

United Nations Capital Development Fund



REQUEST FOR PROPOSAL

RFP No.: **RFPHQ-UNCDF-05042020**

Project: **Procurement of Financial Instruments Management Systems and Related Services**

Country: United States of America

Issued on: **4 May 2020**

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Section 1. Letter of Invitation

The United Nations Capital Development Fund (UNCDF) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Form of Proposal Security (delete this line and the form, if not required as per BDS)

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet and as also indicated here:

3 June 2020, Wednesday, by close of business, EDT (New York Time)

Please acknowledge receipt of this RFP by sending an email to Uncdf.procurement@uncdf.org, indicating whether you intend to submit a Proposal or otherwise. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNCDF looks forward to receiving your Proposal and thank you in advance for your interest in UNCDF procurement opportunities.

Approved by:

Anders Berlin

Name: Anders Berlin

Title: Head, LDC Investment Platform Team, UNCDF

Date: **May 4, 2020**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNCDF. This RFP is conducted in accordance with the UNCDF Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNCDF. UNCDF is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1 UNCDF strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNCDF vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNCDF's Anti-Fraud Policy can be found at http://www.undp.org/content/UNCDF/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
	2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNCDF staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3 In pursuance of this policy, UNCDF (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNCDF contract.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf
3. Eligibility	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNCDF whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNCDF.

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNCDF to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNCDF. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNCDF, and seek UNCDF's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNCDF staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNCDF's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNCDF.</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNCDF shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNCDF, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder;

Proposal	<ul style="list-style-type: none"> b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNCDF's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNCDF, and at no expense to UNCDF</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNCDF. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNCDF, UNCDF shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNCDF, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNCDF has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNCDF</p>

	may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNCDF will convert the currency quoted in the Proposal into the UNCDF preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNCDF selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNCDF shall reserve the right to award the contract in the currency of UNCDF's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNCDF and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNCDF.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNCDF.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p>

	<p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNCDF and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNCDF may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNCDF staff member, UNCDF shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNCDF will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNCDF shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNCDF to extend the submission date of the Proposals, unless UNCDF deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNCDF may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNCDF may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>

20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNCDF shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNCDF reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNCDF General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNCDF as specified in the BDS iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.

	<p>Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNCDF shall open the Proposals in the presence of an ad-hoc committee formed by UNCDF, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNCDF in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNCDF's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNCDF's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNCDF will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNCDF shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNCDF reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNCDF's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; They are able to comply fully with UNCDF General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against

	<p>the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNCDF may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNCDF will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNCDF reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;

	<ul style="list-style-type: none"> e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNCDF may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNCDF may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNCDF's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNCDF in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNCDF, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNCDF's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNCDF and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNCDF may waive any non-conformities or omissions in the Proposal that, in the opinion of UNCDF, do not constitute a material deviation.</p> <p>34.2 UNCDF may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNCDF shall check and correct arithmetical errors as follows: <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNCDF there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. </p> <p>34.4 If the Bidder does not accept the correction of errors made by UNCDF, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All	<p>35.1 UNCDF reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected</p>

Proposals	Bidder(s) of the grounds for UNCDF's action. UNCDF shall not be obliged to award the contract to the lowest priced offer.
36.Award Criteria	36.1 Prior to expiration of the proposal validity, UNCDF shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37.Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNCDF. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNCDF procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38.Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNCDF reserves the right to vary 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.
39.Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNCDF. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNCDF may award the Contract to the Second Ranked Bidder or call for new Proposals.
40.Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNCDF Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41.Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNCDF_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNCDF shall be a condition for rendering the contract effective.
42.Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNCDF so require, it is UNCDF's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNCDF_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43.Liquidated Damages	43.1 If specified in BDS, UNCDF shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44.Payment Provisions	44.1 Payment will be made only upon UNCDF's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNCDF with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45.Vendor Protest	45.1 UNCDF's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process.

	<p>In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNCDF vendor protest procedures: http://www.undp.org/content/UNCDF/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNCDF shall be entitled to same lower price. The UNCDF General Terms and Conditions shall have precedence.</p> <p>46.2 UNCDF is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNCDF General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Allowed The scope of work is divided into two Lots: (1) Financial Instrument Management System, (2) Implementation and System Maintenance. Bidders may submit proposals for either Lot 1, Lot 2 or both lots. The pricing proposal for Lot 2 must separate that for Implementation of the System and System Maintenance Support.
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Allowed up to a maximum of 20% of contract value
8	42	Liquidated Damages	Will be imposed as follows: 1/10 th of 1% for every day of delay in the delivery of outputs, unless the delay is explained in advance, rationalized to be beyond the control of the contractor and the justification is duly accepted by UNCDF.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar

11	31	Deadline for submitting requests for clarifications/ questions	14 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNCDF: Myrna Lavidés Address: Two UN Plaza - 26th Floor New York 10017. United States E-mail address: uncdf.procurement@uncdf.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website: https://procurement-notice.undp.org/
14	23	Deadline for Submission	3 June 2020, 12:00 midnight EDT
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email <input type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	Uncdf.procurement@uncdf.org
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for technical proposal <u>must</u> not be provided to UNCDF until the date as indicated in No. 14 (<i>for email submission only</i>) ▪ Password for financial proposal <u>must</u> not be provided to UNCDF until requested by UNCDF ▪ Max. File Size per transmission: 35 MB <ul style="list-style-type: none"> ▪ Mandatory subject of email: RFPHQ-UNCDF-05042020
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>July 1, 2020</i>

19		Maximum expected duration of contract	Six months
20	35	UNCDF will award the contract to:	One or more Proposers, depending on the following factors: The awarding of Lots to one or two contactors
21	39	Type of Contract	Purchase Order Model Software Contract with Contract Face Sheet
22	39	UNCDF Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
	Years of relevant experience.	Form D: Qualification Form

¹ Non-performance, as decided by UNCDF, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Previous Experience	Contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Net income over the past 2 years should be equal or higher than the price proposal submitted and the current ratio should be at least 1.0 or higher. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	

Technical Evaluation Criteria

LOT 1 – Financial Instruments Management System

Bidder's qualification and capacity		Points obtainable
1.1	Reputation of the Company and Product in the industry (by reference to any certifications, analysis by independent research entities, other information on the firm's reputation). Does the offeror have at least 5 years of business operating experience?	150
1.2	Does the offeror have at least 5 organizational clients in the last five years? Does the offeror have a track record of serving at least one financial institution client? Experience providing services to international organizations will be a plus	100
	<i>Subtotal</i>	250
Approach and Methodology		Points obtainable
2.1	To what degree does the proposer understand the requirements/task?	50
2.2	Is the scope of task/system well defined and in sufficient detail, and does it correspond to the TOR along with the constraints/objectives?	25
2.3	Are the attributes of the system suitable to UNCDF's needs?	200
2.4	Is the proposed system sufficient, and does it have the flexibility to configure to UNCDF's needs	25
2.5	User-friendliness	50
2.6	Capability to integrate with Atlas ERP System	25
2.7	Ease of maintenance	25

2.8	System Demonstration and Presentation: Detailed presentation of attributes	300
	<i>Subtotal</i>	700
Key Personnel		Points Obtainable
2.1	Account/Technical Support Manager will have at least 3 years relevant experience and will be available to support and respond to any UNCDF concerns or requirement in the process	50
	<i>Subtotal</i>	50
	Total	1000

LOT 2 – Implementation and System Maintenance

Section 1. Bidder's qualification and capacity and experience		Points obtainable
1.1	Reputation of Organization/Company in the industry (by reference to any certifications, analysis by independent research entities, general history of the firm regarding timely and successful completion of projects, other information on the firm's reputation). Does the offeror have at least 5 years of business operating experience?	100
1.2	Does the firm have the capability and experience in system implementation? Does the offeror have at least five organizational clients in the last five years?	50
1.3	Does the offeror have a track record of providing solution to at least one financial institution? Considered a plus, does the offeror have experience in seamlessly integrating financial instrument management system with an ERP system as evidenced by having one successful experience in connecting two different software?	100
1.5	Does the offeror have the capability and experience to provide post-implementation or system maintenance support to clients?	50
	<i>Subtotal</i>	300
Section 2. Proposed Methodology, Approach and Plan		Points obtainable
2.1	Quality of Offeror's approach and methodology for implementing the system	100
2.2	Quality of Offeror's scope of service for providing system maintenance support	100
2.3	Work Plan and Staffing Schedule	100
2.4	Presentation of Proposal - Conformity to technical requirements and quality of the implementation and post implementation/system maintenance support details	200
	<i>Subtotal</i>	500

Section 3. Key Personnel		Points obtainable
3.1	Does the proposed Project Manager have at least 5 years of relevant professional experience? Is he knowledgeable and with experience in supervisory and management of system implementation? Preferably, with experience in leading implementation of lending or guarantee software to at least one financial institution	100
3.2	Does the proposed Team Member 1 have at least 3 years of relevant professional experience? Was he involved in at least 2 similar projects (completed)? Is he knowledgeable in system implementation? Does he have experience in supporting the implementation of lending or guarantee software to at least one financial institution? Experience integrating financial institution software to an ERP system is a plus.	50
3.3	Does the overall composition of proposed team structure have appropriate expertise and team size such that one or more of the team members have experience in implementing lending or guarantee software to at least one financial institution?	50
	Subtotal	200
	Total	1000

Section 5. Terms of Reference

Terms of Reference for the Selection and Implementation of Financial Instruments Management System for UN Capital Development Fund (UNCDF)

A. Project Title

Procurement, Roll-Out and Maintenance of Financial Instruments Management System for UNCDF's Least Developed Country Investment Platform

B. Project Description

The UN Capital Development Fund (UNCDF) makes public and private finance work for the poor in the world's 47 least developed countries (LDCs). With its capital mandate and instruments, UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. This last mile is where available resources for development are scarcest; where market failures are most pronounced; and where benefits from national growth tend to leave people excluded.

UNCDF pursues innovative financing solutions through: (1) financial inclusion, which expands the opportunities for individuals, households, and small and medium-sized enterprises to participate in the local economy, while also providing differentiated products for women and men so they can climb out of poverty and manage their financial lives; (2) local development finance, which shows how fiscal decentralization, innovative municipal finance, and structured project finance can drive public and private funding that underpins local economic expansion, women's economic empowerment, climate adaptation, and sustainable development; and (3) a least developed countries investment platform that deploys a tailored set of financial instruments to a growing pipeline of impactful projects in the "missing middle".

By strengthening how finance works for poor people at the household, small enterprise, and local infrastructure levels, UNCDF contributes to SDG 1 on eradicating poverty with a focus on reaching the last mile and addressing exclusion and inequalities of access. At the same time, UNCDF deploys its capital finance mandate in line with SDG 17 on the means of implementation, to unlock public and private finance for the poor at the local level. By identifying those market segments where innovative financing models can have transformational impact in helping to reach the last mile, UNCDF contributes to a number of different SDGs and currently to 28 of 169 targets.

Approximately US\$1.7 trillion flows from the developed world to the developing world from a diversified set of actors and with equally distinct motivations, ranging from purely philanthropic to market-rate return on investments. By being innovative in the way development assistance is deployed the aid can have the potential to extend the reach

through for example the complementary deployment of private capital i.e. by blending public and private funds for enhanced development results. The development assistance then has the potential to expand the pool of foreign and domestic capital available for economic development for e.g. small and medium enterprises, agriculture, infrastructure and key public services.

UNCDF uses a combination of grant, reimbursable grant, loans, guarantees and/or technical assistance to support early stage businesses, SMEs, projects, microfinance institutions and municipal investments. UNCDF's use of loans and guarantees is growing and there is now an ambition to provide better access to finance by using a range of financial products to all segments of society, at a reasonable cost, and on a sustainable basis.

UNCDF's LDC Investment Platform (LDCIP) serves as UNCDF's hub for innovative development finance by engineering the conditions for investment viability in the "missing middle" or in riskier market segments. Ensuring investment viability can be done by using financial instruments designed to absorb and mitigate risk, and not least provide technical assistance to the investees.

UNCDF has been deploying loans and guarantees from resources which have been given to UNCDF as grants, predominantly from member states (donors). The loan and guarantee sizes have been ranging from \$50 to \$400 thousand, with terms between less than one year and five years. The loans are issued in local currency from USD funds sourced from a variety of Donors under the programs set out above.

In the last few years, UNCDF has progressively increased its deployment of loans and guarantees. UNCDF is on the road to expanding its capital investment mandate. It has a goal of growing the portfolio from less than \$10 million to \$50 million in the next few years.

As it experiences growth in volume, UNCDF now needs a robust financial instruments (loan and guarantee) management system to support the growth of its lending and guarantee operations. More specifically, UNCDF is looking for a system and/or solution that can manage the origination of loans and guarantees, portfolio management, and non-commercial development finance activities. A robust system is expected to support growth through its embedded workflow, reporting tools, and database.

C. Scope of Services, Expected Outputs, and Target Completion

UNCDF requires the services of one or more Contractors that will deliver the following three (3) components:

(i) Lot 1: Financial Instruments Management System

The contractor must propose a system appropriate to the current and near future needs of UNCDF to manage loan and guarantee operations. The key considerations are user-friendliness, flexibility, maintenance and cost. The contractor may propose either a

proprietary or third party developed software. UNCDF prefers a cloud-based system. There will be an initial 10 users for the system across the UNCDF network.

UNCDF intends to utilize the system's standard features as much as possible. At the minimum, the Financial Instruments System must have an embedded workflow and other features to handle the loan and guarantee origination and portfolio management.

- a. Origination Management: Manage the process from sourcing of investments to disbursement of funds. This may include approximately 6-8 steps toward disbursement, including different levels of authorization (e.g. Committee approvals) and documentation specific to each step. The system must be able to track the progress and manage the approvals in the system at each stage of the investment cycle. The system must be able to accommodate users from different locations. Note that guarantees have some different mechanics compared to loans.
- b. Portfolio Management: Manage loan and guarantee payment schedule, monitor covenant compliance, and perform periodic credit review. The system must have the capability for tracking the submission of documents from clients, storage of scanned copies of documents, and the triggering of automatic reminders for submissions of data. Further, the system must have the capability to manage changes due to restructurings, changes arising from approved client requests, and termination.

User's requirements that cannot be handled by the system's standard features will be managed either through workarounds or other systems available at UNCDF.

In addition, the system must have features to generate standard and user-defined reports at the loan/guarantee and portfolio levels. Lastly, the system must have the capability to connect with Atlas ERP system.

The proposed fees for the financial instruments management system must include standard back end support services, such as IT security, back-ups, version upgrades, system bugs fixing, among others.

(ii) Lot 2: Implementation and System Maintenance

(a) Implementation of the System

The contractor will operationalize the system based on UNCDF's business needs. The effort must include establishing the functionality of the system, front end interface design, workflow process definition, data migration, testing, and transition to live operations. It must include training of staff, as well as preparation of manuals for the system design and configuration.

As part of implementation, the system must connect to the Atlas system for accounting and payments. Ideally, the connection must achieve a seamless flow of real time data into and out of the Atlas system while enabling the Atlas system to conform to the IPSAS accounting

standards for non-profit institutions. In addition, the system must be prepared, for immediate or at a later stage, to integrate with the Atlas system's human resource, project management and procurement functions.

Lastly, the contractor is expected to provide a solution to manage development finance elements of the loan administration at UNCDF. These elements can be managed either through the financial instrument management system (if the system has the capability) or through a software already available at UNCDF (i.e. Sharepoint, MS Project, Atlas Project Management, Atlas Financial). The following are the most important development finance elements of loan administration at UNCDF:

- i. Calculation of subsidy to borrowers and application of contribution to reserve
- ii. Linking of donor fund sources to qualified loans or guarantees
- iii. Regular portfolio credit review scoring system based on financial and development criteria
- iv. Management of development result indicators, including tracking of financing leverage

The expected output of the software implementation is a well-functioning loan and guarantee origination and portfolio management system. The contractor must provide a warranty at no additional cost to UNCDF to cover for system issues arising from failures in the delivery of services under the implementation's scope of work.

(a) System Maintenance Support

The contractor must provide a system maintenance support for areas not covered by warranties under the financial instruments management system and system implementation components, and propose hourly rates for off-site and on-site support as follows:

- (i) The contractor must provide System maintenance support at the end of the go-live period without additional cost to UNCDF, for a period of 6 weeks; and
- (ii) The contractor must Propose unit cost of services per hour for on-call maintenance support thereafter. The unit cost proposed for this stage shall remain valid for a minimum period of three (3) more years. On-site support is to be rendered only if becomes necessary or if required by UNCDF. UNCDF will utilize these services as needed.

Among others, the support will assist users in handling the system, ensure a smooth workflow, and help roll out new functionalities in response to changes in business needs.

The contract for the annual system maintenance support under this component will start after 6 weeks from the end of the go-live phase. This contract will only be valid if the contractor has successfully implemented the system.

D. Institutional Arrangement

The contractor/s will work closely with UNCDF's LDC Investment Platform (LDCIP) team, and will conduct consultations with relevant staff from the Office of Finance and Management Services, Project Management Support Unit, and select project owners located in field offices.

A designated UNCDF staff from LDCIP team will be assigned to supervise the project and perform regular quality assurance check on the work of the contractor/s. Implementation consultants must provide weekly progress update to the designated LDCIP staff.

E. Duration of the work

The implementation work is expected to commence on July 1, 2020 and is expected to reach go-live stage within 6 months from the commencement date. The successful implementation of the system is crucial to achieving UNCDF's development goals, and UNCDF encourages the contractor/s to complete the implementation much earlier than 6 months, if possible.

The contract duration for the maintenance support phase (for services not covered by warranties) will be for an initial one year and will commence after 6 weeks from the start of the go-live phase.

F. Location of Work

Lot 1 will not require the contractor's presence in UNCDF HQ. For Lot 2, the location for the implementation phase will be a mix of Contractor's office base and at UNCDF's Headquarters in New York City. Communication with UNCDF personnel stationed in the field will be conducted through calls and emails. For system maintenance support, which is also a component of Lot 2, the location is primarily off-site or outside UNCDF HQ, to be carried out through electronic channels, with provision for on-site support in UNCDF HQ, if and when required. UNCDF will accommodate the presence of the Contractor personnel during the conduct of work and meetings in UNCDF premises as needed.

G. Qualifications of Successful Service Provider

The Contractor/s shall have the following qualifications.

	Lot 1 – Financial Instruments Management System
1	Contractor must have a good track record in the industry, with at least 5 years of business operating experience;
2	The company must have at least 5 organizational clients in the past five years, with at least one of them being a financial institution;
3	Experience providing services to international organization/s will be a plus;
	The support key personnel will have at least 3 years of relevant experience.

4										
	Lot 2 – Implementation and System Maintenance Support									
1	Contractor must have a good track record in the industry for timely and successful implementation and completion of projects, with at least 5 years of business operating experience;									
2	The company must have capability and experience in system implementation, with at least 5 organizational clients in the last 5 years;									
3	The company must have at track record in providing solutions to at least one financial institution;									
4	Ability to seamlessly integrate the financial instrument management system with an ERP system as evidenced by having one successful experience in connecting two different softwares is a plus;									
5	Offeror must have the capability to provide post-implementation maintenance support to clients;									
6	The key personnel to be deployed to perform the tasks shall meet the following qualifications:									
	<table><tr><th>Key Personnel</th><th>Key Qualifications</th><th>Experience</th></tr><tr><td>Project Manager</td><td>Knowledgeable and with experience in supervisory and management of system implementation; preferably with experience in leading the implementation of lending or guarantee software to at least one financial institution</td><td>At least 5 years of relevant experience</td></tr><tr><td>Team Member 1</td><td>Knowledgeable in system implementation; has experience in supporting the implementation of lending or guarantee software to at least one financial institution; experience integrating financial institution software to an ERP system is a plus</td><td>Involved in at least 2 similar projects completed; with at least 3 years relevant experience</td></tr></table>	Key Personnel	Key Qualifications	Experience	Project Manager	Knowledgeable and with experience in supervisory and management of system implementation; preferably with experience in leading the implementation of lending or guarantee software to at least one financial institution	At least 5 years of relevant experience	Team Member 1	Knowledgeable in system implementation; has experience in supporting the implementation of lending or guarantee software to at least one financial institution; experience integrating financial institution software to an ERP system is a plus	Involved in at least 2 similar projects completed; with at least 3 years relevant experience
Key Personnel	Key Qualifications	Experience								
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Team Member 1	Knowledgeable in system implementation; has experience in supporting the implementation of lending or guarantee software to at least one financial institution; experience integrating financial institution software to an ERP system is a plus	Involved in at least 2 similar projects completed; with at least 3 years relevant experience								

The above required qualifications of service providers are consistent to [the Technical Evaluation Criteria](#) noted below and as provided for in the RFP. with the corresponding obtainable points.

H. Selection of the Contractor (Evaluation Criteria)

LOT 1 – Financial Instruments Management System

Bidder's qualification and capacity		Points obtainable
1.1	Reputation of the Company and Product in the industry (by reference to any certifications, analysis by independent research entities, other information on the firm's reputation). Does the offeror have at least 5 years of business operating experience?	150
1.2	Does the offeror have at least 5 organizational clients in the last five years? Does the offeror have a track record of serving at least one financial institution client? Experience providing services to international organizations will be a plus	100
	<i>Subtotal</i>	250
Approach and Methodology		Points obtainable
2.1	To what degree does the proposer understand the requirements/task?	50
2.2	Is the scope of task/system well defined and in sufficient detail, and does it correspond to the TOR along with the constraints/objectives?	25
2.3	Are the attributes of the system suitable to UNCDF's needs?	200
2.4	Is the proposed system sufficient, and does it have the flexibility to configure to UNCDF's needs	25
2.5	User-friendliness	50
2.6	Capability to integrate with Atlas ERP System	25
2.7	Ease of maintenance	25
2.8	System Demonstration and Presentation: Detailed presentation of attributes	300
	<i>Subtotal</i>	700
Key Personnel		Points Obtainable
2.1	Account/Technical Support Manager will have at least 3 years relevant experience and will be available to support and respond to any UNCDF concerns or requirement in the process	50
	<i>Subtotal</i>	50
	Total	1000

LOT 2 – Implementation and System Maintenance

Section 1. Bidder's qualification and capacity and experience	Points obtainable
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1.1	Reputation of Organization/Company in the industry (by reference to any certifications, analysis by independent research entities, general history of the firm regarding timely and successful completion of projects, other information on the firm's reputation). Does the offeror have at least 5 years of business operating experience?	100
1.2	Does the firm have the capability and experience in system implementation? Does the offeror have at least five organizational clients in the last five years?	50
1.3	Does the offeror have a track record of providing solution to at least one financial institution? Considered a plus, does the offeror have experience in seamlessly integrating financial instrument management system with an ERP system as evidenced by having one successful experience in connecting two different software?	100
1.5	Does the offeror have the capability and experience to provide post-implementation or system maintenance support to clients?	50
<i>Subtotal</i>		300
Section 2. Proposed Methodology, Approach and Plan		Points obtainable
2.1	Quality of Offeror's approach and methodology for implementing the system	100
2.2	Quality of Offeror's scope of service for providing system maintenance support	100
2.3	Work Plan and Staffing Schedule	100
2.4	Presentation of Proposal - Conformity to technical requirements and quality of the implementation and post implementation/system maintenance support details	200
<i>Subtotal</i>		500
Section 3. Key Personnel		Points obtainable
3.1	Does the proposed Project Manager have at least 5 years of relevant professional experience? Is he knowledgeable and with experience in supervisory and management of system implementation? Preferably, with experience in leading implementation of lending or guarantee software to at least one financial institution	100
3.2	Does the proposed Team Member 1 have at least 3 years of relevant professional experience? Was he involved in at least 2 similar projects (completed)? Is he knowledgeable in system implementation? Does he have experience in supporting the implementation of lending or guarantee software to at least one financial institution? Experience integrating financial institution software to an ERP system is a plus.	50
3.3	Does the overall composition of proposed team structure have appropriate expertise and team size such that one or more of the team members have experience in implementing lending or guarantee software to at least one financial institution?	50

	Subtotal	200
	Total	1000

At the shortlisting phase, one of the criteria is the presentation of proposal. Longlisted firms will have the opportunity to present, which will be evaluated with corresponding points. Offerors who pass a minimum 70% at the technical evaluation will move forward to financial evaluation which comprises 30% of the overall score.

Scope of Bid Price and Schedule of Payments

a. Financial Instruments Management System

The bid price for the system must be presented on a per license fee based on 10 user licenses. The bid price must include all relevant fees/costs. The contract period must be for a duration of 36 months.

b. Implementation of the System

The bid price for the system implementation must be presented as a lump sum contract based on the scope presented in this bid document. Payment for the system implementation will be given based on the following schedule:

	Deliverables	Payment Trigger	Percentage of Total Price
1	Preparation and submission of the system design of the FIMS	UNCDF's acceptance of design	20%
2	Configuration of the system	UNCDF's verification and sign off	20%
3	User Acceptance Testing	UNCDF's sign off	20%
4	Data Migration and Go Live	UNCDF's sign off	20%
5	Submission of documentation	Sufficiency of documents and UNCDF's acceptance	20%
	Total		100%

c. System Maintenance Support

The bid prices must be presented as an hourly rate, each for on-site and off-site resources. On-site rate must assume an 8-hour day. As noted above, under Section C: Scope of Services, the contractor must propose hourly rates for a one-year system maintenance support both for off-site support and on-site support, to commence after 6 weeks from the end of the go-live phase.

H. Travel Expenses

The work may or may not entail travel during the implementation and system maintenance support phase of the contract. In the event that travelling becomes a necessity, the travel cost of consultants to New York (where applicable) shall be included as part of the Financial Proposal, duly broken down to indicate frequency, destinations and number of personnel included in the travel costs.

International travel, however, is not to be included as part of the bid. International travel, if it becomes necessary, may be specified after project initiation. If the need arises for international travel of consultants, the cost will be reimbursed at actual costs consistent with the policy on reimbursable travel expenses. This means travel class cannot exceed those of an economy class ticket, and under no circumstances will living and out-of-pocket expenses exceed UNCDF's DSA rates. International travel will only be authorized after written permission from Head, LDCIP/UNCDF.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) 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;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNCDF.

We offer to provide services in conformity with the Bidding documents, including the UNCDF General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNCDF accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNCDF vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNCDF vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNCDF may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNCDF for the fulfillment of the provisions of the Contract.

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNCDF.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			

Current Ratio			
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☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

I. Lot 1: Financial Instrument Management System

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken and related contracts.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

- 2.1 Description of the system and the key functionalities
- 2.2 Attributes of the system that meet clients' needs
- 2.3 System design to ease navigation of the system
- 2.4 System's capability to work with an ERP system and the ease of integration.
- 2.5 Maintenance requirements of the system

SECTION 3: Key Personnel - Provide CVs for key personnel that will be provided to implement the system. CVs should demonstrate qualifications in areas relevant to the Scope of Services as noted under the TOR

II. Lot 2: Implementation and System Maintenance

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken and information on related contracts.
- 1.2 Relevant experience, organizational capability, management structure, project management controls for providing implementation and system maintenance support.
- 1.3 Experience of the firm that demonstrates providing solution to at least one financial institution
- 1.4 Firm's capability to accomplish a seamless integration of the financial management system with an Atlas ERP system

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A description of the system architecture appropriate for UNCDF's business and operating needs.
- 2.2 A detailed description of the approach and methodology for how the Bidder will achieve the implementation of the system. Please provide details on how the different service elements shall be organized, controlled and delivered.
- 2.3 A detailed description of the approach and methodology for how the Bidder will conduct the system maintenance phase to UNCDF. Please provide details on how the different service elements shall be organized, controlled and delivered. Additional services that will be rendered beyond the requirements of the TOR, if any.
- 2.4 Description of the Work Plan and Staffing Schedule (Note: May be through submission of spreadsheet – this is important and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of UNCDF. If substitution is unavoidable it will be with a person who, in the opinion of the UNCDF, is at least as experienced as the person being replaced, and subject to the approval of UNCDF. No increase in costs will be considered as a result of any substitution.)

SECTION 3: Key Personnel

Provide CVs for key personnel that will be provided to implement the system. CVs should demonstrate qualifications in areas relevant to the Scope of Services as noted under the TOR .

- 3.1.1 Project manager: Must have at least 5 years of experience of professional relevant experience. Education and professional certifications must be demonstrated; must have direct experience in supervising and management of system, with experience in leading the implementation of lending or guarantee software to at least one financial institution;
- 3.1.2 Team Member 1 : Must have at least 3 years of experience of relevant professional experience. Education and professional certifications must be demonstrated. Must also demonstrate one or more of the following: (i) experience in implementing lending or guarantee software to at least one financial institution; (ii) possess understanding of lending or guarantee operations of financial institutions; (iii) possess technical capability to seamlessly integrate the financial institution software to an ERP system (a plus).
- 3.1.3 Additional Team Members (if necessary): Same criteria as for Team Member 1.
- 3.1.4 Description of how overall composition of proposed team structure and appropriate expertise and team size to meet the project objectives.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> ■ Name of institution: [Insert] ■ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Currency of the proposal: USD

Table 1: Summary of Prices for Lot 1: System Price

Amount(s) in USD		
Financial proposal		
	Monthly	Total
Subscription Fee		
Total Amount of Financial Proposal		
VAT 0%		
Total final and all-inclusive price quotation (VAT 0%)		

Table 1: Summary of Fees for Lot 2: Implementation of the System

Amount(s) in USD	
Financial proposal for Lot 2	

Professional Fees for Team Leader (from Table 2)	
Professional Fees for Team Members (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal VAT 0%	
Total final and all-inclusive price quotation (VAT 0%)	

Table 2: Breakdown of Fees for Lot 2: System Maintenance Support

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
On-Site				
Off-Site				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity (for Implementation Only)

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total/%
Deliverable 1 – Submission of the System Design				
Deliverable 2 – Configuration of the System				
Deliverable 3 – User Acceptance Testing				
Deliverable 4 – Data Migration and Go Live				
Deliverable 5 – Submission of Documentation				

Form H: Form of Proposal Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNCDF

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNCDF dated [Click here to enter a date.](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNCDF has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNCDF's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNCDF may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

