

United Nations Development Programme



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REQUEST FOR PROPOSAL

Purchase of Cloud SaaS Treasury Management System (TMS)

RFP No.: UNDP/ITM/RFP/2021/009

Project: UNDP NextGen ERP

Country: UNDP HQ, New York, USA

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: System Requirement Questionnaire (F1) and Bank Connectivity Scope (F2)
 - o Form G: Financial Proposal Submission Form
 - o Form H: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to cpu.bids@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the **"Accept Invitation"** function in **eTendering system**, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Ferouze Abdi Mohamed
Title: Procurement Analyst
Date: 21 May 2021

Approved by:



Name: Ali Tahsin Jumah
Title: Chief, Central Procurement Unit
Date: 21 May 2021

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid 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.
2. Fraud & Corruption, Gifts and Hospitality	2.1 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 observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
	2.2 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 or dinners.
	2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal 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 of time, 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.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf
3. Eligibility	3.1 A vendor should 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.
	3.2 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.

4. Conflict of Interests	<p>4.1 Bidders must 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. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 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 RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal 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 Proposal; 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.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

15.Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals 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"> 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 c) they have the same legal representative for purposes of this RFP; or d) 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 Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16.Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17.Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18.Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19.Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20.Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21.Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22.Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>Email Submission</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) 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 correct password may result in the proposal being rejected. <p>eTendering submission</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) 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. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) 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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented</p>

	<p>and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;

	<p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35.Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36.Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37.Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38.Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39.Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40.Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41.Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42.Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank

	<p>Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	10 days before the submission deadline Clarifications will be provided on rolling basis and last request for questions/clarifications should be submitted to UNDP no later than 10 days before the submission date.
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Ferouze Abdi Mohamed Address: Central Procurement Unit (CPU), New York, N.Y. 10017 E-mail address: cpu.bids@undp.org

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering (https://etendering.partneragencies.org) and UNDP Procurement Notices Website (https://procurement-notices.undp.org/)
14	23	Deadline for Submission	As indicated in eTendering system Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	- e-Tendering
15	22	Proposal Submission Address	Proposals should be submitted through the UNDP eTendering system: https://etendering.partneragencies.org Event ID number: UNDP1-CPUP21-009
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Technical proposal and financial proposals <u>must</u> be submitted in separate files. Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP Max. File Size per transmission: 5MB
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	1st August 2021 (TBC)
19		Maximum expected duration of contract	Contract for an initial period of one year with the option to extend annually up to a maximum of 5 years subject to subject to UNDP needs, availability of budget and satisfactory contract performance
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Contracts</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>AND</p> <p>UNDP Special Conditions for Cloud Computing</p> <p>https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Special%20Conditions %20for%20the%20Procurement%20of%20Cloud%20Computing.docx&action=default</p>
23		Other Information Related to the RFP	<p>For regular updates on this RFP, please refer to the UNDP Procurement Notices website (https://procurement-notices.undp.org/view_notice.cfm?notice_id=78765) and UNDP eTendering System (https://etendering.partneragencies.org). Event ID number: UNDP1-CPUP21-009</p>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney, as applicable
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Previous Experience	Minimum 10 years of experience in Treasury Technology space.	Form E: Technical Proposal
	Minimum 5 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD100,000,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. Financial Statements for the last 3 years to be provided. Dunn & Bradstreet report or Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for last three years duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Technical requirements	Mandatory Vendor Requirements Matrix (F1) and UNDP Bank Connectivity Scope (F2)	Form F: Questionnaires

Technical Evaluation Criteria

Evaluation Stages		Points Obtainable
1.	Technical Proposal Evaluations: The first stage will consist of the evaluation of bidder's capabilities, proposed methodology, and key personnel. Details provided below. Only those offerors who obtain a minimum of 70% of the obtainable score of 700pts for this stage will continue with the 2 nd stage.	700
2.	Demo of proposed solution: On this second stage, bidders who obtain a minimum of 70% (490 points) under Stage 1 will be invited for a demo of their proposed solution. Only those offerors who obtain minimum of 70% of the total obtainable score for the technical evaluation and demo (stage 1 + stage 2) will be considered for financial evaluation.	300
	Total	1000

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity, and experience	25
2.	Proposed Methodology and Solution	665
3.	Management and Personnel	10
	Total	700

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	5
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	5
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	5
1.4	Quality assurance procedures and risk mitigation measures	5
1.5	Organizational Commitment to Sustainability -Organization is compliant with ISO 14001 or ISO 14064 or equivalent -Organization is a member of the UN Global Compact -Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	5
Total Section 1		25

Section 2. Proposed Methodology and Solution		Points obtainable
2.1	Ability to meet UNDP's core business needs as listed on the Vendor Requirements Matrix with features that demonstrate the system's capabilities to offer more than basic. Only offers who pass all mandatory requirements will be evaluated for these features. 1 point for each requirement.	442
2.2	Ability to connect with banks listed on the Bank Connectivity Scope Matrix. 1 point for each bank connected.	178
2.3	System is user friendly and scalable to support the global needs of the UN across multiple time zones, currencies, and languages	5
2.4	Ability to provide proof of highest-level security standards and proper security measures that are in place to protect UN, Bank, and Customer data according to global standards	20
2.5	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	5
2.6	Details on how the different service elements shall be organized, controlled and delivered	5
2.7	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for the maintenance of the tool	5
2.8	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	5
Total Section 2		665

Section 3. Management and Personnel		Points obtainable
3.1	Quality of the technical support available. Is the team maintaining and upgrading the service/tool suitable for the provision of the necessary services?	10
Total Section 3		10

Section 5. Terms of Reference

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Static & Market Data

Banking Accounts Structure, BAM, Signatories, & KYC

Bank Communications & Statement Processing

Bank Fee Analysis

Cash Position, Forecast, & Liquidity Management

Payments & Settlements, OFAC & Fraud Prevention

Bank Statement Reconciliation & GL Book to Bank (BTB) Reconciliation

Cash Accounting & Internal Controls

Deal Management – FX & Derivatives Trading

Deal Management – Investments

Deal Management – Debt, Facilities, Letters of Credit, Guarantees & Collateral

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FX Hedging, Mark to Market, & Risk Management

Intercompany, Multi-lateral Netting, & In-house Banking (IHB)

Reporting & Dashboards

Internal Controls Framework & Governance

Terms of Reference for Vendor for Purchase of a Cloud SaaS Treasury Management System (TMS)

The purpose of this RFP is to seek a TMS Cloud SaaS Vendor solution that can help UNDP navigate from a legacy “on-premise” technology ecosystem to a largely cloud-based one through delivery of “best in class” cloud technology. In responding to the enclosed Request for Proposal, it is anticipated the Vendor will also provide for updated business processes which embody an industry “best practice” solution.

Organization Background

The United Nations Development Programme (UNDP) is the United Nations' global development network. It promotes technical and investment cooperation among nations and advocates for change and connects countries to knowledge, experience and resources to help people build a better life for themselves. The UNDP provides expert advice, training and grants support to developing countries, with increasing emphasis on assistance to the least developed countries. UNDP works with nations on their own solutions to global and national development challenges. UNDP's Treasury unit manages an investment and cash portfolio in excess of USD8 billion on behalf of UNDP and multiple other UN agencies.

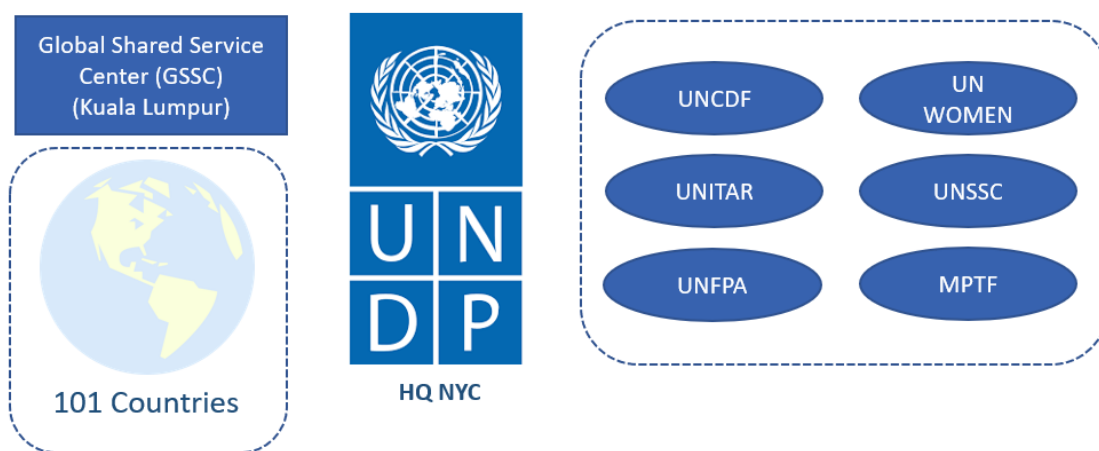


Figure 1 – UNDP Organization Diagram

UNDP is a leader in providing essential operational services to UN agencies globally in the areas of a shared ERP, payroll and benefits administration, procurement and Treasury and banking financial services. UNDP along with its Partner Agencies are embarking on a cloud migration project consisting of the retirement of PeopleSoft and move to Oracle Cloud ERP; the project is dubbed as #NextGenERP. It is projected to go-live on 1 January 2022.

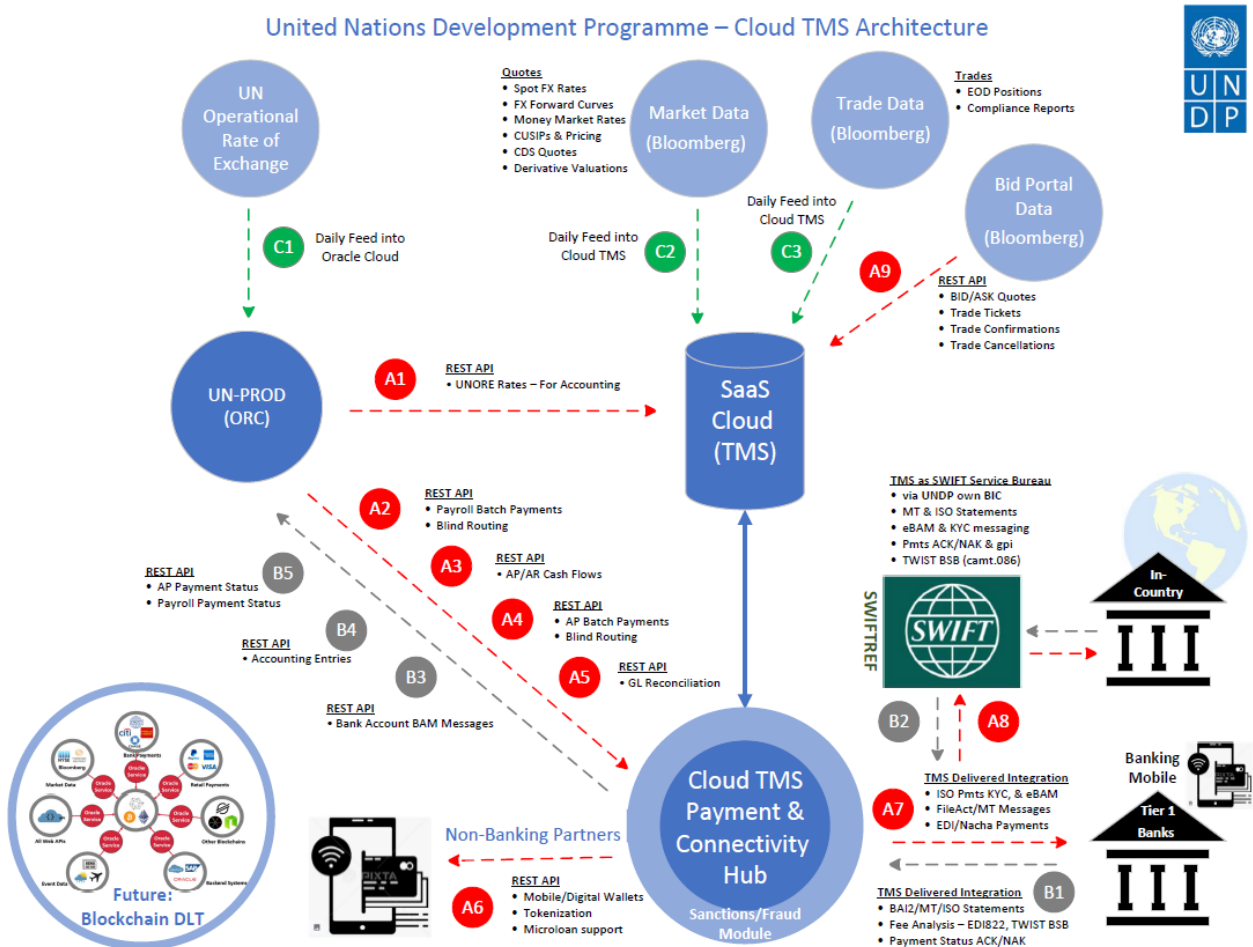
The current application ecosystem supporting Treasury operations includes PeopleSoft ERP, PeopleSoft Treasury, SWIFT, and Bloomberg. The #NextGenERP will significantly impact the systems supporting Treasury operations given the Oracle Cloud does not offer a Treasury module as is currently used in PeopleSoft. In addition, UNDP has been using the PeopleSoft Financial gateway to execute Host to Host payments leveraging international standard formats and the SWIFT system. This modality has proven to be a costly one for UNDP to operationally maintain.

Current and Desired State Technical Landscape

UNDP'S current ecosystem is represented as follows: 500 Active Bank Accounts across 170 jurisdictions having Host-to-Host connections with SCB, CITI, and BoA Customized support built into PeopleSoft ERP to handle both SWIFT MT (1xx, 9xx, etc.,) & MX (ISOV2) messages. Please note that Oracle Cloud will replace PeopleSoft ERP by January 2022. File exchange via SFTP and SWIFT FileAct Configurations and Customizations to support Payment Types across SCB, CITI, BoA Support for Mobile Wallet Payment Support for legacy file formats with CITI & BoA Planned integrations with Segovia's mobile money solutions. Other notable elements of IT landscape are Microsoft collaboration tools and ServiceNow for service management.

Future state recommendations regarding Treasury Management Systems and processes. Interim and final state architecture removing Host to Host processing from PeopleSoft using payment validation services that leverage Straight-Through-Processing methods along with possibly a Treasury Management System (TMS). The final state architecture will consist of Oracle Cloud ERP, TMS, SWIFT and a replacement for the current PeopleSoft Host to Host services. This should also include all banking interfaces that will be required going forward, as well as new payment methods such as Mobile Payments, and Instant Payments. SWIFT usage optimization and Roadmap. Provide a market landscape of possible Treasury Management systems integrating with the Oracle Cloud. For bank signatory, we require integration with ORC HR and seamless workflow approvals.

Figure 2 - Future State Architecture



System Component	Description of Service	Function Capabilities
ORC-FIN	Oracle Cloud ERP - Financials	Oracle Cloud ERP – Financials/SCM – Version 21A
ORC-HR	Oracle Cloud ERP – HR	Oracle Cloud ERP – HR – Version 21A
TMS	Cloud SaaS Treasury Mgmt System	The selected Treasury Management system should be Cloud-based and deployed as Software-as-a-Service only. Vendor must state if Single-Tenant, Multi-Tenant, or Hybrid Cloud.
TMS-HUB	Cloud SaaS TMS Integration HUB	The selected TMS should have a very strong integration and connectivity HUB which allows for services using REST-APIs, SWIFT messaging, H2H via SFTP, File-based transmissions, with data logical transformation mapping capabilities.
BBG-MD	Bloomberg Market Data	Price Quotes for trade OTC financial instruments, as well as FX and interest rate derivatives. Including keyword quotes for USTR, Money Market, Depo/Swap, Zero Coupon, FX curves, and CDS (curr/bank).
BBG-TD	Bloomberg Trade Position Reporting	Automatic feed of trade position and EOD compliance reporting, plus MTM pricing for compliance and analysis into the TMS. Plus Multi-Asset Risk (MARS) connectivity to feed derivative valuations. This data feed is not needed real-time so file-based is acceptable.
BBG-TP	Bloomberg Bid Portal	REST API integration for trading platform for real-time execution of spot, outright forward, swap, NDF, deposit, order and option transactions. Includes pre-trade, post-execution, order management, multi-asset class electronic trading and execution. And post-trade matching, settlement, with reconciliation.
SWIFT	SWIFT Interface (ARG/AL2)	Selected TMS should act as a SWIFT service bureau via Alliance Remote Gateway (ARG) using the UNDP's own existing BIC. If AllianceLite2 (AL2) is the only option available, then any volume limitations must be clearly enumerated. ISO messages, FileAct, MT messages, SWIFTRef data, and eBAM (ISO) are all required. And TWIST BSB via ISO camt.086.
A1	UNORE - Daily Spot Rates ORC to TMS	A custom REST API will be needed for daily spot rates to support the accounting function in the TMS.
A2	ORC HR/Payroll Batch Pmts to TMS	A native REST API interface is needed for the Blind Routing of Payroll batch payments files into the TMS payment HUB.
A3	ORC AP/AR Cashflows to TMS	A native REST API – summary cashflows from AP and AR will be passed to the TMS to support cash position and liquidity.
A4	ORC AP Batch Payment to TMS	A native REST API interface is needed for the Blind Routing of AP batch payments files into the TMS payment HUB.
A5	ORC General Ledger Reconciliation	A native REST API interface is needed to pass GL accounting entries back to the TMS for purposes of Book to Bank reconciliation.

A6	Non-Banking Providers – Digital Wallets	A native REST API for Digital wallet treasury platform(s) for accessing previously underserved trade markets with a pay-in/pay-out (top-up/withdrawal) channel with mobile wallets. Also tokenization that masks the primary account number dynamically generated using cryptograms. After a request for tokenization is initiated, it should be sent to the network and/or token service provider to ensure the request is valid.
A7	TMS to Primary Banks Integration	TMS will use a variety of optimal connectivity methods already in place worldwide—Bank API (i.e., JPMC, Citi), Host2Host, EBICS, Zengen, SWIFT et al—to expedite the implementation timetable.
A8	TMS to SWIFT Integration – In-country	Selected TMS should act as a SWIFT service bureau via Alliance Remote Gateway (ARG) using the UNDP's own existing BIC. If AllianceLite2 (AL2) is the only option available, then any volume limitations must be clearly enumerated. ISO messages, FileAct, MT messages, SWIFTRef data, and eBAM (ISO) are all required. And TWIST BSB via ISO camt.086.
A9	BBG – Real Time Trade Portal	A native REST API integration for trading platform for real-time execution of spot, outright forward, swap, NDF, deposit, order and option transactions. Includes pre-trade, post-execution, order management, multi-asset class electronic trading and execution. And post-trade matching, settlement, with reconciliation.
B1	TMS Inbound Bank Integration	Selected TMS should act as a SWIFT service bureau to support inbound ISO20022 camt.052/053/054 bank statement messaging, FileAct, MT9XX, SWIFTRef data, and ISO eBAM/KYC are all required. TWIST BSB via ISO camt.086. Payment pain/ACK/NAK confirmations.
B2	TMS Outbound Bank Integration	Selected TMS should act as a SWIFT service bureau to support outbound ISO20022 pain messages, FileAct, MTXXX messages, SWIFTRef data, and ISO eBAM/KYC are all required. Nacha and EDI integration as needed.
B3	TMS to ORC for BAM	A custom REST API will be needed to send Bank, Bank Account, and Signatory data to the Oracle Cloud ERP.
B4	TMS to ORC for GL Accounting Entries	A native REST API should be provided by the TMS to send accounting entries to the Oracle Cloud ERP general ledger.
B5	TMS to ORC for Payment Status	A native REST API should be provided by the TMS to send payment status updates to the Oracle Cloud ERP.
C1	UNORE - Daily Spot Rates Feed to ORC	A custom File-based integration will be used here.
C2	BBG – Daily Market Data Feed to TMS	A native data interchange HUB within the TMS should support an inbound File-based integration from Bloomberg to provide various Market Data elements.
C3	BBG – Daily Trade Position Feed to TMS	A native data interchange HUB within the TMS should support an inbound File-based integration from Bloomberg to provide various Trade Positions and Compliance Reports.

Security	SSO & MFA	Users will have one set of credentials (SSO) to access all TMS modules/applications. Also Multi-factor authentication (MFA) requiring users to enter two or more identification factors to access an application--can include passwords, security questions, and pin numbers. Or another device (i.e., a smartphone) and/or biometrics when verifying a user.
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Scope of the TMS Application

The scope of services for this tender is to prepare the choice of a Treasury Management System, which will include key Treasury operational processes and configuration items, specifically including the various business processes shown below. Please note the following information is being provided as a high-level overview to allow all vendors to familiarize themselves with the final solution goals of UNDP with respect to this RFP.

Special Note: Vendor must respond to the Detail Vendor Questions matrix provided as an accompanying document under these Terms of Reference.

Static & Market Data

High-level System Component	Priority	Function Capabilities
Market Curves	High	Bloomberg IR-RATE keywords for US Treasuries, Fed Funds, Prime, Money Market, Zero Coupon. FIXING/DEPO/SWAP/LIBOR/SOFR/ SONIA for all currencies with terms of (O/N, T/N, 1-21 Days, 1 Week, 1-18 Months, 1-40 Years)
FX Spot & Forward Rates	High	Bloomberg FX-RATE (Curncy) spot and outright keywords for all currency pairs with terms of (SPOT, O/N, T/N, 1W, 1M, 2M, 3M, 6M, 9M, 1Y)
Base Currency & FX Cross Rates	High	TMS should have a base (reference) currency of USD for the system, but allow for non-USD Cross-Currency pairs (i.e., EUR/JPY, EUR/GBP, GBP/CHF, GBP/JPY) to be stored directly. Triangulation of currencies should occur using a USD base rather than a EUR base.
Credit Default Swap ratings	High	Credit Default Swap ratings for Currency and Bank ratings
ISO Country Codes	High	ISO standard 2-Char and 3-Char country codes with routine automatic updates for country changes
ISO Currency Codes	High	ISO standard 3-Char currency codes with routine automatic updates for country/currency changes and also active currencies that do not have an ISO 4217 code
BAI2 Bank Balance/Statement Reporting Codes	High	The Bank Administration Institute (BAI) codes--unique identifiers that differentiate the types of transactions that post to your accounts. Include account status, summary, and detail transactions.
SWIFT Bank Balance/Statement and Transaction Reporting Codes—MT series	High	ISO 15022 MT message series codes <ul style="list-style-type: none"> • MT1xx - Customer Payments/Cheques • MT2xx - Financial Institution Transfers • MT3xx - Treasury Markets/FX & Derivatives • MT5xx - Securities Markets

		<ul style="list-style-type: none"> • MT7xx - Documentary Credits/Guarantees • MT9xx - Cash Management and Status
SWIFT Bank Balance/Statement and Transaction Reporting Codes—MX series	High	ISO 20022 MX message series codes <ul style="list-style-type: none"> • ACMT – Bank Account Management (007 to 0024) • CAMT – Cash Management (052/053/054) • PAIN – Corporate Payments (001 to 014) • SESE/SEMTSEEV - Securities Markets (Various) • FXTR – Foreign Currency (Various) • COLR - Collateral (Various)
AFP Global <i>Service Codes</i> for Fee Analysis	High	AFP Service Codes (Version 2020) are industry standard codes assigned by all major banks to their cash management services billed to large corporations on their account analysis statements.
TWIST BSB Bank Service Billing Codes	High	The AFP Global Service Codes (version 2018) for the international bank fee reporting (ISO 20022 BSB) standard (camt.086).

Banking Accounts Structure, BAM, Signatories, & KYC

High-level System Component	Priority	Function Capabilities
Scope of Banks/Accounts	High	Support for 500+ active bank accounts in 170 in-country jurisdictions. <ul style="list-style-type: none"> • Bank of America • Citibank • Standard Chartered Bank (SCB) • Danske Bank • DNB (NOK) • ING • UBS • Northern Trust • Reserve Bank of Australia (RSB) • Over 300 local and regional banks for country offices worldwide
Centralized Bank Account Database	High	Containing all banks, bank accounts, signatories, and bank contacts to act as the sole database for all opening, closing, and updates.
Automated Bank Account Request Form with Digital Signatures	Med	An automated new bank account request form for worldwide use via a self-service over the internet. Digital signatures need to be incorporated into the form with workflow-based approvals. Once approvals are received the form should auto-populate in TMS.
Signatory Authority Tracking	High	Signatories will need to be tracked at account level within the centralized database including details for authorized signers, cosigner requirements, amount bands, and eBAM authorization.
Electronic Bank Account Mgmt Solution (eBAM) via SWIFT	High	EBAM solution covering the overall bank account management like opening and closing of the bank accounts with historical tracking mechanism including the comprehensive bank signatory. Requires the ISO-20022 MX message series codes

		ACMT – Bank Account Management (007 to 0024) to be enabled within the TMS.
eBAM Attachments via FileAct	High	It will be necessary to support the eBAM messages with additional documentation as attachments. The TMS should be able to clearly and uniformly identify these according to the naming convention required in SCORE (ARTS, CERT, CORP, etc).
SWIFT KYC Registry API calls	Med	F. SWIFT KYC Registry API calls for--My Listing API, Counterparty Listing API, Data Retrieval API, Document Retrieval API, and Profile Retrieval API. Optionally, TMS can configure a specific date range using the input parameter "lastPublishedSince".
SWIFTREF Validation	High	TMS should be fully integrated with the SWIFTREF database for validation of Bank BICs and IBANs. It is not necessary for the TMS to interpret this directory for the purpose of dictating correspondents.
Oracle Cloud Human Resources Integration into TMS	Med	Integration capabilities with ORC HR (preferably REST-API) to provide authorized employee details for new bank account setup workflow approvals and signatory authority roles into the TMS signatory and bank account module.
Virtual Bank Account Mgmt	High	TMS should have the ability to support virtual accounts including all standard features and services provided by the banks

Bank Communications & Statement Processing

High-level System Component	Priority	Function Capabilities
Vendor-managed Information Gateway for Bank Reporting	High	An information gateway that is managed 24/7 by the TMS vendor which streamlines the number of bank connections and reduces cost by reducing the need for high numbers of treasury workstations, passwords, and RSA keys.
Consolidated TMS Bank Statement Portal	High	Bank statement information will also be stored in a single database/module which can be accessed via an online page and also via query using centralized reporting capabilities. Ability to view all bank statements in a single user interface.
SWIFT Concentrator Multi-Bank Balance (MBB) Reporting Capabilities	High	TMS must be able to consolidate a wide variety of in-country local bank reporting via SWIFT Concentrator MBB capabilities for the UNDP's own BIC.
BAI2 Bank Balance/Statement Reporting	High	The Bank Administration Institute (BAI2) codes--unique identifiers that differentiate the types of transactions that post to your accounts. Include Account Status, Activity Summary, and Detail Transactions.
SWIFT Bank Balance/Statement & Transaction Reporting—MT Series	High	ISO-15022 MT9XX message format bank statements for Cash Management and Status including the MT940/950 Prior Day, MT942 Current Day, and MT900/910 Confirmation of Debit/Credit
SWIFT Bank Balance/Statement & Transaction Reporting—MX Series	High	ISO-20022 MX message format bank statements for Cash Management including CAMT.052/053/054 series

Bank Fee Analysis

High-level System Component	Priority	Function Capabilities
Bank Fee Account Analysis Module	High	Fee Analysis Module to track bank service fees including all of the components of a typical account analysis statement that can be tracked within the system for pricing analysis with industry standards (Phoenix-Hecht) and peer banks. Should also include a fee validation function which provides for comparison of the bank volumes against those found within the TMS Banking and Payment Modules.
AFP Global <i>Service Codes</i> for Fee Analysis	High	Pre-configured AFP Service Codes (Version 2020) assigned by major banks for their cash management services billed.
EDI-822 Fee Statement	High	The capability for account analysis to be loaded via the EDI 822 statement as a flat file over sFTP transmission.
TWIST BSB Bank Service Billing Codes	High	The capability for account analysis to be loaded for the international bank fee reporting (ISO 20022 BSB) standard (camt.086).
Manual Entry of Bank Fee Statements	Med	Manual entry of those statements which cannot be automated is still needed to allow for ease of comparison to other banks/standards.

Cash Position, Forecast & Liquidity Management

High-level System Component	Priority	Function Capabilities
Cash Position Worksheet (CPW)	High	Ability to see USD or FX balances by Bank, by Agency, by Account Group with dynamic views—i.e., by clicking on each cell the underlying detail is displayed. CPW should present with bank transaction codes and/or UNDPs own classification codes.
Multi-Periodicity	High	CPW should have ability to display by Day, by Week, by Month, etc. with a combination format such as 7 Days + 3 Weeks + 3 Months.
Cashflow Tagging	High	Individual cashflows must use a combination of bank transaction type (i.e., BAI2 or SWIFT transaction code), signage (+/-), and complex addenda parsing rules to determine the classification of each item within the worksheet.
Cashflow Origin Classes	HIGH	CPW should be able to distinguish between Actuals, Confirmed Forecasts, and Estimated Forecast flows.
Intraday Cashflows	High	Periodic Intraday Reporting (BAI2 & SWIFT) will be required to perform proper cash positioning.
Manual Position/Forecast Items	High	The CPW should allow for direct online updates by adding a cashflow directly into the worksheet and it should reflect in the balance. The ability to use a grid with autocopy format for this action is preferred.
Forecast Items by API or File Upload	High	A file import capability to mass upload cash forecast items should be provided with the mass delete function for error management.

Automated Sweeps	High	The cash position should be able to drive auto-generated funds movements via credit or direct debit transactions which in turn flow to the payments module and are also reflected in the cash position.
Bank Transfers	High	The ability to perform physical or nominal bank transfers using same or different currencies. The option to auto-generate an intercompany transaction (or not) from the transfer should be available via a configuration setting.
Cash Variance Reporting	High	Standard reporting of variances between Actuals and Forecast. Also ability to “freeze” and store the cash position/forecast in order to compare performance over a time series.
Color Options	Med	CPW should have ability to display line items in different colors for ease of use. For example, negative balances should display in Red.
Forecast Modeling	Med	TMS should have the ability to apply “What-If” scenario modeling to the existing forecast for an extended period of time (i.e., 1 Year) based on one or more variables such as expected receipts/payments.

Payments & Settlements, OFAC & Fraud Prevention

High-level System Component	Priority	Function Capabilities
SWIFT Payments	High	TMS should act as a SWIFT service bureau to support outbound FileAct, ISO-20022 pain messages, and Fin MTXXX messages.
SWIFT gpi Portal	High	Ability to integrate with SWIFT gpi messaging to provide real-time payment updates visible within the TMS.
Rest API Bank Integration	High	TMS should support API-based integration for as many local and regional banks as possible from the 500 bank accounts as they become available
Payment Formats	High	Book Transfer, Fedwire, Nacha, Direct Debit, EDI820, Paymul, SEPA, ISO20022, SEPA are all formats necessary.
Payment Confirmations	High	Ability to absorb and process payment PAIN/ACK/NAK confirmations. As well as EDI820 and Nacha NOR payment status updates.
Payment Approvals	High	TMS must have multi-level payment approvals by User, by Entity, by User Role, by Authorized Amount, by Payment Type. And the ability to require 2+ approvals based on specific ranges by currency.
Blind Routing	High	The ability to provide automated routing for Oracle ERP pre-approved payments files via a connectivity HUB.
External System Integration	High	Ability to integrate and upload payments from an external system source which then allows for approval within the TMS.
SWIFTREF Validation	High	Automatic validation of the Payor and Beneficiary routing details.
OFAC & Fraud Prevention	High	TMS should provide validation and controls according to best practice OFAC & Fraud prevention services. And an automated file import process for bilateral counterparty compliance and legal entities validation for both OFAC

		sanctions (i.e., Accuity) and UNDP's own Vendor Sanctions List where both are checked for a payment.
Mobile Digital Wallet with Tokenization	Med	A native REST API for Digital wallet treasury platform(s) for accessing previously underserved trade markets with a pay-in/pay-out (top-up/withdrawal) channel with mobile wallets. Also tokenization that masks the primary account number dynamically generated using cryptograms. After a request for tokenization is initiated, it should be sent to the network and/or token service provider to ensure the request is valid.

Bank Statement Reconciliation & GL Book to Bank (BTB) Reconciliation

High-level System Component	Priority	Function Capabilities
Addenda Parsing Rules	High	Complex rules are needed to be applied to the bank statement addenda for each transaction to support Cashflow Tagging. Use of matching strings and data patterns can be applied.
Cashflow Tagging	High	Individual cashflows must use a combination of bank transaction type (i.e., BAI2 or SWIFT transaction code), signage (+/-), and complex addenda parsing rules to determine the proper classification of each item within the worksheet.
Daily "Proof of Cash"	High	For each bank actual item, if a matching cash position item is found within the cash forecast, the pair or group (batch) should be marked as reconciled in order to perform a daily "proof of cash".
Automatic Reconciliation	High	An automated process is needed to execute the daily "proof of cash" reconciliation.
Manual Reconciliation	High	If an item cannot be autoreconciled, there must be a means to execute a manual reconciliation.
"First Notice" Items	High	Bank initiated transactions such as Fees or Interest should automatically generate a new cash forecast item and be autoreconciled to the sourced bank statement transaction.
Book to Bank – In-transit Items	High	Ability to delineate and categorize "Items in Transit" for both Accounts Payable and Accounts Receivable transactions.
Book to Bank – Adjusting Items	High	Ability to automatically identify adjusting items from the Bank Side (i.e., Fees & Interest) or the General Ledger Side (Manual Journals).
Book to Bank – Reconciliation	High	An automated process is needed to generate the Bank Side and GL Side portions of the BTB reconciliation to support user analysis by Ledger Period (i.e., Month).
Book to Bank – Controls	High	The User IDs for all actions taken within the BTB process should be tracked with DateTimeStamp for all parties including Approvers.
Book to Bank – Reporting	High	A formal BTB final report documenting the reconciliation results must be available in PDF format to evidence the reconciliation for audit purposes.

Cash Accounting & Internal Controls

High-level System Component	Priority	Function Capabilities
Bank Statement Accounting Rules	High	TMS will use transaction codes/categories (i.e., ACH/Vendor Pmt) from the bank statement to apply correct debit/credit chartfields.
Chartfield Substitution Rules	High	Requires ability to use alternate chartfield values for one field within the structure based on a single variable such as "Portfolio".
Allocations	High	Ability to configure and apply allocation rules for accounting entries across entities, agencies, departments.
FX Journal Conversion to Functional	High	The transaction currency amount will be converted to the base currency of the business unit in the TMS batch accounting process and the exchange rate applied will be stored in the sub-ledger.
Calculate FX Gain/Loss	High	TMS can determine the FX gain/loss on an individual transaction based on the UNORE spot FX rate vs the underlying functional (base) currency and post the necessary journals.
Revaluation	Med	Revaluation - Ability to perform FX revaluation of TMS subledger accounting entries as updated spot or average rates are input into the TMS. This could be in the output of a report using TMS Business Intelligence capabilities.
Intercompany Accounting Entry	Med	TMS can apply intercompany accounting rules to cash transactions (i.e., ZBA, CDA, Sweeps) when accounting entries are generated.
Oracle Cloud ERP General Ledger	High	TMS subledger entries (interest accruals, payments, discount/premium amortization, fee amortization) will post STP to the ORC General Ledger through delivered TMS integration.
Inter-agency Capabilities	High	TMS should support the SCA (service clearing account) process for inter-agency funding settlements with interest charged monthly. The Chart of Accounts for this process will be setup in Oracle Cloud ERP and then replicated into the TMS.

Deal Management – FX & Derivatives Trading

High-level System Component	Priority	Function Capabilities
FX & Derivatives Trading Portal	High	Bloomberg Price Quotes for trade OTC financial instruments, as well as FX and interest rate derivatives.
FX & Derivatives Trading Portal	High	Bloomberg REST API integration for trading platform for real-time execution of FX and derivative transaction--spot, outright forward, swap, NDF, option, cap/floor/collar, and X-currency swap.
FX & Derivatives Trading Portal	High	Bloomberg REST API pre-trade, post-execution, order management, electronic trading and execution. And post-trade matching, settlement, with reconciliation.

FX & Derivatives Position Keeping	High	Automatic feed of trade position and EOD compliance reporting.
FX & Derivative Valuations	High	Bloomberg Multi-Asset Risk (MARS) connectivity to feed derivative valuations. This data feed is not needed real-time so file-based is acceptable.
FX & Derivative Valuations	High	TMS should have the ability to mark to market automatically and generate GL journals for gains/losses.
FX & Derivatives – SWIFT Integration	High	FIN MT3xx - Treasury Markets/FX & Derivatives and ISO 20022 MX message series--FXTR – Foreign Currency (Various)

Deal Management – Investments

High-level System Component	Priority	Function Capabilities
Record Investments	High	Ability to record investments and all pertinent attributes.
Track Portfolios	High	Ability to indicate the Portfolio for an investment.
CUSIPs & ISINs	High	Provide tracking of CUSIP and ISIN numbers on investment securities with pricing updates.
Principal Amortization Schedules	High	Ability to support principal amortization schedules for investments--including Constant Payment and Factored.
Interest Schedules & Negative Rates/Yields	High	Ability to generate investment interest schedules for both fixed and variable rate instruments. Rate calcs should include +/-Margin, % Of Base Rate, and include negative rates/yields.
Discount/Premium Amortization & Effective Yield Method	High	Ability to handle bond investments issued at discount or premium and to amortize including the Effective Yield Method.
3 rd Party Administrator Portfolio	High	Ability to upload investments managed by a 3rd party administrator.
Evergreen Investments	High	TMS tracking for Evergreen instruments with no stated maturity.
ETFs	High	Ability to support ETF (Exchange traded Funds).
Rollover of Investments	High	Ability to partially mature/sell, rollover principal, rollover principal plus interest.

Deal Management – Debt, Facilities, Letters of Credit, Guarantees & Collateral

High-level System Component	Priority	Function Capabilities
Record Debt Issuance	High	Ability to record Debt Issuance and all pertinent attributes.
Track Debt Portfolios	High	Ability to indicate the Portfolio for a Debt Issuance.
Principal Repayment Schedules	High	Ability to support principal amortization schedules for Debt--including Constant Payment and Factored. And also Unscheduled Principal Payments at random intervals.

Interest Schedules & Negative Rates/Yields	High	Ability to generate Debt interest schedules for both fixed and variable rate instruments. Rate calcs should include +/- Margin, % Of Base Rate, and include negative rates/yields.
Discount/Premium Amortization & Effective Yield Method	High	Ability to handle Debt issued at discount or premium and to amortize including the Effective Yield Method.
Buyback/Rollover of Debt	High	Ability to partially buyback, rollover principal, rollover principal plus interest for Debt Issuances.
Debt Call Schedules	High	Ability to track an instrument (bond) call schedule with call price and dates
In-country Lending Facility with Guarantees		TMS should support a UNDP in-house guarantee program to issue guarantees along with a partner bank to provide a lending Facility in hard to reach countries. Guarantees would be collateralized by Donor pledges placed in escrow. Smaller in-country banks would use this structure to lend locally. TMS would need to support a multi-level structure of banks/counterparties which combines Loans, Guarantees, and Collateral. Facility would be USD base currency with multi-currency sub-structures.
Letters of Credit	High	TMS will provide ability to record issuers of L/Cs and all pertinent characteristics as needed.
Collateral & Guarantees	High	Ability to link collateral in the form of securities, cash, and guarantees to a debt facility or deal transaction. Including all pertinent characteristics of the guarantor or issuer.
Collateral & Guarantees	High	TMS will be able to record and track changes to value or risk rating of the underlying assets for collateral.

Deal Management – Accounting

High-level System Component	Priority	Function Capabilities
Deal Accounting Standards	High	IPSAS Accounting standards (trade date accounting) must be supported by the TMS.
Deal Accounting Standards	High	Classification of Investments must be supported to cover Trading, Held to Maturity, and Available for Sale instruments.
Deal Accounting Templates	High	Accounting entries for various debt, investment, FX, and derivative transactions should be templated for each unique instrument type.
Deal Accounting Templates	High	Accounting will need to be enabled/disabled with a configuration switch (Y/N) on the instrument template.
Deal Accounting Chartfield Substitution Rules	High	TMS must support the automated replacement of chartfield values within an accounting entry based on predefined substitution rules using variables such as Deal Portfolio.
FX Journal Conversion to Functional	High	The transaction currency amount will be converted to the base currency of the business unit in the TMS batch accounting process and the exchange rate applied will be stored in the sub-ledger.
FX Gain/Loss Accounting	High	TMS can determine the FX gain/loss on an individual transaction based on the UNORE spot FX rate vs the underlying functional (base) currency and post the necessary journals.

Oracle Cloud ERP General Ledger	High	TMS subledger entries (interest accruals, payments, discount/premium amortization, fee amortization) will post STP to the ORC General Ledger through delivered TMS integration.
Reversing Entries	High	TMS should provide EOM auto-reversing entry capability on interest, amortization, MTM, etc. for instruments.

FX Hedging, Mark to Market, & Risk Management

High-level System Component	Priority	Function Capabilities
Hedging Strategies	Med	TMS should provide a screen to enter Hedging Strategies in order to document for audit of hedging activities.
Hedge ID Linking	High	TMS should create a unique Hedge ID to link all related components of a single hedge.
Other Exposures	High	TMS should allow for “Other Exposures” (i.e., PO or A/R) to be created and then linked to the unique Hedge ID as a Hedged Item.
Hedge Relationships Reporting	High	TMS will have the ability to run a recap report of all hedging relationships/exposures.
Hedge Revaluation	High	TMS should be able to revaluation of hedges periodically in an automated scheduled job.
Hedge Effectiveness Testing	Med	TMS should perform hedge effectiveness test periodically.

Intercompany, Multi-lateral Netting, & In-house Banking (IHB)

High-level System Component	Priority	Function Capabilities
Multi-lateral Netting	Med	Ability to perform multi-lateral netting of inter-entity payable/obligations by currency and perform net settlements.
POBO	Med	The TMS should have the ability for “Payment on Behalf Of”.
ROBO	Med	The TMS should have the ability for “Receipts on Behalf Of”.
IHB Pooling	Med	TMS should support a Multi-currency pooling structure with multiple master pool currencies/entities and pool participants with one or more current accounts in various currencies.
IHB Daily Balances	Med	Ability to determine a daily nominal Current Account Closing Ledger Balance for each participant in the Pool.
IHB Auto-balancing	Med	The TMS should be able to determine automatically any fund movements (flows) necessary within the IHB pool structure.
IHB Bank Transfers	Med	The ability to perform physical or nominal bank transfers using same or different currencies. The option to auto-generate an intercompany transaction (or not) from the transfer should be available via a configuration setting.
Intercompany Acctg	Med	The system has the ability to generate all intercompany entries between Primary Holding Entity and its subsidiaries. If necessary, the subsidiary side of the entries can be suppressed with a configuration setting for a single entity or a group of entities.

Interest Schedules	Med	The TMS IHB should have the ability to calculate Interest Accrual on a Debit or Credit balance on a pre-defined schedule (i.e., Monthly, Quarterly). Different indices +/- margin should also be available.
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Reporting & Dashboards

High-level System Component	Priority	Function Capabilities
Reporting - Treasury Operations	High	A core reporting library with a set of delivered, full functional operations reports is required.
CFO / Treasurer Dashboard Requirements	High	Executive/CFO level dashboard capability which can be configured to display necessary KPIs to management.
Holistic Data Repository	High	TMS reporting tool can incorporate data from internal and external sources to provide a holistic data repository.
Data Collection Methods	High	TMS reporting tool needs ability to define methods to consume structured, semi-structured, and unstructured data while allowing for scalability.
Data Analytics	High	TMS reporting tool incorporates data analytics to track exceptions, settlement processes, and reconciliations.
Scenario Analysis	Med	Ability to incorporate macroeconomic data from external sources in order to perform "What If" scenario analysis and Sensitivity Analysis with changes to variables.
Machine Learning/AI	Med	Passively analyzes using Machine Learning/AI to detect potential fraud prior to human intervention being required.

Internal Controls Framework & Governance

High-level System Component	Priority	Function Capabilities
SSO with MFA	High	SSO with MFA - TMS should come delivered with Single Sign-on (SSO) capabilities with Multi-factor Authentication (MFA). Additional controls around automated processes in this context need to exist.
TMS Security Requirements	High	Ability to deploy the "4 Eyes Principle" in key areas of the system such as adding a Bank Account, Beneficiary Payment Instructions, and Payment Approvals.
Data Masking - Corporate	High	TMS should have the capability to mask critical data such as corporate bank account numbers so they can only be seen by authorized staff.
Data Masking – Personal Identifiable Information (PIN)	High	TMS should have the ability to prevent viewing of Personal Identifiable Information (PIN) such as Social Security Number for individuals.
Data Compliance/Governance	High	Events logs throughout the system which track UserID and DateTimeStamp of important activities and also modification of data so it may be provided in the form of audit reports.
Service Organization & Control (SOC1, SOC2) Compliance	High	TMS Cloud Vendor should be able to demonstrate they hold these designations.

Regulatory Compliance	High	TMS should receive regular updates for regulatory requirements around the above items and disperse them to their user community via the Cloud updates.
Document Sequencing	High	Ability to turn on document sequencing globally or for a given jurisdiction to uniquely number documents generated for an audit trail that identifies the TMS that created the transaction and the original document to provide an audit trail from the general ledger into the TMS subsidiary ledger.

Deliverables and Schedules/Expected Outputs

Deliverables/ Outputs	Duration	Target Date
Activation of TMS solution	12 months subscription	To be determined by UNDP

Governance and accountability

The Contract will be working with UNDP Office of Information Technology Management (ITM) with substantive input from UNDP Treasury. Contract management meetings will be scheduled by ITM as needed.

Expected duration of the contract/assignment

The contract will be for an initial period of one year, with the possibility to extend annually, up to a maximum of five years in total.

Duty Station

The assignment under this contract is expected to be delivered from the contractor's location. There is no travel anticipated under this contract.

Scope of bid price and Schedule of Payments

- Bidders are requested to offer their most competitive offer with an all-inclusive price of the software package. These include:
 - o cost of the base software with modules under this package;
 - o cost of any additional modules required by UNDP in line with the requirements highlighted in this RFP.
 - o Cost of optional modules that UNDP can buy if needed.
 - o Any other cost relating to the delivery of the software.
- Payment for the subscription fee will be made upon activation of the license, satisfactory acceptance of the service by UNDP, and receipt of the invoice from the contractor.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form F: Vendor Requirements Matrix (F1) and UNDP Bank Connectivity Scope (F2) including Vendor Demo Script	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form G: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form H: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) 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;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list at least **five previous similar assignments** successfully completed **in the last 3 years**.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ **Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:**

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken. Reputation of Organization and Staff Credibility / Reliability / Industry Standing
- 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 (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology and Solution

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 Ability to meet UNDP's core business needs as listed on the Vendor Requirements Matrix with features that demonstrate the system's capabilities to offer more than basic. **Form F1**
- 2.2 Ability to connect with banks listed on the Bank Connectivity Scope Matrix. **Form F2**
- 2.3 System is user friendly and scalable to support the global needs of the UN across multiple time zones, currencies, and languages
- 2.4 Ability to provide proof of highest-level security standards and proper security measures that are in place to protect UN, Bank, and Customer data according to global standards
- 2.5 Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?
- 2.6 Details on how the different service elements shall be organized, controlled and delivered
- 2.7 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for the maintenance of the tool

- 2.8 Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract
- 2.9 Vendor Proposed Demo Script & Use Cases

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management and Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Elaborate on quality of the technical support available. Is the team maintaining and upgrading the service/tool suitable for the provision of the necessary services? Etc.
- 3.2 Provide CVs for relevant personnel working under this contract

Format for CV of Proposed Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Vendor Requirements Matrix (F1) and UNDP Bank Connectivity Scope (F2)

Form F1: UNDP TMS Vendor Requirements – to be filled and returned to UNDP

Form F2: UNDP Bank Connectivity Scope – to be filled and returned to UNDP

Vendor Demo Script to be included in the submission

Form G: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form H: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Cost for TMS Software Application Fees (Licenses) and support fees (from Table 2a)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2a: Breakdown of TMS Software Application Fees

Please include a list of modules needed based on the service and functionality requirements included in this document as well as the Vendor Requirements Matrix and UNDP Bank Connectivity List. Please include corresponding fee/cost information requested below. The modules listed below are samples, bidders are requested to specify the modules included in the base package as well as additional modules as needed based on the proposed solution.

System Component/Module	Annual Fees	Fee Rate	Other Costs	Total Amount
2.1 Base software package				
Module 1				
Module 2				
2.2 Additional modules for UNDP requirement				
Module 3				
Module 4				
2.3 Support Costs (please specify):				
Support Level 1				
Support Level 2				
Support Level 3				
Total cost of TMS Software Application Fees				USD

Table 2b: Optional modules

System Component/Module	Annual Fees	Fee Rate	Other Costs	Total Amount
Optional modules:				
Module 1				
Module 2				

Table 2c: PRICE CONSIDERATIONS

The Bidders should specify whether the prices would remain firm for the entire contract period, or alternatively, they should indicate a maximum yearly increase rate.

For the 2nd year of the contract [please check one]

☐ the prices will remain fixed for the duration of the contract

☐ the prices will increase yearly by a maximum percentage of ____% [specify] **from the 1st year**, which includes the overhead cost.

For the 3rd year of the contract [please check one]

☐ the prices will remain fixed for the duration of the contract

☐ the prices will increase yearly by a maximum percentage of ____% [specify] **from the 2nd year**, which includes the overhead cost.

For the 4th year of the contract [please check one]

☐ the prices will remain fixed for the duration of the contract

☐ the prices will increase yearly by a maximum percentage of ____% [specify] **from the 3rd year**, which includes the overhead cost.

For the 5th year of the contract [please check one]

☐ the prices will remain fixed for the duration of the contract

☐ the prices will increase yearly by a maximum percentage of ____% [specify] **from the 4th year**, which includes the overhead cost.

Table 3: Breakdown of Other Costs (Please specify)

Description	UOM	Quantity	Unit Price	Total Amount	One-time/recurrent?
Total - Other Costs:					