



REQUEST FOR QUOTATION (RFQ) (Service)

To: All Interested Bidders	DATE: October 21, 2020
	REFERENCE: RFQ/UNDP/ RRU-RESTORE /116804/056/2020 - Business Continuity Plan towards Business Resilience

Dear Sir / Madam:

We kindly request you to submit your quotation for Business Continuity Plan towards Business Resilience, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on **Wednesday, October 28, 2020 at 17.00 hours (GMT+7)** via ☒ e-mail, to the address below:

United Nations Development Programme

Menara Thamrin Building, 8th Floor

Jl. M.H. Thamrin, Kav. 3

Jakarta 10250, Indonesia

Tel: 021-2980 2300

Attn: Procurement Unit

Email address:

Bids.id@undp.org

Quotations submitted by email must be limited to a maximum of 8 MB per transmission, virus-free and no more than 5 (five) email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the above mentioned service/s:

Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Office - Menara Thamrin Building, 8th Floor Jl. M.H. Thamrin, Kav. 3 Jakarta 10250, Indonesia	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Please refer to Annex I	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER N/A
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : IDR for local bidders	
Value Added Tax on Price Quotation ²	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	N/A	
Deadline for the Submission of Quotation	Wednesday, October 28, 2020 at 17.00 hours (GMT+7)	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others except for any legal certificates issued by local government	
Documents to be submitted ³	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate ;	

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

² This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

³ First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> Others CV of Each Proposed Personnel & List previous projects as required in the TOR												
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>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.</p>												
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [<i>pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]												
Payment Terms ⁴	<input type="checkbox"/> 100% upon complete delivery of goods <input checked="" type="checkbox"/> Others <table border="1" style="width: 100%;"> <thead> <tr> <th>Report</th><th>Estimated Time Target</th><th>Payment</th></tr> </thead> <tbody> <tr> <td>COVID-19 impact assessment report</td><td>30 November 2020</td><td>30% of total contract</td></tr> <tr> <td>Presentation/capacity building module (including speaker notes for the trainer)</td><td>20 December 2020</td><td>40% of total contract</td></tr> <tr> <td>1. Virtual trainings to agreed selected 100 MSEs from several different sectors and</td><td>21 February 2021</td><td>30% of total contract</td></tr> </tbody> </table>	Report	Estimated Time Target	Payment	COVID-19 impact assessment report	30 November 2020	30% of total contract	Presentation/capacity building module (including speaker notes for the trainer)	20 December 2020	40% of total contract	1. Virtual trainings to agreed selected 100 MSEs from several different sectors and	21 February 2021	30% of total contract
Report	Estimated Time Target	Payment											
COVID-19 impact assessment report	30 November 2020	30% of total contract											
Presentation/capacity building module (including speaker notes for the trainer)	20 December 2020	40% of total contract											
1. Virtual trainings to agreed selected 100 MSEs from several different sectors and	21 February 2021	30% of total contract											

⁴ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

	located in Jabodetabek and outside Java Island (UNDRR Tip 10: Exercise) 2. Final report (softcopy and hardcopy 50 pieces)		
Liquidated Damages	<input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay : 0.5% Max.no of days of delay : 1 (one) week After which UNDP may terminate the contract		
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁶ <input checked="" type="checkbox"/> Others required qualification as specified in Annex 1		
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: <i>[Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Suppliers</u>]</i>		
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement ⁷ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>		
Contract General Terms and Conditions	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)		

⁵ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁶ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁷ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

	Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by <i>[indicate number of days]</i> <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection <i>[specify method, if possible]</i> <input type="checkbox"/> Complete Installation <input type="checkbox"/> Passing all Testing <i>[specify standard, if possible]</i> <input type="checkbox"/> Based on <input type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others based on submission and acceptance of each deliverable
Annexes to this RFQ ⁸	<input checked="" type="checkbox"/> Specifications of the Service Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input type="checkbox"/> Others <i>[pls. specify, if any]</i> Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ⁹	<i>Sri Hastutiningsih and Bela Kelvian</i> <i>Procurement Unit</i> <i>Sri.hastutiningsih@undp.org cc bela.kelvian@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

⁸ Where the information is available in the web, a URL for the information may simply be provided.

⁹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,



for **Martin Stephanus Kurnia**
Head of Procurement Unit
October 21, 2020

Annex 1

TERMS OF REFERENCE

Business Continuity Plan towards Business Resilience

BACKGROUND

The COVID-19 pandemic has impacted many different sectors in development locally and globally. Many businesses, both formal and informal have been experiencing challenging situation in holding the fort. Moreover, supply chains at all level, global, regional, and local have been severely disrupted despite strong demand. Suppliers are struggling to move materials and products to vendors.

For businesses to survive, especially micro, and small enterprises (MSEs), they must be able to adapt their operations to the new environment. Business continuity planning is a one way of building business resilience in normal times and a simple Business Continuity Plan is to protect businesses during a business disruption. A business continuity plan should be concise and easy to use. It is a working document that reflects the business as it is and not as it was. Within a given situation, a successful business continuity plan requires the flexibility to be creative and not be encumbered by strict compliance and detailed procedures. A business continuity plan sets out a framework and a process to enable a company to plan the delivery of its business. It helps a company to identify and manage risks and ensure the information needed to protect your business during a business disruption.

As part of reducing risk initiative and in order to build a more prepared and resilient businesses before, during and after crises, business continuity planning is essential. A Business continuity plan, not only will be able to secure supply chains and demand afloat and reduce further the economic loss during a crisis such as COVID-19, particularly for micro, and small enterprises (MSEs), but also build and strengthen the resilience of the businesses. CBI (Connecting Business initiative), IGCN (Indonesia Global Compact Network), UNDP, and UNOCHA are the main key stakeholders in this assignment.

DUTIES AND RESPONSIBILITIES

Objectives

The objective of this assignment is to select a potential entity to review and modify the planning tool developed by UNDRR (United Nations Disaster Risk Reduction) and ADPC (Asian Disaster Preparedness Center) adjusted to the local context. The selected entity will also be expected to develop the training modules based on the said modified and adjusted planning tool and conduct the training to the agreed selected MSEs in several provinces.

Scope of Work and Expected Outputs

Based on the above, the selected entity will carry out the following broad tasks:

1. To conduct COVID-19 impact assessment to agreed selected MSEs using the agreed existing tools.
2. To bridge the communication between MSEs and the Government and non-Government partners with the facilitation of UNDP-OCHA if required.
3. To develop a COVID-19 MSEs recovery framework including the roadmap as well as a guidance for MSEs to develop a BCP towards resilient MSEs in dual languages (Bahasa and English)
4. To develop the following materials to support the training:
 - Presentation/capacity building module (incl. speakers note for trainer)
 - Handbook/guidance material (in detail) for participants.
 - Practical guidance/infographic material for MSE's BCP in dual language (Bahasa and English)
5. To conduct virtual trainings to the agreed selected 100 MSEs in several agreed provinces on how to develop a COVID-19 business continuity plan including the roadmap as well as how to develop a BCP. MSEs are expected to develop stronger capacities through the trainings including being more bankable to be considered to receive loans from financing institutions. MSEs participants are also expected to provide feedbacks on how to develop a strong capacity to cope with business interruption. The selected MSEs are located in Jabodetabek and outside Java Island

6. To use the 10 Tips Planning Tool and also 5 Additional Tips, both developed by UNDRR and ADPC as the main reference. The complete information of the tools is as follows:

<https://www.undrr.org/publication/covid-19-small-business-continuity-and-recovery-planning-toolkit>

Scope of work and Payment	Outputs/deliverables	Deadline	Lumpsum payment
PAYMENT 1 <ul style="list-style-type: none"> To conduct COVID-19 impact assessment to agreed selected MSEs using the agreed existing tools. To bridge the communication between MSEs and the Government and non-Government partners with the facilitation of UNDP-OCHA if required. To develop a COVID-19 MSEs recovery framework including the roadmap as well as a guidance for MSEs to develop a BCP towards resilient MSEs in dual languages (Bahasa and English) 	1. COVID-19 impact assessment report	30 Nov 2020	30%
PAYMENT 2 <ul style="list-style-type: none"> To develop the following materials to support the training: <ul style="list-style-type: none"> Handbook/guidance material (in detail) for participants. Practical guidance/infographic material for MSE's BCP in dual language (Bahasa and English) 	Presentation/capacity building module (including speaker notes for the trainer) <ol style="list-style-type: none"> Powerpoint including speaker notes for Module A and Module B Video training Module A and Module B including the script and storyboard. Handbook/guidance material (in detail) for participants as follows: <ol style="list-style-type: none"> Business Continuity Planning Modules <ol style="list-style-type: none"> Modul A1: UNDRR Tip 1 <ul style="list-style-type: none"> COVID-19 Epidemic and its impact to MSEs. Modul A2: UNDRR Tip 2 + Tip 3 <ul style="list-style-type: none"> Identifying new business model - online platform (selected product, sustainable product life cycle, identify risk internal & external). (Risk is a negative effect on people, system or assets). Modul A3: UNDRR Tip 4 + Tip 5 <ul style="list-style-type: none"> Social assessment Implementation of the New Business & New Business Ethics (Social dialogue with employee in term of wages, sustainable employment, employee relation, safety & health management) with COVID-19 protocol. 	20 Dec 2020	40%

	<p>d. Modul A4: UNDRR Tip 6 + Tip 7 + Tip 8</p> <ul style="list-style-type: none"> o Implementation New Business Model: Self Employee + Sustainable Supply Chain + Promotion + Delivery System. <p>e. Modul A5: UNDRR Tip 2 + Tip 3</p> <ul style="list-style-type: none"> o Setting up online platform - identify risk internal & external - call # for Customer Service & complain settlement (Risk is a negative effect of people, system or assets). <p>2. Financial Issues Modules</p> <p>f. Modul B1: UNDRR Tip 9 + Tip A</p> <ul style="list-style-type: none"> o COVID-19 Credit Restructuration, Tax Relaxation <p>g. Modul B2: UNDRR Tip 9 + Tip B</p> <ul style="list-style-type: none"> o Developing /Modifying websites/ Social media accounts for new ways of promotional effort. <p>h. Modul B3: UNDRR Tip 9 + Tip C</p> <ul style="list-style-type: none"> o Networking with business associations. <p>i. Modul B4: UNDRR Tip 9 + Tip D</p> <ul style="list-style-type: none"> o Conducting financial institution assessment and building partnerships with Government-owned businesses. Feedback Mechanism (MSEs to assessor; customers to MSEs) <p>j. Modul B5: UNDRR Tip 9 + Tip D</p> <ul style="list-style-type: none"> o Mentoring in ensuring business continuity as a backbone of Indonesia economy. <p>Practical guidance/infographic material for MSE's BCP in dual language (Bahasa and English)</p> <ol style="list-style-type: none"> 1. Infographic materials - Module A: BCP (could be part of the story board) 2. Infographic materials - Module B: Financial issues (could be part of the story board) 		
<p>PAYMENT 3</p> <ul style="list-style-type: none"> • To conduct virtual trainings to the agreed selected 100 MSEs from several different sectors and located in Jabodetabek and outside Java Island on how to develop a COVID-19 business continuity plan including the roadmap as well as how to develop a BCP. MSEs are expected to develop stronger capacities through the trainings including being more bankable to be considered to receive loans from financing institutions. MSEs participants are also 	<ol style="list-style-type: none"> 3. Virtual trainings to agreed selected 100 MSEs from several different sectors and located in Jabodetabek and outside Java Island (UNDRR Tip 10: Exercise) 4. Final report (softcopy and hardcopy 50 pieces). The final report should include but not limited to all the expected deliverables (impact assessment report, modules, and trainings conducted), and lessons learned. 	21 Feb 2021	30%

expected to provide feedbacks on how to develop a strong capacity to cope with business interruption.			
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INSTITUTIONAL ARRANGEMENT

During the development process, the selected entity is to consult and discuss with CBI, IGCN, UNDP, and UNOCHA as the main key stakeholders of this assignment. All will ensure the expected outputs developed and delivered through participatory manner including **consultations with the relevant key multi-stakeholders such as academia, business associations, and relevant ministries and/or local government agencies.**

DURATION OF THE WORK

This assignment is expected to be completed by 21 February 2021.

COMPETENCIES

Corporate:

- Demonstrates integrity and fairness, by modelling the UN/UNDP's values and ethical standards.
- Promotes the vision, mission and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional/Technical:

- Strong analytical skills.
- Excellent writing skills.
- Excellent communication/coordination skills.
- Excellent English proficiency.

REQUIRED SKILLS AND EXPERIENCE

Minimum requirements for the company/organization/institution:

- The entity is legally registered.
- Minimum 3 relevant project within the last 5 years' in coordination with multi-stakeholders including Government and non-Government actors particularly private sector and its associations.
- Has 3 (three) relevant projects/activities within the last 5 years
- Familiarity with BCP and current issues related to disaster and COVID-19.

Minimum requirements for the members of the team:

a) Team Leader

- Advanced university degree in management, development studies or other relevant social sciences relevant to this assignment.
- A minimum of 5 years of professional experience in capacity building experience
- Experience in managing projects and writing reports
- Experience in directly working with Indonesian national governments or institutions
- Experience working with private sector
- Experience working with MSEs
- With competencies in the followings:
 - Fluency of Bahasa Indonesian and English, and
 - Familiar with BCP and current issues related to disaster and COVID-19.

b) Training Modules and Other Required Materials Coordinator

- Advanced university degree in in management, development studies or other relevant social sciences relevant to this assignment.
- A minimum of 3 years of professional experience in developing training modules
- Experience working with MSEs
- With competencies in fluency of Bahasa Indonesian and English.

c) Training Coordinator

- Advanced university degree in in management, development studies or other relevant social sciences relevant to this assignment.
- A minimum of 3 years of professional experience in conducting trainings
- Experience working with MSEs
- With competencies in fluency of Bahasa Indonesian and English.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰

(This Form must be submitted only using the Supplier's Official Letter head Stationery¹¹)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. : RFQ/UNDP/RRU-RESTORE/116804/056/2020 - Business Continuity Plan towards Business Resilience.

TABLE 1 : Offer to Supply Services Compliant with Terms of Reference

Item No.	Description/Specification of Services	Qty	UOM	Period of engagement	UOM	Unit Price	Total Price per Item
1	COVID-19 impact assessment report	1	package				
2	Presentation/capacity building module (including speaker notes for the trainer) 1 Powerpoint including speaker notes for Module A and Module B 2 Video training Module A and Module B including the script and storyboard.	1	module				
3	Handbook/guidance material (in detail) for participants as follows: 1. Business Continuity Planning Modules a. Modul A1: UNDRR Tip 1 COVID-19 Epidemic and its impact to MSEs. b. Modul A2: UNDRR Tip 2 + Tip 3 Identifying new business model - online platform (selected product, sustainable product life cycle, identify risk internal &	1	module				

¹⁰ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	<p>external). (Risk is a negative effect on people, system or assets).</p> <p>c. Modul A3: UNDRR Tip 4 + Tip 5 Social assessment Implementation of the New Business & New Business Ethics (Social dialogue with employee in term of wages, sustainable employment, employee relation, safety & health management) with COVID-19 protocol.</p> <p>d. Modul A4: UNDRR Tip 6 + Tip 7 + Tip 8 Implementation New Business Model: Self Employee + Sustainable Supply Chain + Promotion + Delivery System.</p> <p>e. Modul A5: UNDRR Tip 2 + Tip 3 Setting up online platform - identify risk internal & external - call # for Customer Service & complain settlement (Risk is a negative effect of people, system or assets).</p>						
4	<p>Handbook/guidance material (in detail) for participants as follows: Financial Issues Modules</p> <p>a. Modul B1: UNDRR Tip 9 + Tip A COVID-19 Credit Restructuration, Tax Relaxation</p> <p>b. Modul B2: UNDRR Tip 9 + Tip B Developing /Modifying websites/ Social</p>	1	module				

	<p>media accounts for new ways of promotional effort.</p> <p>c. Modul B3: UNDRR Tip 9 + Tip C Networking with business associations.</p> <p>d. Modul B4: UNDRR Tip 9 + Tip D Conducting financial institution assessment and building partnerships with Government-owned businesses. Feedback Mechanism (MSEs to assessor; customers to MSEs)</p> <p>e. Modul B5: UNDRR Tip 9 + Tip D Mentoring in ensuring business continuity as a backbone of Indonesia economy.</p>						
5	<p>Practical guidance/infographic material for MSE's BCP in dual language (Bahasa and English)</p> <p>1 Infographic materials - Module A: BCP (could be part of the story board)</p> <p>2 Infographic materials - Module B: Financial issues (could be part of the story board)</p>	1	module				
6	<p>1 Virtual trainings to agreed selected 100 MSEs from several different sectors and located in Jabodetabek and outside Java Island (UNDRR Tip 10: Exercise)</p> <p>2 Final report (softcopy and hardcopy 50 pieces)</p>	1	package				
	Total Final Price Quotation						

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

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Validity of Quotation: 90 days			
All Provisions of the UNDP General Terms and Conditions			
Compliance to all requirement specified in Annex I			
Other requirements <i>[pls. specify]</i>			

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

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]