



Event Details

Procurement Notice

Event ID	Format	Type	Page
UNDP1-CPUP20-004	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
UNDP-BMS-DIR-RFP-2020-004 Risk Appetite Statement			
Start Time		Finish Time	
02/14/2020 22:00:00 CET		03/06/2020 22:00:00 CET	

Bidder: PUBLIC EVENT DETAILS

Submit To: UN Development Programme
 UNDP Headquarters Office in New York
 One United Nations Plaza
 DC 1-1790
 New York NY 10017
 United States

Contact:
Phone:
Email:

Event Currency: US Dollar
Bids allowed in other currency: No

Event Description

Dear Sir / Madam:

We kindly request you to submit your Proposal for Services on Risk Management Consultancy- Development of Risk Appetite Statement.

Your Proposal must be expressed in the English and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline (6th March 2020 16:00 New York Time). Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. In submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and sent separately and clearly marked as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL," as appropriate. Each document shall include the Proposer's name and address.

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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link:

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

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/protestandsanctions/>

UNDP encourages every prospective Service Provider 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 :

http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Should you have any question please email cpu.bids@undp.org by COB 28 February 2020.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



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Event Round	Version		
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Bids allowed in other currency: No

Ali Tahsin Jumah
Chief
Central Procurement Unit, New York
United Nations Development Programme

General Comments

- Document attached to this event.

General Questions

Question	UOM	Best	Worst	Weighting	Response
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RETURNABLE FORMS

List of forms that Bidder must compete and return with his offer.

Have your submitted Form 1: Qualifications of the Service Provider. Please note that missing information may lead to disqualification.

Yes

0%

Required: Yes Mandatory Response: Yes

Response Comments

Have your submitted Form 2: Proposed Methodology for the Completion of Services. Please note that if the methodology does not cover all minimum requirements in the RFP Documents, the proposal may be directly disqualified.

Yes

0%

Required: Yes Mandatory Response: Yes

Response Comments

Have your submitted Form 3: Qualification of Key Personnel. Please note that if CVs are not included in the proposal the bidder may be directly disqualified.

Yes

0%

Required: Yes Mandatory Response: Yes

Response Comments

Have your submitted Form 4: Financial Proposal submission form, following the format provided in the Tender Document, duly completed and signed?

Financial Proposal must be submitted as a separate file encrypted with a password. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the



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Event Round	Version		
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Bids allowed in other currency: No

Technical Evaluation as per the criteria established and disclosed in the solicitation document. The Proposer shall assume the responsibility for not encrypting the financial proposal.

DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS 1 IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.

0%

Required: Yes Mandatory Response: Yes

Response Comments

Do you confirm your agreement with the UNDP General Terms and Conditions? Please note that disagreement may lead to direct disqualification.

Yes 0%

Required: Yes Mandatory Response: Yes

Response Comments

Line Details

Line: 1 **Item ID:** 671210 **Line Qty:** 1 **UOM:** Each **Weighting:** 0% **Bid Qty:**

Required: Yes **Reserve Price:** No

Description: Management

Comments: - PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THIS LINE. INSTEAD PUT 1 USD.

DETAILED FINANCIAL PROPOSAL MUST BE PROVIDED SEPARATELY AS AN PASSWORD PROTECTED FILE AS INSTRUCTED.

Question	UOM	Best	Worst	Weighting	Response
PLEASE DO NOT PUT THE PRICE OF PROPOSAL IN THIS LINE. INSTEAD PUT ONLY 1 USD.		0		100%	<input type="text"/>

Required: Yes Mandatory Response: No

Response Comments



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Event Round	Version		
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Contact:
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Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

Bid Attachments :



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Event Round	Version		
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UNDP-BMS-DIR-RFP-2020-004 Risk Appetite Statement			
Start Time		Finish Time	
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Event Currency: US Dollar
Bids allowed in other currency: No

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Event ID	Format	Type	Page
UNDP1-CPUP20-004	Sell	RFx	6
Event Round	Version		
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UNDP-BMS-DIR-RFP-2020-004 Risk Appetite Statement			
Start Time	Finish Time		
02/14/2020 22:00:00 CET	03/06/2020 22:00:00 CET		

Event Currency: US Dollar
Bids allowed in other currency: No

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Appendix B - Terms & Conditions

1. Terms and Conditions of Use of the Web Site:

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(a) The UNDP maintains this web site (the "Site") as a courtesy to those who may choose to access the Site ("Users"). The information presented herein is for informative purposes only. The UNDP grants permission to Users to visit the Site and to download and copy the information, documents and materials (collectively, "Materials") from the Site for the User's personal, non-commercial use, without any right to resell or redistribute them or to compile or create derivative works therefrom, subject to the terms and conditions outlined below, and also subject to more specific restrictions that may apply to specific Material within this Site.

(b) The UNDP administers this Site. All Material on this Site from the UNDP appears subject to the present Terms and Conditions.

(c) Unless expressly stated otherwise, the findings, interpretations and conclusions expressed in the Materials on this Site are those of the various UNDP staff members, consultants and advisers to the UNDP who prepared the work and do not necessarily represent the views of the UNDP, the United Nations or its Member States.

(d) UNDP procurement activities are guided by policies and procedures set out in various documents, including the procurement chapter of the UNDP's Programme and Operations Policies and Procedures. Please also read carefully all instructions, terms and conditions or requirements contained in the Site.

Disclaimers

Materials provided on this Site are provided "as is", without warranty of any kind, either express or implied, including, without limitation, warranties of merchantability, fitness for a particular purpose and non-infringement. The UNDP specifically does not make any warranties or representations as to the accuracy or completeness of any such Materials. The UNDP periodically adds, changes, improves or updates the Materials on this Site without notice. Under no circumstances shall the UNDP be liable for any loss, damage, liability or expense incurred or suffered that is claimed to have resulted from the use of this Site, including, without limitation, any fault, error, omission, interruption or delay with respect thereto. The use of this Site is at the User's sole risk. Under no circumstances, including but not limited to negligence, shall the UNDP or its affiliates be liable for any direct, indirect, incidental, special or consequential damages, even if the UNDP has been advised of the possibility of such damages.

The User specifically acknowledges and agrees that the UNDP is not liable for any conduct of any User.

This site may contain advice, opinions and statements of various information providers. The UNDP does not represent or endorse the accuracy or reliability of any advice, opinion, statement or other information provided by any information provider, any User of this Site or any other person or entity. Reliance upon any such advice, opinion, statement, or other information shall also be at the User's own risk. Neither the UNDP nor its affiliates, nor any of their respective agents, employees, information providers or content providers, shall be liable to any User or anyone else for any inaccuracy, error, omission, interruption, deletion, defect, alteration of or use of any content herein, or for its timeliness or completeness, nor shall they be liable for any failure of performance, computer virus or communication line failure, regardless of cause, or for any damages resulting therefrom.

As a condition of use of this Site, the User agrees to indemnify the UNDP and its affiliates from and against any and all actions, claims, losses, damages, liabilities and expenses (including reasonable attorneys' fees) arising out of the User's use of this Site, including, without limitation, any claims alleging facts that if true would constitute a breach by the User of these Terms and Conditions. If the User is dissatisfied with any Material on this Site or with any of its Terms and Conditions of Use, the User's sole and exclusive remedy is to discontinue using the Site.

This Site may contain links and references to third-party web sites. The linked sites are not under the control of the UNDP, and the UNDP is not responsible for the content of any linked site or any link contained in a linked site. The UNDP provides these links only as a convenience, and the inclusion of a link or reference does not imply the endorsement of the linked site by the UNDP.



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If this Site contains bulletin boards, chat rooms, access to mailing lists or other message or communication facilities (collectively, "Forums"), the User agrees to use the Forums only to send and receive messages and materials that are proper and related to the particular Forum. By way of example and not as a limitation, the User agrees that when using a Forum, he or she shall not do any of the following:

- (a) Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- (b) Publish, post, distribute or disseminate any defamatory, infringing, obscene, indecent or unlawful material or information;
- (c) Upload or attach files that contain software or other material protected by intellectual property laws (or by rights of privacy and publicity) unless the User owns or controls the rights thereto or has received all consents therefore as may be required by law;
- (d) Upload or attach files that contain viruses, corrupted files or any other similar software or programs that may damage the operation of another's computer;
- (e) Delete any author attributions, legal notices or proprietary designations or labels in any file that is uploaded;
- (f) Falsify the origin or source of software or other material contained in a file that is uploaded;
- (g) Advertise or offer to sell any goods or services, or conduct or forward surveys, contests or chain letters, or download any file posted by another user of a Forum that the User knows, or reasonably should know, cannot be legally distributed in such manner.

The User acknowledges that all Forums and discussion groups are public and not private communications. Further, the User acknowledges that chats, postings, conferences, e-mails and other communications by other Users are not endorsed by the UNDP, and that such communications shall not be considered to have been reviewed, screened or approved by the UNDP. The UNDP reserves the right to remove, for any reason and without notice, any content of the Forums received from Users, including, without limitation, e-mail and bulletin board postings.

Preservation of immunities

Nothing herein shall constitute or be considered to be a limitation upon or a waiver of the privileges and immunities of the UNDP or the United Nations, which are specifically reserved.

General

The UNDP reserves its exclusive right in its sole discretion to alter, limit or discontinue the Site or any Materials in any respect. The UNDP shall have no obligation to take the needs of any User into consideration in connection therewith.

The UNDP reserves the right to deny in its sole discretion any user access to this Site or any portion thereof without notice.

No waiver by the UNDP of any provision of these Terms and Conditions shall be binding except as set forth in writing and signed by its duly authorized representative.



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Event ID	Format	Type	Page
UNDP1-CPUP20-004	Sell	RFx	8
Event Round	Version		
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