



## REQUEST FOR QUOTATION (RFQ) (Goods)

Dear Vendor	DATE: February 17, 2020
	REFERENCE: 16953 RSC 2020 - Digital Collaborative Learning Platform for the Green Commodities Community

Dear Sir / Madam:

We kindly request you to submit your quotation for a **Digital Collaborative Learning Platform for the Green Commodities Community**, 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 March 2, 2020 **no later than 15:00 (UCT/GMT – 5)** and via *e-mail*, to the address below:

**United Nations Development Programme:**

[procurement.rblac.regionalhub@undp.org](mailto:procurement.rblac.regionalhub@undp.org)

Any inquiries or clarification regarding this process may be made through the mail detailed above, until February 27, 2020 no later than 15:00 (UCT / GMT -5).

Quotations submitted by email must be limited to a maximum of 4MB, virus-free and no more than 1 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

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. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Customs clearance <sup>1</sup> , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Latin America and the Caribbean Regional HUB Building 128, City of Knowledge, Clayton Panama City, Panama
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> Within 10 days from the issuance of the Purchase Order (PO)
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation <sup>2</sup>	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation <sup>3</sup>	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair
Deadline for the Submission of Quotation	<i>Monday, March 02, 2020, no later than 15:00 hrs. GTM-5</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted <sup>4</sup>	<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"/> Legal Representative Personal ID; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Bank reference letter; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);

<sup>1</sup> Must be linked to INCO Terms chosen.

<sup>2</sup> 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.

<sup>3</sup> This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

<sup>4</sup> First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <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 <sup>5</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>6</sup>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Conditions for Release of Payment	Passing Inspection Complete Installation

<sup>5</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

<sup>6</sup> 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.

	<ul style="list-style-type: none"> <li>• Passing all Testing</li> <li>• Completion of Training on Operation and Maintenance</li> <li>• Written Acceptance of Goods based on full compliance with RFQ requirements.</li> </ul>
Annexes to this RFQ <sup>7</sup>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1)</li> <li><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)</li> <li><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></li> </ul> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>

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.

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

<sup>7</sup> Where the information is available in the web, a URL for the information may simply be provided.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**  
*UNDP RBLAC Procurement Unit*

TERMS OF REFERENCE

UNITED NATIONS DEVELOPMENT PROGRAMME  <small>Empowered lives. Resilient nations.</small>
<b>TERMS OF REFERENCE</b>
<b>CLUSTER:</b> Sustainable Development Cluster
<b>A. GENERAL INFORMATION</b>
<p><b>Title: Digital Collaborative Learning Platform for the Green Commodities Community</b></p> <p>Project: Award No.: 00123562, Project No. 00118772, Project Name: GCP Phase II</p> <p>Direct Supervisor: Community of Practice Coordinator and GCP Global Head</p> <p>Modality of Execution: Institutional Contract</p> <p>Duty Station: n/a</p> <p>Estimated Start Date: March, 2020</p> <p>Duration: 1 year</p>
<b>B. PROJECT DESCRIPTION OR BACKGROUND</b>
<p>In 2009, UNDP launched the <b>Green Commodities Programme (GCP)</b> to improve the economic, social and environmental performance of agricultural and marine commodity sectors. The program now on 8 commodities – palm oil, cocoa, coffee, pineapple, fisheries, soy, beef and cashmere.</p> <p>The GCP has pioneered the concept of multi-stakeholder National Commodity Platforms to help governments facilitate shared visions and actions for sustainable commodity production among key stakeholders.</p> <p>In 2014, to support learning, knowledge sharing, collective action, global replication and the upscaling of successful practices across countries and commodities, the GCP established a community of practice, today known as the <b>Green Commodities Community (GCC)</b> composed of practitioners and partners from 12 different countries.</p> <p>The GCC embodies learning through sharing: it captures the tangible workings, lessons and methods of a wide-ranging community, the voice of those in-country and worldwide, and turn their individual experiences into guidance and best practice documents to assist practitioners working to accelerate sector transformation with the challenges they encounter in their day to day work.</p> <p>The Green Commodities Community currently connects 175 members from 13 commodity producing countries.</p>

GCP is now looking to acquire the access to a highly customizable web-based solution to use as the Green Commodities Community (GCC)'s Digital Collaborative Learning Platform.

### C. PURPOSE

The GCC's Digital Collaborative Learning Platform is envisaged as an online space to improve the connectivity, learning experience, knowledge access and exchange, and management of GCC's members.

### D. SCOPE OF WORK

- The provision of a web and mobile Digital Collaborative Learning Platform solution accessible by 200-250 Community members in 2020, growing to 400-500 by 2022.
- The provision of training and technical support and maintenance for the above solution. The training shall cover functionalities, configuration, customization, day-to-day management and security management and backups, etc.

### E. EXPECTED FUNCTIONALITIES

The functionalities of the website and mobile app:

#### General:

- can be accessed through any mainstream web browsers and through a branded mobile app compatible with iOS and Android operating systems.
- allows for the users to log in with Facebook, Google and/or LinkedIn accounts.
- allows for the activation or dis-activation of page / sections / features / options.
- includes a landing page with a custom personalized URL.

#### Notification and alerts:

- can send push notifications through mobile app and desktop web browsers and allow users to manage them
- allows the platform administrator to send notifications on demand

#### Connectivity:

- includes chat messaging that generates notifications of new messages.
- includes a directory with the ability to search users, filter by name, areas of interest, keywords, and location.

#### Directory:

<ul style="list-style-type: none"> <li>allows for members to indicate their thematic interests with a preset menu and an additional open field</li> <li>allow for members to indicate their specific areas of expertise among a preset menu and an additional open field</li> </ul>
<p><b>Library:</b></p> <ul style="list-style-type: none"> <li>provides a configurable and user-friendly cloud repository with at least 1 TB of storage to host Office, PDF format documents and MP4 videos.</li> <li>allows search and retrieval of documents using tags and keywords.</li> </ul>
<p><b>Forums:</b></p> <ul style="list-style-type: none"> <li>allows the platform administrator and users to create forums and sub-forums for users to subscribe to</li> <li>allows for automatic email when registering to certain forums or events.</li> <li>each sub-forum should have its own feed for discussion</li> </ul>
<p><b>Calendar:</b></p> <ul style="list-style-type: none"> <li>allows user to register to events they are interested in and receive email reminders.</li> <li>provides a filter option based on certain keywords.</li> <li>is able to easily generate Outlook invites when users register to a certain event.</li> </ul>
<p><b>Data management:</b></p> <ul style="list-style-type: none"> <li>provides dashboards with statistical data of engagement and send periodical reports for various levels of management, over various timelines enabling tracking of key performance indicators</li> </ul>

**F. DURATION OF THE WORK**

The provision of the web and mobile Digital Collaborative Learning Platform will have the duration of 1 year.

**G. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS**

The contractor will receive the full payment once final invoice will be issued. This Terms of Reference does not consider in-advance payments.

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>8</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>9</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. 16953 RSC 2020:

### **TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements for the Digital Collaborative Learning Platform for the Green Commodities Community**

The functionalities of the website and mobile app:

<b>Functionalities</b>	<b>Yes, we will comply</b>	<b>No, we cannot comply</b>	<b>If you cannot comply, pls. indicate counter proposal</b>
<b>General:</b>			
Can be accessed through any mainstream web browsers and through a branded mobile app compatible with iOS and Android operating systems.			
Allows for the users to log in with Facebook, Google and/or LinkedIn accounts.			
Allows for the activation or dis-activation of page / sections / features / options.			
<b>Notification and alerts:</b>			
Can send push notifications through mobile app and desktop web browsers and allow users to manage them			
Allows the platform administrator to send notifications on demand			

<sup>8</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<b>Connectivity:</b>			
Includes chat messaging that generates notifications of new messages.			
Includes a directory with the ability to search users, filter by name, areas of interest, keywords, and location.			
<b>Directory:</b>			
Allows for members to indicate their thematic interests with a preset menu and an additional open field			
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<b>Library:</b>			
Provides a configurable and user-friendly cloud repository with at least 1 TB of storage to host Office, PDF format documents and MP4 videos.			
Allows search and retrieval of documents using tags and keywords.			
<b>Forums:</b>			
Allows the platform administrator and users to create forums and sub-forums for users to subscribe to			
Allows for automatic email when registering to certain forums or events.			
Each sub-forum should have its own feed for discussion			
<b>Calendar:</b>			
Allows user to register to events they are interested in and receive email reminders.			
Provides a filter option based on certain keywords.			
Is able to easily generate Outlook invites when users register to a certain event.			

<b>Data management:</b>			
Provides dashboards with statistical data of engagement and send periodical reports for various levels of management, over various timelines enabling tracking of key performance indicators			

**TABLE 2 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
	<b>Total Prices of Goods<sup>10</sup></b>				
	Add : Cost of Transportation				
	Add : Cost of Insurance				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**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

<sup>10</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

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

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Training on Operations and Maintenance			
Validity of Quotation (90 days)			
All Provisions of the UNDP General Terms and Conditions			

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]*



**Contract for Goods and/or Services  
Between the United Nations Development Programme and \_\_**

<b>1. Country Where Goods Will be Delivered and/or Services Will be Provided:</b>	
2. <b>UNDP</b> <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:	
3. <b>Contract Reference (e.g. Contract Award Number):</b>	
4. <b>Long Term Agreement:</b> <input type="checkbox"/> <input type="checkbox"/>	
5. <b>Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services	
6. <b>Type of Services:</b>	
7. <b>Contract Starting Date:</b>	8. <b>Contract Ending Date:</b>
9. <b>Total Contract Amount:</b> US\$	
9a. <b>Advance Payment:</b> [N/A]	
10. <b>Total Value of Goods and/or Services:</b> <input type="checkbox"/> <b>below US\$50,000 (Services only)</b> – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> <b>below US\$50,000 (Goods or Goods and Services)</b> – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> <b>equal to or above US\$50,000 (Goods and/or Services)</b> – UNDP General Terms and Conditions for Contracts apply	
11. <b>Payment Method:</b> <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. <b>Contractor's Name:</b>	
13. <b>Contractor's Contact Person's Name:</b> Title: Address Telephone number	
14. <b>UNDP Contact Person's Name</b> Title: Address: Telephone number: Email	

**15. Contractor's Bank Account to which payments will be transferred:**

Beneficiary:  
 Account name:  
 Account number:  
 Bank name:  
 Bank address:  
 Bank SWIFT Code:  
 Bank Code:  
 Routing instructions for payments

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNDP General Terms and Conditions for Institutional (de minimis) Contracts.
3. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount.
4. The Contractor's Technical Proposal and Financial Proposal, dated \_\_\_\_\_, these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

**IN WITNESS WHEREOF**, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

<b>For the Contractor</b>		<b>For UNDP</b>	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	

