



REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)

TO INTERESTED VENDORS/COMPANIES	Date: 31 March 2021
	REFERENCE: UNDP-ITM- RFP-2021-007

Dear Sir / Madam:

We kindly request you to submit your **Proposal for Services to monetize the Internet Protocol version 4 (IPv4) number block registration rights.**

Please be guided by the form attached hereto as Annex 3, in preparing your Proposal.

Proposals must be submitted on or before the deadline indicated by UNDP in the eTendering system. Bids must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide.

Username: event.guest

Password: why2change

Your Proposal must be expressed in **English** language and valid for a minimum period of **120 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. In submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

The Technical Proposal and Financial Proposal files **MUST BE COMPLETELY SEPARATE** and sent separately and clearly marked as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL," as appropriate. Each document shall include the Proposer's name and address.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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 Proposal. 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 Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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:

<https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Ali Tahsin Jumah
Chief, Central Procurement Unit, New York

Annex 1
Description of Requirements

Context of the Requirement	Services to monetize the Internet Protocol version 4 (IPv4) number block registration rights
Implementing Partner of UNDP	Not applicable
Brief Description of the Required Services	Details provided in the Terms of Reference (TOR) in Annex 2.
List and Description of Expected Outputs to be Delivered	As detailed in the Terms of Reference in Annex 2.
Person to Supervise the Work/Performance of the Service Provider	Chief, Global ICT Advisory Service (CIAS)
Frequency of Reporting	<i>Regularly</i>
Progress Reporting Requirements	As per the Terms of Reference in Annex 2.
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	One year
Target start date	26 April 2021
Latest completion date	25 April 2022
Travels Expected	To UNDP HQ in New York. Please refer to TOR in Annex 2.
Special Security Requirements	Not applicable
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 Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro
Value Added Tax on Price Proposal	<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
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days

	In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ¹	Refer to the terms of Reference (Annex 2)
Person(s) to review/inspect/ approve outputs/completed services and authorize the Disbursement of payment	Chief, Global ICT Advisory Service (CIAS)
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm (Form 1): 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (Form 2): 30% <p><i>Only proposals that obtain at least 70% of the total of points obtainable during the technical evaluation will be considered for financial evaluation.</i></p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer (Form 4) to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP

¹ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ³	<input checked="" type="checkbox"/> TOR in Annex 2 <input checked="" type="checkbox"/> Form for Submission of Proposal in Annex 3
Contact Person for Inquiries (Written inquiries only) ⁴	Ignacio Inestal Fernandez Central Procurement Unit (CPU), New York cpu.bids@undp.org
Other Information [pls. specify]	<p>Requests for clarifications shall be submitted to UNDP by email to cpu.bids@undp.org until one week before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the e-tendering platform.</p> <p>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.</p>
eTendering submission	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> - Electronic files that form part of the proposal must be in PDF format; - The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. - The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. - Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: eTendering guide

² Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁴ 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.

TECHNICAL EVALUATION CRITERIA

Mandatory Pass/Fail criteria		PASS/FAIL
1.	Minimum of 3 contracts of similar value, nature and complexity implemented over the last 3 years.	
2.	The service provider must be registered to American Registry for Internet Numbers (ARIN); registration to another Regional Internet Registries (RIRs) that administer and register Internet Protocol (IP) address space and Autonomous System (AS) numbers is welcome.	
3.	Acceptance of UNDP General Terms and Conditions	

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Firm	40
2.	Proposed Methodology	30
Total		70

Form 1: Expertise of Firm

Technical Proposal Evaluation		Points obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing as well as Legal Standing of the Offeror (Litigation and Arbitration History)	10
1.2	<ul style="list-style-type: none"> - General Organizational Capability which is likely to affect implementation (Financial stability, account management, loose consortium, holding company or one firm age/size of the firm) - Market position and turnover over 2019 and 2020 (until 31 December 2020) - Number of active customers 	30
TOTAL 1		40

Form 2: Proposed Methodology, Approach and Implementation Plan

Technical Proposal Evaluation		Points Obtainable
2.1	Technical proposal addresses TOR Scope of work with sufficient detail and appropriate to the overall terms of reference	15
2.2	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? List of tasks handled by the provider to realize the transfer to the final customer	10
2.3	The referenced examples indicate clear understanding of the task	5
TOTAL 2		30

ANNEX 2
Terms of Reference
Internet Protocol version 4 (IPv4) number block registration rights monetization

1. Background

UNDP is an operational backbone to the UN system: providing payroll, financial transactions, common premises, treasury investment, procurement, legal services to UN agencies. UNDP provides IT support for 13 UN entities with 40,000 United Nations and external users of the UNDP's Atlas ERP system, as well as information and communication technology (ICT) and application solutions for the United Nations field presence. To support the UNDP Digital Strategy 2019-2021 and enable the digital transformation of the organization, the Office of Information and Technology Management (ITM) is tasked with developing and operating the enabling corporate technology platforms and providing related services that power the IT transformation including: (1) advice, administration and acceleration services to deliver maximum business value of IT platforms; (2) a global service desk operation; (3) and outreach services to promote knowledge sharing and effective, agile planning and governance of technology development and utilization.

IPv4 numbers are the unique identifiers that enable all the services offered on the Internet and powers the infrastructure that supports those services. Due to the growth of the Internet, these numbers have become scarce and therefore have material monetary value. The traditional source for companies to secure IPv4 numbers is no longer able to fulfill requests for additional numbers. As a consequence, registration rights ("rights") to blocks of these IPv4 numbers ("number blocks") are routinely monetized by commercial holders. UNDP presently holds transferable rights to more than 65,000 individual IPv4 numbers.

2. Scope of work

Since 1990, UNDP has been allocated two medium sized (/16) and one small sized (/24) IPv4 number blocks rights for a total number of 65,661 usable IPs.

UNDP wants to contract a Transfer Facilitator who can broker the current number of IPs to interested third party(ies) and maximize the monetary value to UNDP.

The sale will happen in one block of 65,000 addresses.

3. Expected output

Sales of and management of the transfer of the IPv4 to the buyer(s)

4. Institutional arrangements

The Service Provider will report on a regular basis to Chief of Global ICT Advisory Service (CIAS), UNDP Technical Manager who will supervise the performance and address any issue that may come up during the term of the contract.

5. Duration of the contract

This contract is for an initial period of one year with a possibility to extend for additional one year on annual basis, total of 2 years, subject to UNDP needs and satisfactory contract performance.

6. Payment conditions

UNDP will accept payment conditions as per market standards using financial instruments that guarantees the safety of its assets.

The proposal should list the payment conditions suggested by the bidder.

7. Location of work

The assignment is expected to be performed at the Contractor's location. All meetings can be conducted virtually.

8. Minimum requirements of the successful contractor

Qualifications of the company:

- Minimum 3 years of work experience on the field of practice
- The service provider has to be registered to American Registry for Internet Numbers (ARIN); registration to another Regional Internet Registries (RIRs) that administer and register Internet Protocol (IP) address space and Autonomous System (AS) numbers is welcome.

9. Scope of Bid Price

- The bid price could be presented either as a percentage of sale or fixed lumpsum fee.
- The offers will be compared by translating the commissions proposed into an average percent of fee per sale of an IPv4.

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

[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:

Form 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:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Explain the organizational arrangement that will be in place for this project including account management.*
- g) *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.*

Form 2: Proposed Methodology for the Completion of Services

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 proposal should also cover the implementation timetable and key tasks for the execution of this contract.

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

This form should be submitted as a separate file and be password protected)

Form 4: Financial proposal

- Financial proposals must be all inclusive and must be expressed with a breakdown of costs. The term ‘all inclusive” implies that all costs (professional fees, communications, utilities, consumables, insurance, travel, etc.) that could possibly be incurred by the Service Provider are already factored into the final amounts submitted in the proposal.
- Payment will be made upon submission of final deliverables and a certificate of payment request, indicating outputs delivered to be verified and cleared for payment by the Project Management Team.

Table 1: Pricing Structure

Description of output*	Proposed cost	Fee structure (percentage of sale or fixed fee)
Phase 1: Sale of 65,661 addresses		

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