

REQUEST FOR QUOTATION FOR LOW-VALUE GOODS

DATE: 14.06.2020

SUBJECT: Request for training in International Standards ISO 9001 and ISO 27001 for employees of the Public Services Agency

REF: RFQ/043/20 Training in International Standards ISO 9001 and ISO 27001 for employees of the Public Services Agency

DEADLINE: by 18:00 (GMT +5) on Tuesday, June 30, 2020

Dear Sirs,

We kindly request that you provide a quotation for training in international standards ISO 9001 and ISO 27001 for employees of the public services Agency, described below.

1. GENERAL CONDITION TO THE TECHNICAL SPECIFICATION

With regard to the current tender, the United Nations Development Programme (UNDP) is a Customer. The UNDP is hiring a training company to train and acquaint employees of the Agency of Public Services (End-user) with requirements of the international standards ISO 9001 and ISO 27001. These Terms of Reference lay out the key requirements to the training company (hereinafter – the Service Provider) for the training of Agency staff (hereinafter – the End-user) on international standards according to paragraph 4 of these Terms of Reference. All qualification requirements to the training company must meet or exceed the minimum requirements specified in these Terms of Reference.

2. REQUIREMENTS TO THE SERVICE PROVIDER

2.1. The Service Provider must hold an appropriate license to provide a training on international standards ISO 9001 and ISO 27001.

2.2. The Service Provider shall provide services personally as per license or, in agreement with UNDP, through involving third parties, for whose actions the Service Provider is fully responsible.

2.3. Services must be delivered by trainers registered in the International Register of Certified Auditors (IRCA) with at least 3-year practical experience in organizing training activities. Auditors' certificates must be attached.

2.4. The availability of own material and technical base to carry out training activities:

- classroom with good lighting;
- whiteboard and marker;
- chairs (one for each participant);
- handouts;
- training visual aids;
- computer equipment with availability of Internet connection;

- projector (screen).

3. REQUIREMENTS FOR SERVICE PROVISION

3.1. Trainings must be conducted in Russian as per schedule agreed with UNDP not less than 10 working days before they start. Training agenda and schedule (maximum 5 pages) must be provided.

The purpose of training is:

- training of participants for the organization of the internal audit service in accordance with the requirements of the international standard ISO 9001, which will assist to effectively analyze the company's activities, identify and prevent possible inconsistencies, as well as improve the management system;
- providing the necessary knowledge to APS employees to implement the information security management system (ISMS) in accordance with ISO 27001.

3.2. The whole program of the training for two groups must be designed for at least 12 working days (96 academic hours).

3.3. The Service Provider shall provide the trainees with a set of handouts on paper and/or electronic carriers (training, methodical, and reference manuals) and shall distribute training materials in the process of training.

3.4. Upon completion of the training and subject to successful passing of examination, the trainees shall be awarded with Training Certificates.

4. SCOPE OF SERVICES PROVIDED

4.1 Organisation of training courses in the following areas:

№ п/п	Service title and type	Number of trainees (persons)	Academic hours quantity
1.	ISO 9001:2015 Quality Management System	15	Not less than 48 hours (6 working days)
2.	ISO 27001:2018 Information Security System	15	Not less than 48 hours (6 working days)

4.2 During the training the UNDP will organize coffee breaks and lunches for training participants.

5. RESPONSIBILITY OF THE SERVICE PROVIDER

5.1. The Service Provider is responsible for organization of the training process in accordance with requirements of the current legislation.

5.2. The Service Provider must at no charge correct all identified deficiencies upon request from UNDP, if in the process of service delivery the Service Provider deviated from the contractual conditions that adversely affected the quality of services.

6. PLACE OF WORK PERFORMANCE (SERVICE PROVISION)

6.1. Training facility of the training company located in Tashkent city.

Price Table:

#	Service title and type	Number of trainees (persons)	Academic hours quantity	PRICE IN [CURRENCY] (WITHOUT VAT)	
				Unit price	Total price
1.	ISO 9001:2015 Quality Management System	15	6 (48 hours)		
2.	ISO 27001:2018 Information Security System	15	6 (48 hours)		
3.	Expenses for handouts	30			
	Total price of service				
	Other expenses				
	15% VAT (if the company is registered as a VAT payer)				
	Total bid price includes all expenses				

Notes:

1. An Inspection of the Applicant's office and training area will be arranged upon request (if applicable).
2. A partial offer under this request is NOT allowed.

The UNDP General Terms and Conditions are an integral part of this RFQ and should be reviewed by all bidders.

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

In submitting a quotation, bidders expressly accept to be bound by these General Terms and Conditions.

Any Purchase Order resulting from this process shall incorporate them in full.

Please submit your quotation by completing the right column of the form below:

UNDP Requirements [to be filled out by Buyer]	Bidder's Response
Validity of Offer: <input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____
Required documents: 1. The Service Provider must hold an appropriate license to provide a training on international standards ISO 9001 and ISO 27001; 2. Services must be delivered by trainers registered in the International Register of Certified Auditors (IRCA) with at least 3-year practical experience in organizing training activities. Auditors' certificates must be attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": _____

3. Program and training schedule (no more than 5 pages).	
Payment Terms: <input checked="" type="checkbox"/> Local Currency: Uzbek Soums (UZS), for Local Suppliers will be paid in Uzbek Soums by bank transfer 100% of the total invoice amount upon delivery and signing of act-acceptance of services by both parties <input checked="" type="checkbox"/> United States Dollars, for Foreign Suppliers will be paid in US Dollars by bank transfer 100% of the total invoice amount upon delivery and signing of act-acceptance of services by both parties	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": <hr/>
VAT terms: <input checked="" type="checkbox"/> Must be exclusive of VAT for foreign companies registered outside of Uzbekistan <input checked="" type="checkbox"/> Must be inclusive of VAT for local companies registered in Uzbekistan (if registered as VAT payer);	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": <hr/>
Delivery terms: At least 12 working days (96 academic hours) after the date of signing the contract by both parties	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": <hr/>
All documentations, including catalogs, instructions and operating manuals, shall be in: <input checked="" type="checkbox"/> English or Russian <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain in case of "No": <hr/>
Liquidated Damages: <input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions: 0,5% of total contract amount for every day of delay, up to a maximum 10% of the contract amount. The contract may be terminated thereafter or after one month of delay, whichever occurs earlier. Maximum delay days: 30 calendar days. UNDP may then terminate the contract.	<input type="checkbox"/> Accept <input type="checkbox"/> Does not accept <input type="checkbox"/> Please explain in case of "Does not accept":
Please confirm that your company is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;	<input type="checkbox"/> Not listed <input type="checkbox"/> Listed <input type="checkbox"/> Please explain in case of "Listed":
Please confirm that you accept the UN Supplier Code of Conduct, available at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct	<input type="checkbox"/> Accept <input type="checkbox"/> Does not accept <input type="checkbox"/> Please explain in case of "Does not accept":

We request your duly signed and sealed price quotation in a company letterhead and additional details as outlined, latest by **18:00 (GMT +5) on Tuesday, 30th of June, 2020.**

Bid must be submitted electronically in .pdf format to bids.uz@undp.org¹. Quotation submitted by e-mail must be limited to a maximum size of 10 MB, virus-free and consist of no more than 3 email transmissions. Otherwise, such quotations will be rejected.

Your bid should contain the following reference either on the envelope or email subject:

RFQ/043/20 Training in International Standards ISO 9001 and ISO 27001 for employees of the Public Services Agency ².

Please follow these instructions and be mindful of deadlines. Bids submitted through other means or to other addresses will not be accepted.

UNDP will consider an award to the quotation which complies with all requirements in full and offers the lowest price. UNDP reserves the right to conduct post qualification exercise by requesting additional documents/clarifications/information if deemed necessary.

Any offer that does not meet requirements shall be rejected. UNDP is under no obligation to accept any bid.

Any request for additional information or queries must be sent/addressed to Procurement Unit three business days prior to the deadline in writing to pu.uz@undp.org.

Yours Sincerely,

Procurement Unit

¹ Quotations submitted to other e-mail addresses will not be accepted and will be rejected.

² Quotations that do not contain the specified subject or reference to the tender number in the subject line of e-mail message or on the envelope will not be opened and will be rejected.