**FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL[[1]](#footnote-2)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-3))***

[insert: *Location]*.

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
7. *Mutual non-disclosure agreement (template attached)*
8. *Written Confirmation that, in the event that the proposal is considered technically qualified, the company will grant UNDP access to a two weeks free trial subscription.*

*g) All required information to facilitate the screening of the company against the minimum technical requirements and technical evaluation criteria listed above.*

1. **Proposed Methodology for the Completion of Services**

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| --- |
| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*  *The methodology should provide response to all points listed below:*   * 1. Comprehensive and timely coverage and analysis of issues which may impact UNDP’s ability to conduct smooth operations. These issues include political, pandemic, cultural and religious trends, bureaucratic hindrances, infrastructure failures and socio-economic trends, geopolitical trends and developments in addition to classic security threats.   2. Advance notification of scheduled or forecast events that may hinder operational delivery; Initial incident reports should be focused on timeliness of delivery and accuracy of information. A “Flash Report” type of format, detailing “Who, What, When, Where” during the emerging stages of an incident is preferred. Additional analytical data may be introduced later, as information clarity increases.   3. Analysis pieces should demonstrate granular understanding of the local, regional and/or global context as appropriate and not simply replicate readily available open source information.   4. Key information should be presented as “Bottom Line Up Front”, with detailed analysis following thereafter. A description, or list, of incidents is insufficient as an analysis piece and instead such pieces should consider the implications of an event or events.   5. Additional means of delivery that provide searchable and customizable reporting according to topic and severity scale e.g. web repositories or mobile apps, are desirable but not mandatory.   6. Reporting on specific incidents should be timely as indicated so the frequency of reports should be daily in active locations with a weekly regional overview. A more detailed regional analysis is required preferably on a monthly basis.   7. Access to analysts (licensed users have direct access to provider analysts to get briefed, get answers to questions and analysis they receive) and description of structure and turnaround time of the Request for Information (RFI) process. (Max 40 points)   8. Frequency of API data refresh (higher weekly, lower score monthly).   9. Mechanism in place to ensure all deliverables shall be strictly neutral from political and ideological standpoints |

1. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

1. *Names and qualifications of the key personnel that will be involved in the provision of this service to the UNDP (analyst roles, subscription technical maintenance roles etc.)*
2. *CVs demonstrating qualifications for each personnel member involved must be submitted;*

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date*

**TABLE 1: Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Technical responsiveness/Full compliance to requirements (PLEASE SUBMIT A TECHNICAL PROPOSAL THE ADECUACY OF THE PROPOSED SERVICES WITH RESPECT TO ALL MINIMUM TECHNICAL REQUIREMENTS AND TECHNICAL EVALUATION CRITERIA) |  |  |  |
| Validity of Quotation, 120 days |  |  |  |
| The vendor is not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List |  |  |  |
| Full acceptance of the Contract General Terms and Conditions |  |  |  |
| Submission of mutual non-disclosure agreement. |  |  |  |
| Written Confirmation that, in the event that the proposal is considered technically qualified through the desk review, the company will grant UNDP access to a two weeks free trial subscription. |  |  |  |
| Item(s) listed should be delivered immediately after the issuance of UNDP PO. |  |  |  |

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

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation] & [Date]*

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-2)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-3)