



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>B-210403</b>	Date: 26 April 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of:

***Consultancy on “Legal advocacy to promote the right to legal gender recognition and the right to marriage in Vietnam”*** as detailed in Annex I of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex I-RFQ: Schedule of Requirements

Annex II-RFQ: Quotation Submission Form

Annex III-RFQ: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex II- Quotation Submission Form and Annex III- Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: \_\_\_\_\_

Name: Tran Thi Hong

Title: Head of Procurement Unit

Date: 26 April 2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>Monday 3 May 2021</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: <a href="mailto:bid.submission.vn@undp.org">bid.submission.vn@undp.org</a></p> <ul style="list-style-type: none"> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Max. File Size per transmission: <b>30 MB. Bidders can split proposal into several emails if the file size is large)</b></li> <li>Mandatory subject of email: <b>B-210403 Legal advocacy to promote the right to gender recognition and marriage in Viet Nam</b></li> <li>Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.</li> <li>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not 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.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p>

<b>Gifts and Hospitality</b>	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>Vietnamese dong (VND)</b>

<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</li> <li>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> <li>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</li> <li><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</li> </ul>
<b>Language of quotation</b>	<p><b>English</b></p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex II: Quotation Submission Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex III: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex I</li> <li><input checked="" type="checkbox"/> Company Profile.</li> <li><input checked="" type="checkbox"/> Proposed Work Plan and Approach</li> <li><input checked="" type="checkbox"/> Registration certificate;</li> <li><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</li> <li><input checked="" type="checkbox"/> Other as defined in the TORs</li> </ul>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for <b>90 days</b> from the deadline for the Submission of Quotation.</p>

<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:quach.thuy.ha@undp.org">quach.thuy.ha@undp.org</a> <b>Attention:</b> Quotations shall not be submitted to this address but to the Bid Submission address above. Otherwise, offer shall be disqualified. 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.
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 03 days before the submission deadline.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex I <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others: Evaluation criteria as defined in the TOR.
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.

<b>Type of Contract to be awarded</b>	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	10 May 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.



## **TERMS OF REFERENCE**

Service:	<b>Consultancy on “Legal advocacy to promote the right to legal gender recognition and the right to marriage in Vietnam”</b>
Expected duration:	May 2021 to December 31st 2021
Service provider:	National Firm
Supervision:	The contractor will work closely with the Program Officer in charge at the UNDP Governance and Participation Unit

### **1. Background**

On the Law on Transgender:

As of February 2021, the draft Law on Transgender is finished and ready to be submitted in 2021 to be added to the law-making agenda of the National Assembly in 2022, according to communications between the Ministry of Health (MOH) and the Ministry of Justice (MOJ). However, the content of the draft law hasn't been able to meet the international standard on legal gender recognition, especially regarding the medical requirement of transgender individuals.

Interested civil society organizations can continue to invest resources into advocating for the elimination of the medical requirement in this current draft version. However, according to our analysis, this course of action is less likely to succeed due to the view of MOH on medical requirements, the timeline and the lack of resources and motivation from civil society. In 2020, C4TRANS - a coalition of civil society organizations working for transgender's right in Vietnam - was established. Through supporting C4TRANS, we aim to collect and deliver the opinions and concerns of the transgender community and civil society to MOH, improve synergy between many actors in this advocacy process and create potential entry points for advocacy in the future, after the current draft is passed.

On the Law on Marriage & Family:

In 2020, the midterm review of the Law on Marriage & Family (2014) was held by MOJ. The results indicated that there hasn't been many issues regarding the implementation of the law at the local

level. However, the report praised the decision to un-ban same-sex marriage in 2014, and acknowledged the reality of same-sex couples living together without recognition. MOJ instructed MOH to look further into the issues of gender within this law. We anticipate the Law on Marriage & Family will be revised after at least 10 years in effect, in 2024-2025.

However, as there are limited channels for civil society to influence the law-making agenda in Vietnam, creating social discussions and pressure is crucial to put the issue of same-sex marriage on the lawmaking agenda. We plan to launch the social campaign “I Do” again in 2021-2022 in order to facilitate discussions and mobilize support for equal marriage across different sectors in Vietnam. Throughout this process, engagement with MOJ is important to keep them in the loop and gradually familiarize them with the issue. In this initial phase, we will prioritize providing MOJ and other relevant lawmakers with scientific evidence and expert opinions on same-sex marriage legalization worldwide and in Vietnam.

In order to improve the mentioned draft laws and ensure the rights of LGBTI people are reflected adequately in the laws, UNDP hires a national firm to provide the consultancy on “Legal advocacy to promote the right to legal gender recognition and the right to marriage in Vietnam”.

## 2. Objectives

- Overall objective: The rights of LGBTI people (namely the right to legal gender recognition and the right to marriage) are reflected in laws and policies through engagement with lawmakers, community organizations and domestic and international experts.
- Specific objective:
  - Objective 1:** Concerns regarding the latest draft of the Law on Transgender from the transgender community and international experts reach the Ministry of Health and open up entry point for future advocacy efforts
  - Objective 2:** Discussions regarding marriage equality in Vietnam with the Ministry of Justice (MOJ) are initiated through original research and engagement with academics.

## 3. Scope of work

No	Tasks	Outputs
1.	Support the Coalition for Transgender rights (C4TRANS) to consult the transgender community and international expert, and submit a brief on the current	01 brief produced by C4TRANS consulted with at least 10 CSOs submitted to MOH  01 open letter signed by at least 10 organizations are submitted to MOH along with the brief



	state of the draft law, its implication and community concern to MOH.	01 launching event for C4TRANS with engagement from policymakers, civil society and the transgender community. MOH share their opinion on potential entry points through formal or informal channels
2.	Organize 01 one day conference in Ha Noi with the Law Department of the Vietnam National University (VNU) and MOJ about international experience on marriage equality.	01 research and 01 policy brief of International experience on same-sex marriage legalization produced by iSEE and the Department of Law, VNU  01 conference to share research finding with participation from MOJ, civil society, academics, the press & members of the LGBTI community
3.	Conduct an economic impact assessment on same-sex marriage legalization and organize a sharing conference with lawmakers and other stakeholders.	01 research and 01 policy brief on the economic Impact of Same-sex marriage legalization in Vietnam.  01 one day conference in Ha Noi to share the research finding with participation from MOJ, civil society, academics, the press members of the LGBTI community and representation from the private sector (through the Corporate PRIDE Network)
4.	Engage with academics through a talk series on Equality & minorities in Vietnam	03 small talks with academics about minorities & equality issues in Vietnam  An informal network of academics or education institutions interested in LGBTI issue in Vietnam is established

#### 4. Final product:

- 02 research studies and 02 policy briefs on: (1) International experience on same-sex marriage legalization and (2) economic impact off same-sex marriage legalization
- 06 events: 01 launching event for C4TRANS, 02 conferences to share research findings, 03 small talks with academics.

- 01 brief and 01 open letter produced by C4TRANS in consultation with civil society and experts on the Law on Transgender in Vietnam.
- 01 informal network of academics on LGBTI issue.
- 01 final report (financial & narrative)

## 5. Provision of monitoring and progress controls

Monitoring and Progress Control will be followed up by the timeline below:

Outputs	Tasks	Timeline
1	Support the Coalition for Transgender rights (C4TRANS) to consult the transgender community and international expert, and submit a brief on the current state of the draft law, its implication and community concern to MOH.	May 2021 (brief & open letter) Oct 2021 (launching)
2	Organize 01 conference with the Law Department of the Vietnam National University (VNU) and MOJ about international experience on marriage equality.	Sep-Nov 2021
3	Conduct an economic impact assessment on same-sex marriage legalization and organize a sharing conference with lawmakers and other stakeholders.	May-Jul 2021 (research) Nov 2021 (conference)
4	Engage with academics through a talk series on Equality & minorities in Vietnam	May, Jul, Oct 2021
5	Final narrative & financial report	January 15th, 2022

## 6. Duration of assignment, duty station and expected places of travel

The duty station for this assignment shall be home based, Ha Noi. The Service Provider is expected to provide services specified in this TOR from May 2021 to December 31st 2021

## 7. Reviewed time required and payment terms

- 1st installment: 20% of the contract value (will be paid after UNDP receives and verifies the brief on the current state of the draft law, its implication and community concern to MOH (part of output 1);
- 2nd installment: 50% of the total contract value will be paid after UNDP receives and verifies the economic impact assessment on same-sex marriage legalization (part of output 3;
- Final installment: 30% of the total contract value will be paid after UNDP receives and verifies all remaining deliverables.

## 8. Documents to be submitted for evaluation

- Company profile and description of the organization (not more than two pages) including information about the organization's legal entity.
- CV, including past experience with similar type of work of the Team Leader assigned;
- Technical proposal (Methodology and approach)
- Financial proposal (Quotation: Lump sum offer including daily rate)

### EVALUATION CRITERIA

#### EVALUATION CRITERIA WITH ASSIGNED SCORES

Technical Proposal Evaluation		Max. Points
<b>Form 1: Expertise and Capacity of Firm / Organization submitting proposal</b>		<b>200</b>
1.1	Reputation of Organisation and (Competence / Reliability)	40
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	30
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	20
1.4	Knowledge and advisory experience in business and human rights: understanding of governance, justice, international development civic participation, accountability, SDGs etc.	50
1.5	Previously similar experience in working with UN/UNDP and/or other international organizations and non-government organizations in conducting empirical research on enterprise relevant studies	20
1.6	Practical experience from similar project management, especially research and analysis, survey design, development and management, interviewing, focus group discussion organization and facilitation, report writing, and information dissemination.	40
<b>Form 2: Adequacy of the proposed approach, methodology and work plan responding to the TOR</b>		<b>300</b>

2.1	Does the suggested research schedule sufficiently address the key tasks/responsibilities expressed in the TOR?	100
2.2	Is the suggested methodology for the research sufficient to address the needs/demands of the TOR?	100
2.5	Is the presentation of the proposal clear and provided with succinct sequence of approaches to the research?	100
<b>Form 3: Personnel competencies and human resource organization</b>		<b>500</b>
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	<b>200</b>
3.2	Qualifications of key personnel proposed	
3.2.1	<b>National team leader</b>	<b>300</b>
	Post-graduate degree in social sciences, governance, justice or related field	50
	A minimum of 10 years working experience in the area of governance, justice, participation; Having a demonstrated understanding of governance concepts and methodologies;	100
	Excellent researching skills and demonstrated experience on report writing;	100
	Excellent report writing in English language by provision of 1-2 report samples	50
<b>TOTAL POINTS = Form 1 + Form 2 + Form 3</b>		<b>1000</b>

## ANNEX II-FRQ: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex III: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 3 contracts</b>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX III-RFQ: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex II Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

#### Technical Offer

Provide the required submitted documents as per instructed in Section 2 (RFQ Instructions and Data) and according to the Evaluation Criteria.

#### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation:** Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

#### Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			



Other expenses				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
<b>Total</b>				

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.