



REQUEST FOR QUOTATION (RFQ)
For Establishing Virtual Communication/Conferencing Facility (VCF) in Provincial Assemblies and their Districts
ROUND-2

NAME & ADDRESS OF FIRM	DATE: August 7, 2019
	REFERENCE: UNDP/RFQ/16/2019

Dear Sir / Madam:

This is in reference to Request for Quotation (RFQ) for **Establishing Virtual Communication/Conferencing Facility (VCF) in Provincial Assemblies and their Districts**. We kindly request you to submit your quotation for ROUND-2 of the same, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **5:00PM, August 25, 2019** in sealed envelope by ***courier mail or hand delivery*** to the address below:

United Nations Development Programme
Ref: UNDP/RFQ/16/2019 (ROUND-2)
The Registry, Reception, UN House
Pulchowk, Lalitpur, Nepal

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the above mentioned services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> Other: Delivery and installation of equipment in three Provinces and respective districts
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror

Exact Address/es of Delivery Location/s (identify all, if multiple)	Establishment of conference rooms in Gandaki, Karnali and Sudurpachhim province headquarters and the respective districts (as mentioned in annex 4-A)
UNDP Preferred Freight Forwarder, if any	Not applicable
Distribution of shipping documents (<i>if using freight forwarder</i>)	Not applicable
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 90 days upon issuance of purchase order
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	
Mode of Transport	<input checked="" type="checkbox"/> Land <input checked="" type="checkbox"/> Air
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.) inclusive of VAT
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and all other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts for minimum 1 year period <input checked="" type="checkbox"/> Technical Support for conducting a testing session between the Province and districts <input checked="" type="checkbox"/> Provision of operational trainings to the Assembly staff and end-user responsible in districts <input checked="" type="checkbox"/> Provision of technical backstopping towards operationalizing the facilities for the first year of its operation (mandatory for six months and voluntary beyond)
Deadline for the Submission of Quotation	5:00PM, 25 August 2019
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest VAT/PAN Registration Certificate;

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

	<input checked="" type="checkbox"/> Latest Tax Clearance Certificate; <input checked="" type="checkbox"/> Minimum 2 client certificates to evidence successful completion of similar services; <input checked="" type="checkbox"/> Track records to evidence at least 5 years of experience in completion of similar projects, particularly in government machinery; <input checked="" type="checkbox"/> CV of the proposed experts and/or resource persons having sound experience in ICT and similar field of work; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<ul style="list-style-type: none"> • 50% upon purchasing and delivery of equipment to respective assembly and submission of letter of acceptance by respective assembly. • 30% upon operationalization of the conference system and training to the concerned staff. • 20% upon completion of the whole assignment with work completion report.
Liquidated Damages	
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ² <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one service provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP's contract services
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at

² UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

	http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of the services, based on full compliance with RFQ requirements
Annexes to this RFQ ³	<input checked="" type="checkbox"/> Schedule of Requirement (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input checked="" type="checkbox"/> Terms of Reference (Annex 4) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact address for Inquiries (Written inquiries only) ⁴	<i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i> Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/16/2019 (SA), on or before 12:00 Noon, 12 August 2019. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/procurement.html . Inquiries received after the above date and time shall not be entertained. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

³ Where the information is available in the web, a URL for the information may simply be provided.

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, 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 quotation. 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 Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that 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/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Niraj Shrestha

Assistant Resident Representative (Operations), UNDP Nepal

August 6, 2019

Schedule of Requirements for Establishing Virtual Communication/Conferencing Facility (VCF) in Provincial Assemblies and their Districts

Schedule of Requirement			
S.no.	Description	Qty	Requirement
1	Establishing Virtual Communication/Conferencing Facility (VCF) in Provincial Assemblies (Gandaki, Karnali, and SudurPachhim) and their Districts	1 Lump sum	<ul style="list-style-type: none"> A technical proposal with the best possible options available on technology to be introduced taking into account the cost, durability, practicality and applicability, among others The consultancy firm is expected to coordinate with three provincial assemblies and cover all the logistical costs to procure, transport and install the required equipment, in accordance with the attached Terms of Reference (ToR) – Annex 4.

Niraj Shrestha
Assistant Resident Representative (Operations)
 August 6, 2019

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁵*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid on **Establishing Virtual Communication/Conferencing Facility (VCF) in Provincial Assemblies and their Districts** in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/16/2019:

TABLE 1 : Offer for Establishing Virtual Communication/Conferencing Facility (VCF) in Provincial Assemblies and their Districts

Item No	Description	Quantity	Unit Price in NPR.	Total Amount in NPR.
A	FOR COMMUNICATION CENTER			
A.1	TELEVISION <i>International recognized brand</i> <i>65" Full HD LED TV</i> <i>Minimum 2 HDMI port</i> <i>Remote Control</i> <i>2 years warranty</i> <i>Wall-mount bracket</i> <i>3 meter HDMI cable</i>	3		
A.2	DESKTOP COMPUTER <i>International recognized brand</i> <i>Processor: 8th Generation processor</i> <i>Intel Core i5 8400 or higher</i> <i>RAM: 16GB DDR4 2400MHz</i> <i>Graphics: Integrated Intel HD 630</i> <i>Hard Drive: 500GB SATA-3 7200rpm</i> <i>Audio: Dual speakers</i> <i>NIC: Gigabit Ethernet</i> <i>Monitor: not required</i> <i>Ports: On front panel 2x USB 3.0 ports, 4x USB 2.0 ports on back, SD card reader, Audio In/Out, HDMI, RJ-45</i> <i>WiFi: 802.11/b/g/n/ac, Bluetooth 4.0</i> <i>OS: Genuine Microsoft Windows 10 Professional 64-bit (pre-installed)</i> <i>USB 2.0 Keyboard, USB 2.0 Optical Mouse (same brand as PC)</i>	3		

⁵ This serves as a guide to the Supplier in preparing the quotation and price schedule. Any equipment or service overlooked in this specification may be a subject to supplementary amendment and will be duly communicated to all concerned

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	<i>ENERGY STAR certified</i> <i>Warranty: 1 year</i>			
A.3	CONFERENCE CAMERA <i>Designed for Boardroom</i> <i>Plug-and-play USB connectivity</i> <i>Resolution: 1080p@60/30,</i> <i>720p@60/30</i> <i>S/N ratio: >50dB</i> <i>10x optical zoom, 12x digital zoom</i> <i>Lens 4.7m to 47mm</i> <i>Pan: ±160° or more, Tilt: -30°+80°</i> <i>or more, FoV: 60° or more</i> <i>Auto/Manual Focus, Backlight, White</i> <i>Balance, AGC</i> <i>Camera Presets 32 or more</i> <i>Remote Control</i> <i>USB 3.0 cable 3m</i> <i>OS compatibility: Windows 7/8.1/10,</i> <i>Mac OS 10.x</i> <i>Certified for video conferencing apps</i> <i>(Skype for Business, Team, Zoom,</i> <i>WebEx, GotoMeeting, BlueJeans etc.)</i> <i>Warranty: 1 year</i>	3		
	CONFERENCE PHONE <i>Plug-and-play USB connectivity</i> <i>Omni-directional 4 built-in mic,</i> <i>360°coverage</i> <i>Mic Range: 3 meter or above</i> <i>Speaker output: 89dB or higher</i> <i>Echo/Noise Cancellation, AGC, Full</i> <i>Duplex</i> <i>Buttons: Off-hook, Hang up, Mic</i> <i>Mute Unmute, Volume Up/Down</i> <i>Port: USB, Aux, In/Out, Mic</i> <i>Extension, Power</i> <i>Universal Power adaptor, USB cable</i> <i>Warranty: 1 year</i>	3		
	UPS (LINE INTERACTIVE) <i>International recognized brand</i> <i>Output Power capacity: 1000VA,</i> <i>600W or more</i> <i>Waveform: Simulated Sinewave</i> <i>Auto Voltage Regulation (AVR)</i> <i>Nominal Input/Output Voltage: 230V</i> <i>Transfer to Battery time: 4 msec or</i> <i>less</i> <i>Backup time up to 15 min at half load</i> <i>Battery type: SMF, 12V/7AH</i>	3		

	<i>Recharge Time: 4 to 6 Hours less to 90% capacity</i> <i>Cold start support</i> <i>Output connectors: 3 or more (for connector type C, D)</i> <i>CE Certified, ROHS Compliant</i> <i>Warranty: 2 years</i>			
B	FOR DISTRICT			
	TV <i>International recognized brand</i> <i>32" Full HD LED non Smart TV</i> <i>Minimum 2 HDMI port</i> <i>Remote Control</i> 2 years warranty <i>3 meter HDMI cable</i> <i>Wall-mount bracket</i>	30		
	DESKTOP COMPUTER <i>International recognized brand</i> <i>Processor: 8th Generation processor</i> <i>Intel Core i5 8400 or higher</i> <i>RAM: 16GB DDR4 2400MHz</i> <i>Graphics: Integrated Intel HD 630</i> <i>Hard Drive: 500GB SATA-3 7200rpm</i> <i>Audio: Dual speakers</i> <i>NIC: Gigabit Ethernet</i> <i>Monitor: not required</i> <i>Ports: On front panel 2x USB 3.0 ports, 4x USB 2.0 ports on back, SD card reader, Audio In/Out, HDMI, RJ-45</i> <i>WiFi: 802.11/b/g/n/ac, Bluetooth 4.0</i> <i>OS: Genuine Microsoft Windows 10 Professional 64-bit (pre-installed)</i> <i>USB 2.0 Keyboard, USB 2.0 Optical Mouse (same brand as PC)</i> <i>ENERGY STAR certified</i> <i>Warranty: 1 year</i>	30		
	WEB CAMERA <i>Table Mount Webcam designed for 4-6 group people</i> <i>Plug-and-play USB connectivity</i> <i>Resolution: 1080p/720p @30 fps, H.264/AVC</i> <i>Autofocus, PTZ, FOV: 90° or above</i> <i>Digital zoom: 4x</i>	30		

	<i>Integrated full duplex speakerphone with minimum 10 feet range</i> <i>Auto Echo and Noise cancellation</i> <i>In-built Omnidirectional Microphone with minimum 8 feet diameter range</i> <i>Call answer/end, volume, mute</i> <i>Remote Control, 3m range</i> <i>USB Cable, 6 feet</i> <i>Certified for video conferencing apps (Skype for Business, Team, Zoom, WebEx, GotoMeeting, BlueJeans etc.)</i> <i>OS compatibility: Windows 7/8.1/10, Mac OS 10.x</i> <i>Warranty: 2 years</i>			
	UPS (LINE INTERACTIVE) <i>International recognized brand</i> <i>Output Power capacity: 1000VA, 600W or more</i> <i>Waveform: Simulated Sinewave</i> <i>Auto Voltage Regulation (AVR)</i> <i>Nominal Input/Output Voltage: 230V</i> <i>Transfer to Battery time: 4 msec or less</i> <i>Backup time up to 15 min at half load</i> <i>Battery type: SMF, 12V/7AH</i> <i>Recharge Time: 4 to 6 Hours less to 90% capacity</i> <i>Cold start support</i> <i>Output connectors: 3 or more (for connector type C, D)</i> <i>CE Certified, ROHS Compliant</i> <i>Warranty: 2 years</i>	30		
C	Logistical costs to procure, transport and install the required equipment in Provincial Assemblies (Gandaki, Karnali, and SudurPachhim) and their districts, including operational trainings to the Assembly staff and end-user responsible in districts	1 lump-sum		
D	Zoom Pro Options: Webinar for 1 host Cloud Recording 100 GB	3 hosts		
	Total			

	13% VAT			
	Total Price with VAT			
E	Others: Annual Maintenance Cost			
	AMC for Gandaki and districts	quarterly		
	AMC for Karnali and districts	quarterly		
	AMC for Sudurpaschim and districts	quarterly		

TABLE 2 : Estimated Operating Costs (if applicable)

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item
Not Applicable				

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:	NA	NA	
Country/ies Of Origin ⁷ :	NA	NA	
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Defects Liability Period of 1 year			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased item is not working at the time of delivery/installation			
e) Others	NA	NA	
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements [pls. specify]	NA	NA	

⁷ If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

Annex 3

General Terms and Conditions for Services

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

Annex 4



Empowered lives.
Resilient nations.

UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

I. Position Information

Title: Establishing a Virtual Communication/Conferencing Facility (VCF) in Provincial Assemblies and their Districts

Department/Unit: Parliament Support Project (PSP)

Reports to: National Project Manager

Coordination: Outreach Team Leader

Place of project implementation: Provincial Assemblies and districts as required by ToR

Duration of Assignment: 90 days

II. Background Information

Digital technology is fundamentally transforming the world in which we live, posing new challenges and creating exciting opportunities for individuals and organisations alike. It has disrupted old models and invented new ones, changing the organising principles of every business. Parliament is not immune to these seismic changes. The internet is having a massive social impact in Nepal, which has significant implications for our democracy. The media and a small size civic technology community is already consuming parliamentary data to create new and innovative ways for the electorate to engage with their elected representatives and in the democratic process. This inevitably challenges some of our established processes and ways of doing things. Technology is a huge enabler and in Parliament we're already starting to embrace it.

With the new federal set-up and the increased demand of openness in parliament, it is natural that the parliament functions more efficiently. Provincial parliaments have even weaker facilities, and some are yet to create their permanent structures. The geographic composition with remote districts in them, provinces have a great need to introduce ICT for routine and easy communication with the public. The documentation of the parliaments is still dominantly traditional. The committees both in federal and provincial parliaments have been operating with minimal ICT at application. Even the mass notification to MPs seems to be not much in use. Committees are found using manual or telephonic communication with individual MPs whenever they have to. The digital orientation at parliament is still a way far in many instances, such as live streaming, video conferencing, webinars etc. They lack the required infrastructural set up and the skilled human resources to operationalize the facilities. This calls for reforms in traditional means of communication and other knowledge management facilities.

It is in this background, PSP seeks to support provincial assemblies towards a reform in their functional capabilities by introducing innovative tools of ICT. The Project has already assisted the Federal Parliament in creating a dynamic and interactive website, broadcasting the parliament activities through YouTube, and in operationalizing the internal broadcasting system, among other supports. Similar efforts continue in provincial assemblies as well. To this end, **PSP aims at installing a video conferencing facility in three provinces namely Gandaki, Karnali and Sudurpaschim and their district headquarters (refer to Annex 4-A for details).**

III. Objectives of Assignment

The objectives of the assignment will be as follows:

To establish a Virtual Communication/Conference Facility (VCF) in Gandaki, Karnali and Sudurpaschim provinces, allowing the two-way connection with district headquarters facility of all the districts, as provided in the Annex.

IV. Scope of work Expected Results/Deliverables/Final Products Expected

The 3 provinces will have a functional VCR established and the districts will have communication facility installed to be connected with these rooms. This communication facility is expected to chart a course of action for provincial assemblies in order to make them more open and engaging with people while also seeking to enhance their management efficiency by way of introducing digital technology. The technology will also help cut down the time and other related resources that one has to invest in in-person travel to district locations in hilly stations.

1. Duties and Responsibilities:

- To consult and coordinate with authorities of the concerned assemblies and project towards building consistent approach at work and seek ownership over the project.
- To research about the best possible options available on technology to be introduced taking into account the cost, durability, practicality and applicability, among others.
- To procure, transport and install the equipment in the provinces (both hardware and software-ZOOM with enterprise plan license) and districts falling in them.
- To provide technical support for conducting a testing session between the Room and other-end centres in districts. Propose the best possible way out to make it cost effective.
- To ensure the possibility of Live Streaming, YouTube broadcast, notifications, chat facility, cloud storage facility to maintain all meeting records in audio and video format for archiving.

<ul style="list-style-type: none"> • To provide operational trainings to the assembly staff (on both hardware and software) and end-user responsible in districts as required so that they can conduct desired conferencing on their own. Such training may require 2 days. • To provide technical backstopping towards operationalizing the facilities for the first year of operation (mandatory until December 2019 and voluntary beyond). • To work under supervision and guidance of ICT expert hired by the project. • Communicate with project team and provincial assembly authorities on a regular basis and take the required actions. <p>Delivery: Establishment of conference room in Gandaki, Karnali, and Sudupachhim province</p> <p>Payment Modality:</p> <ul style="list-style-type: none"> • 50% upon purchasing and delivery of equipment to respective assembly and submission of letter of acceptance by respective assembly. • 30% upon operationalization of the conference system and training to the concerned staff. • 20% upon completion of the whole assignment with work completion report. 	
V. Requirements	
Describe the required degree of expertise and qualifications, including specialized knowledge, language needs, experience, selection criteria, qualifications and performance or other standards the Contractor must fulfil.	
VI. Recruitment Qualifications	
Organization experience	The service provider will have a minimum of 5 years' experience on their respective field of expertise and engagement. They will have a good experience of having conducted similar projects, particularly in government machinery.
Resource person Experience: (Indicate the extent (in years), type and level of experience)	The service providers will have a sound experience in ICT and similar field of work. The lead expert will have at least Masters' Degree in ICT
Language Requirements:	Resource person will be proficient in English and Nepali language.
VII. Documents Required	<ul style="list-style-type: none"> • Cover letter • A technical proposal • CV of the resource person • Quotation and other supporting documents as per the RFQ document

VIII. OTHER SELECTION CRITERIA
Experience of having worked with parliamentarians, government agencies, previous experience with UNDP on a similar area.

Annex – 4-A

District Headquarters of Gandaki Province

Districts	Headquarters
1. Baglung	Baglung
2. Gorkha	Gorkha
3. Kaski	Pokhara
4. Lamjung	Besisahar
5. Manang	Chame
6. Mustang	Jomsom
7. Myagdi	Beni
8. Nawalpur	Kawasoti
9. Parbat	Kusma
10. Syanja	Putalibazar
11. Tanahun	Damauli

District Headquarters of Karnali Province

Districts	Headquarters
1. Western Rukum	Musikot
2. Salyan	Salyan
3. Dolpa	Dunai
4. Humla	Simikot
5. Jumla	Chandannath
6. Kalikot	Manma
7. Mugu	Gamgadhi
8. Surkhet	Birendranagar
9. Dailekh	Narayan
10. Jajarkot	Khalanga

District Headquarters of Sudurpaschim Province

Districts	Headquarters
1. Kailali	Dhangadhi
2. Accham	Mangalsen
3. Doti	Dipayal Silgadhi
4. Bajhang	Jayaprithivi
5. Bajura	Martadi
6. Kanchanpur	Bhimdatta
7. Dadeldhura	Amargadhi
8. Baitadi	Dasharathchand
9. Darchula	Darchula