



## REQUEST FOR QUOTATION (RFQ) (Goods)

To interested vendors	DATE: March 25, 2021
	REFERENCE: RFQ-2021-CB-003

Dear Sir / Madam:

We kindly request you to submit your quotation for the Annual Report Microsite (2020), 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 or before April 9, 2021 and via email to [cpu.bids@undp.org](mailto:cpu.bids@undp.org)

Quotations submitted 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 abovementioned service:

Brief Description of the Required Services	Please refer to Annex I
Person to Supervise the Work/Performance of the Service Provider	Rule of Law, Security, and Human Rights Team Leader
Frequency of Reporting	As need basis
Progress Reporting Requirements	As need basis
Location of Work	<input checked="" type="checkbox"/> At the contractor's location
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation <sup>2</sup>	All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes
Deadline for the Submission of Quotation	<i>Friday, April 09, 2021 18:00PM (New York Eastern Time)</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted <sup>3</sup>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <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.
Period of Validity of Quotes starting the Submission Date	<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

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> First 2 items in this list are mandatory for the supply of imported goods

	indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.			
Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	Highlights brochure	20%	4 June 2021	Completion and technical manager's approval
	Additional pdf document	0%	4 June 2021	Completion and technical manager's approval
	Microsite	60%	11 June 2021	Completion and technical manager's approval
	Banner	20%	16 June 2021	Completion and technical manager's approval
	Monthly Maintenance and Updates	0%	30 November 2021	Completion and technical manager's approval
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements indicated in the terms of reference and lowest price <sup>4</sup> <input checked="" type="checkbox"/> Full acceptance of the PO/UNDP Contract General Terms and Conditions			
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order			
Contract General Terms and Conditions	<input checked="" type="checkbox"/> UNDP General Terms and Conditions  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>			
Annexes to this RFQ <sup>5</sup>	<input checked="" type="checkbox"/> Annex I: Terms of Reference <input checked="" type="checkbox"/> Annex II: Form for Submission of Quotation <input checked="" type="checkbox"/> General Terms and Conditions <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.			

<sup>4</sup> 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.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<i>Ignacio Inestal</i> <i>Procurement Analyst, Procurement Services Unit, BMS/UNDP</i> <i>cpu.bids@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.
---	---

Goods 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.

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.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

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

<sup>6</sup> 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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

*Ali Tahsin Jumah*

*Chief Central Procurement Unit*

UNDP



## Terms of Reference

### UNDP Rule of Law and Human Rights Annual Report Microsite (2020)

#### A. Project Description:

UNDP's Global Programme for *Strengthening the Rule of Law and Human Rights for Sustaining Peace and Fostering Development* provides rule of law support to approximately 40 crisis-affected countries/territories. The programme has been a driving force in improving the delivery of UNDP's support to the rule of law since 2008.

The Global Programme's Annual Report gives a synopsis of the results achieved by UNDP within our seven focus areas of work: A political environment which strengthens rule of law and human rights; Capable and effective justice and security institutions; Community security and armed violence reduction; Strong national human rights institutions; Access to justice for vulnerable and marginalized groups; Transitional justice; and Justice, security and human rights for women and girls. It also highlights important rule of law knowledge and policy developments that have taken place over the past year.

As part of our efforts to explore more effective ways to monitor, evaluate, report, advocate, and communicate results in crisis affected countries to donors, the publics of donor countries and other stakeholders, as well as to lessen our environmental footprint, UNDP seeks to continue last year's efforts to display the Annual Report in an **online microsite** and create a printed **highlights brochure** (est. 6 pages) along with a **downloadable PDF** of detailed financial information ( est. 30 pages ), as well as a **banner** to overlay on UNDP's corporate website to draw traffic to the new landing/home page of the Global Programme will also need to be created. UNDP seeks a design and development company to produce all five outputs of this project based on content (narrative and numerical results and images) curated by UNDP.

#### B. Scope of Work

The following is envisioned:

##### Expected Outputs:

1. **Due June 11 (30 days approx.)**: A mobile-friendly **static microsite** (tentatively planned to be hosted in Github) for the Rule of Law and Human Rights Global Programme 2020 Annual Report—including data visualization elements (est. 40 design elements) such as pop-up charts, infographics, graphs, etc. based on 2020 results. (See last year's Annual Report [here](#)) . The microsite must be completed no later than 11 June 2021 along with the design of the Highlights Brochure and Finances PDF.

- The selected company will need to work closely with UNDP's developers to ensure smooth and timely integration of the microsite into UNDP's website.
  - Like the 2019 Annual Report microsite, the 2020 microsite will need to include this [interactive map](#) (source files to be provided) that will need to be updated with 2020 results (some countries may have been added or taken away).
  - UNDP Brand Requirements: UNDP logo must be displayed prominently in the header and follow the direction from UNDP's brand manual
  - Accessibility requirements: WCAG 2.1 AA
  - UX and Technical requirements: UI must be responsive to desktop, mobile and tablet viewports; Smooth user experience even for low performance devices and restricted connectivity - lazyloading images, proper renditions for various media breakpoints, modular assets/libraries loading, etc; the web application must be static and will be served via github pages; website source code and assets should be shared via Github repo; If site includes build system (static site generator) repository should include all source files and configured to generate production code to either /docs subdirectory or gh-pages branch; Final output must be compatible with all major browsers and OSs with UNDP web traffic share > 1%. This includes Chrome, Safari, Edge, Firefox, Samsung Internet, Android Webview, Opera, IE 11.
  - Measurement: All publicly accessible web pages must have the option to measure outreach and user interaction. Creating a Google Analytics profile and sharing access and analytics insights (edit role). ]
  - Maintenance The selected vendor must provide once monthly support and updates when required.
2. **Due June 4 (15 days approx.):** An accompanying **highlights brochure** pdf (estimated 6 pages) – high resolution version for printing and compressed version for email (see last years [here](#)).
  3. **Due June 4 (10 days approx.):** An **additional pdf document** to be available for download (estimated 30 pages) that is full of charts and tables with a simple overall design to provide in depth information on our finances (see last years [here](#)).
  4. **Due June 16 (5 days approx.):** Design of a **banner to be overlaid on [UNDP's rule of law and human rights page](#)** to drive traffic to the new landing/home page of the Global Programme. This design should be something that can be used year after year and serve as branding for the Global Programme.
  5. **Due 30 November (10 days approx.):** Maintenance and guidance provided at once monthly intervals for the necessary updating for the content and to also continue to migrate data and microsites once the UNDP corporate website overhaul is being completed, in coordination with UNDP developers.

### C. Institutional Arrangement

- a) The vendor is expected to report to the Rule of Law, Security, and Human Rights Team Leader and work closely with the ROLSHR Reporting and Advocacy consultant and Design/Development team in BERA.

- b) The vendor is expected to work off site and is expected to utilize their own computers and layout/design software to design and develop the interactive platform.

#### **D. Duration of the Work**

The vendor is expected to undertake this assignment from April through July 2021 to deliver all five components of this project. The final production timeline will be determined by consultations between the designer and RoLSHR and UNDPs web team (proposed dates are an estimation), though a sequenced approach to delivery of the components of the project is envisioned.

#### **E. Scope of Bid Price and Schedule of Payments**

- a) The contract price is a fixed lump sum in compliance with UNDP's procurement policies and best practices for best value for money. For revisions which exceed the terms defined in the contract, the designer shall submit an additional invoice which reflects 5% of the agreed lump sum rate.
- b) If for unforeseeable reasons, additional revisions (beyond three revisions) are required, the vendor and/or team must provide rational justification.

#### **F. Qualifications of Contractor**

- The vendor must be a reputable graphic designer & developer or part of a design & development company with at least 3-5 years' prior experience creating infographics, reports, and microsites, and **preferably** for UNDP and/or other UN agencies, **required**.
- The vendor has carried out at least 3 similar assignments during the past 5 years, **required**.
- The vendor must propose a dedicated team leader with any number of team members working together to complete the deliverables, but the total team composition should not exceed 5 people including Team Leader, **required**.
- All team members must have at least two years' experience in developing similar projects for the purposes of reporting and advocacy, with a focus on rule of law, human rights, and other related fields, **required**.
- Each team member should have at least 2 years' experience in graphic design and development of microsites, **required**.
- All team members must have experience with the CMS AEM 6.1, **required**.
- All members must have at least an associate's or bachelor's degree in graphic design, programming, computer science/engineering, project management, software development, or a professional certification in similar fields PLUS 5 years' working experience in the related field, **required**.



- Designer with at least two years' experience in data visualization and producing both print and web content is preferred.

## **H. Instructions for Submission of Proposals**

**Proposals that do not contain the following documents may be directly disqualified.**

Please submit the following information:

1. A short summary of the vendor's proven experience of designing microsites and reports within tight production schedule; highlighting experience in the design of infographics/interactive platforms for UNDP/UN agencies.
2. A URL link to an e-portfolio containing relevant examples of the vendor's work
3. 3 references of previous clients (name, e-mail, and phone number)
4. CVs for all designated team members.
5. Proof and confirmation of all requirements under Qualifications of Contractor section
6. Financial proposal (itemized lump sum quotations) for all five outputs. Financial proposal should include an hourly quote in the event additional corrections are required. Three rounds of revisions should be included in the itemized lump sum.

## **I. Evaluation of Proposals:**

Technical responsiveness/Full compliance to requirements listed above and lowest price<sup>7</sup>

---

<sup>7</sup> 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.

**Annex 2****FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>8</sup>*****(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>9</sup>)***

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-2021-CB-003**

**TABLE 1: Quotation per service milestone**

<b>Milestone (please refer to TOR for the details)</b>	<b>Total Lumpsum (USD)</b>
Highlights brochure	USD ...
Additional pdf document	USD ...
Microsite	USD ...
Banner	USD ...
Monthly Maintenance and Updates	USD ...
<b>TOTAL</b>	<b>USD ...</b>

**TABLE 2: Payment table**

<b><u>Milestone</u></b>	<b><u>% Of payment</u></b>	<b><u>Total payment amount</u></b>
Highlights brochure	20	USD ...
Additional pdf document	0	0
Microsite	60	USD ...
Banner	20	USD ...
Monthly Maintenance and Updates	0	0
<b>TOTAL</b>	<b>-</b>	<b>USD ...</b>

---

<sup>8</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**TABLE 2: Professional fees**

List of Personnel	Unit Price (professional hourly rate/professional daily rate)	Number of hours/days of involvement throughout project	Total Price
Team Leader		Milestone 1: Milestone 2: Milestone 3: Milestone 4: Milestone 5:	
Team Member 1		Milestone 1: Milestone 2: Milestone 3: Milestone 4: Milestone 5:	
Team Member 2		Milestone 1: Milestone 2: Milestone 3: Milestone 4: Milestone 5:	
...			
....			

**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>
Delivery Lead Time			
Compliance to all minimum technical requirements listed in the TOR			
Validity of Quotation (90 days)			
Acceptance of Provisions of the UNDP General Terms and Conditions			
Confirmation that monthly maintenance and updates of the microsite are included in the all-inclusive lumpsum.			

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]*