

## REQUEST FOR PROPOSAL

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Diplomatic Pouch Services**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal. 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?prcBuId=300000127715297&\\_af.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](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000127715297&_af.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.

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, herein attached as Annex 3.

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](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

**Tender Overview**

For the various organizations, the United Nations Volunteers programme (UNV) on behalf of the UNBonn organizations seeks a service provider offering the delivery and transport of Diplomatic Pouch to the United Nations Office in Bonn, Germany for both export and import.

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## 1 Overview

### 1.1 General Information

<b>Title</b>	Diplomatic Pouch Services
<b>Amendment</b>	The RFP document has been uploaded.
<b>Description</b>	
<b>Contact Point</b>	UNV Procurement Team
<b>Outcome</b>	
<b>Two Stage</b>	Yes
<b>Evaluation</b>	
<b>E-Mail</b>	procurement@unv.org
<b>Reference Number</b>	00064069
<b>Beneficiary Country</b>	Germany

#### Introduction

For the various organizations, the United Nations Volunteers programme (UNV) on behalf of the UNBonn organizations seeks a service provider offering the delivery and transport of Diplomatic Pouch to the United Nations Office in Bonn, for both export and import.

The intention is to conclude a Long-Term Agreement initially a two-year contract renewable up to a maximum total of three years.

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?prcBuId=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.

United Nations Volunteers  
PROCUREMENT UNIT

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

### 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	09/06/22 10:52 AM

**Close Date** 15/07/22 15:00 PM  
**Estimated Award Date** 2022-09-01T15:00:00.000+00:00  
**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** EUR ()

#### Eligible Response Currencies

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

	Response Currency	Description	Price Precision
<input type="checkbox"/>	EUR		2

### 1.5 Attachments

File Name or URL	Type	Description
Annex 2_UNDP GTCs for Contract	File	
RFP_Pouch services.pdf	File	
User Guide For Suppliers	File	
Annex 1_Terms of reference	File	

## 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 Annex 1 describing main scope of the requirements and other provisions to this process, herewith attached.

#### \*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> and herewith attached?

General Terms and Conditions for contracts (goods and/or services)

*Target: Confirm acceptance of GTCs*

#### 3. Criteria for Evaluation and Contract Award

Lowest Price Quote among technically responsive offers

The offer is technically responsive if it obtains the minimum passing rate 70%.

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 GTC may be grounds for the rejection of the Proposal.

#### **Technical Proposal (100%)**

- Expertise of the Firm (minimum 5 years experience) 30%
- Proposed workplan, quality assurance 20%
- Qualification and experience of Key Account Manager 10%
- Proximity of Local Office to UN Bonn 10%
- Completeness of World Destinations Available; Supplier to provide a list of destinations, indicating exception countries not serviced. 20%

Sustainability Policy 10%

## 2.2 Section 2. Documents to be submitted

### \*1. Company Profile

Have you provided company Profile – describing the nature of business, field of expertise, how long your company has been in shipping/courier, certifications, accreditations?

### \*2. Legal Documents

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

### \*3. Financial Statements

Have you provided latest audited financial statements - income statement and balance sheet to indicate financial stability, liquidity, credit standing, and market reputation?

## 2.3 Section 3. Technical evaluation detailed criteria

### \*1. Expertise of the Firm

Minimum 5 years of experience  
Please choose the option applicable to you based on proven experience.

### \*2. Proposed workplan, quality assurance

Kindly provide a workplan including the quality assurance

### \*3. Qualification and experience of Key Account Manager

Kindly provide the qualification and experience of the Key Account Manager. Kindly include an attachment with his CV.

### \*4. Proximity of Local Office to UN Bonn

Kindly provide the he address of your office in the proximity of Bonn.

*Response attachments are optional.*

### \*5. Completeness of World Destinations Available; Supplier to provide a list of destinations, indicating exception countries not serviced

### \*6. Sustainability Policy

Please upload your sustainability policy

*Target: Sustainability policy provided*

## 2.4 Section 4. Financial Evaluation

### \*1. Financial Proposal

Please provide the cost breakdown of your financial proposal as per the template and instructions provided (Please see Annex 3\_Financial Proposal). Indicate the total amount here (from paragraph 7)and make sure it matches with the total amount indicated line items.

**Please make sure you only attach the completed form here.**

Attachments:

File Name or URL	Type	Description
Annex 3_Price schedule.xlsx	File	



*Response attachments are required.*

**2.5 Section I-1.**

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 Please use the excel file Price Schedule to submit your quotes.

#### 3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Pouch Services	80141800		Ea	Ea			