFO=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 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/unsc/conduct_english.pdf

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance.

UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your proposal

UNDP SEESAC





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1 Overview

1.1 General Information

Title	Final evaluation of MPTF, and UNDP Regional Project
Contact Point	SEESAC Procurement Serbia
Outcome	
Two Stage Evaluation	Yes
E-Mail	seesac.procurement@undp.org
Reference Number	UNDP SRB-00016
Beneficiary Country	Serbia
Introduction	

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

1.2 Tender Timeline

Preview Date	
Open Date	01/08/22 11:47 AM
Close Date	05/09/22 13:00 PM
Time Zone	Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD ()

1.5 Attachments



File Name or URL	Type	Description
Attachment 5. UNEG Ethical Guidelines for Evaluation	File	Attachment 5. UNEG Ethical Guidelines for Evaluation
Attachment 4. Standard outline for an evaluation report	File	Attachment 4. Standard outline for an evaluation report
Attachment 6. Pledge of Ethical Conduct	File	Attachment 6. Pledge of Ethical Conduct
Attachment 2. List of documents for desk review	File	Attachment 2. List of documents for desk review
Attachment 1. List of stakeholders	File	Attachment 1. List of stakeholders
Attachment 3._Evaluation Matrix Template	File	Attachment 3._Evaluation Matrix Template
Attachment 7. UNEG Code Of Conduct for Evaluation in the UN System	File	Attachment 7. UNEG Code Of Conduct for Evaluation in the UN System



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 the 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 to Proposers

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

Attachments:

File Name or URL	Type	Description
ToR evaluation (UNDPMPPTF)	File	ToR evaluation (UNDPMPPTF)

Target: ToR read and understood

2. UNDP Contract Terms and Conditions that will apply:

[General Terms and Conditions for contracts \(goods and/or services\)](#)

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

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:

Within thirty (30) days from the date of meeting the following conditions:

- a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and
- b) Receipt of invoice from the Selected Bidder.

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

*9. Please confirm acceptance of the INCOTERMS 2020 as indicated herewith: DAP Including loading, transportation and unloading of any goods to the UNDP CO Serbia, all inclusive.

Target: Yes, INCOTERMS accepted.

10. Criteria for Evaluation and Contract Award

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

Full acceptance of the 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 GTCs may be grounds for the rejection of the Proposal.

Technical Proposal

X Expertise of the Firm (20%)

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

X Management Structure and Qualification of Key Personnel (40%)

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

12.

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. Have you provided a profile of the company which should include a short description of the company and other relevant information concerning the requirements indicated in this document (staff list, etc.)? It should not exceed three (3) pages.

**(In case of JV/Consortium/Association, company profile shall be submitted for each member);*

Target: Company profile provided

- *2. Have you provided legal documents including company registration certificate (APR for Serbian bidders), legal representation, etc.?

**(In case of JV/Consortium/Association, Certificate of Registration shall be submitted for each member);*

Target: Legal documents provided

- *3. Have you uploaded Income Statement and Balance Sheet for 2020 and 2021? Required minimum turnover for a bidder is US\$ 140,000 per each of the mentioned years;

**For JV/Consortium/Association, all Parties shall cumulatively meet this requirement*

Target: Financial Statements provided

- *4. Have you provided the Latest Internal Revenue Certificate / Tax Clearance, not older than 6 months, confirming that all taxes 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;

**(In case of JV/Consortium/Association, Latest Internal Revenue Certificate / Tax Clearance shall be submitted for each member);*

Target: Tax certificate provided

- *5. Have you provided the List of relevant references containing information on at least previous 2 projects/activities similar to requirements indicated in this TOR, complexity and value over the period of last 5 years – all required details to be provided in the attached table format (please upload it as a separate attachment into the system using the provided format).

**(For JV/Consortium/Association, all Parties shall cumulatively meet this requirement);*

Attachments:

File Name or URL	Type	Description
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UNDP SRB-00016 - List of compl	File	List of completed projects
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- *6. Please attach methodology for describing how the demands of the ToR will be addressed/delivered; providing a 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: Attached

- *7. Have you provided Copies of Diplomas and CVs, specifying the exact number of years and nature of experience working in the relevant field/s, including a list of implemented previous engagements (relevant for this task) with sufficient details. CVs to be submitted in a consistent format that enables evaluation as per the criteria indicated in the attached TOR (no specific format is required).

Please also provide Team Structure Chart with clearly indicated names and functions of each proposed team member (please see details in ToR document);

Target: Yes

- *8. In the case of a joint venture/consortium, provide 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 their 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. 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 Declarations

- *1. Requirements and Terms and Conditions:

I/We have read and fully understand the Request for Offer, including the Request for Offer 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. 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.

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. 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. 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. 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. 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. 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.

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

Target: YES

- I-1. This is an internal criteria for evaluation team to assess overall whether the offer meets the eligibility criteria.



Insert 1 for "Pass" and 0 for "Fail"

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 00016-Cost Bre	File	Cost Breakdown

I-1. Commercial offer and cost breakdown

This is an internal criteria for the evaluation team to analyse and assess the details for the financial offer including cost breakdown and other cost elements.

2.5 Section I-1.

I-1. Expertise of the Firm (20%)

I-2. Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%)

I-3. Management Structure and Qualification of Key Personnel (40%)

2.6 Section I-2.

I-1. Total score from technical evaluation

This is an internal criteria. Evaluator has to provide the total points scored by each supplier based on the scores provided each individual evaluation criteria

2.7 Section I-3.

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



3 Lines

Instructions Please insert Total Final and All-inclusive Price (USD)
Price must be identical to the Total Offer Amount (without VAT)
indicated in the respective RFP Annex Cost breakdown.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Final evaluation of MPTF and UNDP Regional Project	81131500						