REQUEST FOR QUOTATION (RFQ)

RFQ Reference: Scaling-up Multi-Hazard Early Warning System and the Use of Climate Information in Georgia #00098643 (Award Number: 00094354)	Date: 11 June 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of GIS and IT expertise for the development of a GIS-based Socio-Economic Risk and Vulnerability Model as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: 
Name: Ketevan Skhireli
Title: GCF Project Coordinator
Date: 11.06.2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ. UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.
Deadline for the Submission of Quotation	25.06.2021 (17:00h GMT+04) If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.
Method of Submission	Quotations must be submitted as follows: ☒ Courier / Hand delivery Bid submission address: 9, Eristavi Street, Tbilisi, Georgia - UN House. The proposals should be submitted in Sealed and stamped envelopes on the address above. The box titled: GIS Based Socio-Economic Model. Will be allocated on the first floor of UN house.
Cost of preparation of quotation	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct, Fraud, Corruption,	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.

	The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract Select the applicable GTC: General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	☒ Cancellation of PO/Contract if the delivery/completion is delayed by 15 w/days for each deliverable.
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. 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. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in USD
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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 b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or

	exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: ☒ be exclusive of VAT and other applicable indirect taxes
Language of quotation	English Including documentation including catalogues, instructions, and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: ☒ Annex 2: Quotation Submission Form duly completed and signed ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 ☒ Company Profile. ☒ Registration certificate. ☒ Minimum 7 (seven) years of experience, starting from 2000 year, related to GIS consultancy, including field data collection and spatial data analysis projects. Please submit the List and value of these projects including client's contact details who may be contacted for further information on those contracts. ☒ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project. ☒ Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field. ☒ At least one successfully executed project (contract) with GIS based similar complexity within the last 5 (five) years; ☒ Annual financial turnover - minimum 200,000 USD (per year) during the last 2 years – 2019, 2020. ☒ Latest Audited Financial Statement (if any) and/or income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ☒ Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. ☒ Completed and signed CVs for the proposed key Personnel. **Qualifications of kye experts**: **At Minimum:** **GIS Expert** Education 1. At least Master's degree in GIS, remote sensing or a related computer science or geography discipline. Experience 1. At least 3 years of experience in GIS and its application to natural hazard and risk assessment, and Disaster Risk Management; 2. Minimum of 3 year's experience in application development of GIS technical solutions. 3. Knowledge and competencies of using market-leading GIS desktop products, such as ArcGIS Pro and QGIS, Knowledge of web and cloud enterprise GIS platforms desirable.

	4. Data management skills and practical experience working with geodatabases and knowledge of spatial data models. 5. Knowledge of spatial analysis, geoprocessing workflow and data processing tasks. 6. Cartography and map making skills, in support of web, desktop and printed outputs. 7. Competent and confident communicator with proven experience collaborating and presenting to non-GIS audiences. 8. Experience of requirements elicitation gathered through workshop environments and 1-to-1 sessions. *Note: Please kindly indicate in the presented CV adequate and relevant information related to experience and education in order to assess and evaluate the offered personnel against listed requirements.* **IT Expert (Programmer)** Education 1. At least Bachelor's degree in computing sciences. Experience 2. At least 3 years of experience in developing custom analytical GIS solutions and conducting spatial analysis. 3. Knowledge and competencies of using market-leading GIS desktop products, such as ArcGIS Pro and QGIS, Knowledge of web and cloud enterprise GIS platforms desirable. 4. Experience of requirements engineering processes to capture, analyse and validate requirements. 5. Software design skills to define, document and communicate solution architecture; 6. Practical experience of articulating UAT test scripts and implementing code fixes; 7. Knowledge of Python 2.x and 3.x, preferably using Esri python libraries (i.e. arcpy and Python for ArcGIS Pro); 8. Practical skills in enterprise geodatabase design, configuration and administration. 9. Strong knowledge of SQL, with practical experience of creating stored procedures and triggers; 10. Extensive use of industry standard IDE's and code repositories, ideally Visual Studio and GitHub; 11. Proven and varied development with .NET framework, practical experience of ArcGIS Pro SDK for .NET desirable. *Note: Please kindly indicate in the presented CV adequate and relevant information related to experience and education in order to assess and evaluate the offered personnel against listed requirements*
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	☒ Not permitted
Alternative Quotes	☒ Not permitted
Payment Terms	☒ 100% within 30 days after receipt of services and submission of payment documentation. Click or tap here to enter text.

Conditions for Release of Payment	☒ Written Acceptance of Services based on full compliance with RFQ and ToR requirements ☒ the payment will be linked to deliverables, which will be cleared by Project component Team Leader, Project Chief Technical Advisor and Project Environmental Economic International Expert.
Contact Person for correspondence, notifications and clarifications	E-mail address: ivane.tsiklauri@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 7 days before the submission deadline. Responses to request for clarification will be communicated by Email 22 June 2021
Evaluation method	☒The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	☒Full compliance with all requirements as specified in Annex 1 ☒Full acceptance of the General Conditions of Contract
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Contract Face Sheet (Goods and-or Services).
Expected date for contract award.	30 July 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org. The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of Reference (ToR)

BACKGROUND

Georgia is exposed to various climate-induced hazards including floods and flash floods, climate-induced geological hazards (including landslides, mudflow, debris flows), droughts, severe winds, hailstorms and snow avalanches, predominately due to the diverse and complex terrain of the Caucasus mountains, its significant influence and the influence of the Black Sea and Caspian Sea on the climate and weather of the region. Furthermore, according to Georgia's 2nd and the 3rd National Communications, the frequency, intensity and geographical spread of extreme hydro meteorological hazards will increase under climate change and may result in significant impacts on key sectors including agriculture, critical infrastructure (transportation networks, buildings, roads, water supply, energy installations), natural resources and eco-systems, glaciers and forests.

UNDP designed and is implementing a program aimed at reducing exposure of Georgia's communities, livelihoods and infrastructure to climate-induced natural hazards through the implementation of a well-functioning nation-wide multi-hazard early warning system and risk-informed local action. The program encompasses three interrelated projects funded by the Green Climate Fund (GCF), under which the current position is being announced, Swiss Development Corporation (SDC) and Swedish Government (SIDA). The GCF funded interventions are targeting expansion of the hydro-meteorological network & modelling capacities and improving community resilience through implementation of EWS & risk reduction measures. The SDC funded intervention is aimed at reducing exposure and vulnerability of communities in Georgia, through development of multi-hazard risk information and relevant capacities. SIDA interventions will contribute to the public awareness raising and structural measures components.

The program will achieve transformative change in disaster risk reduction and risk management in Georgia through provision of critical climate risk information that would enable the Government of Georgia to implement number of nation-wide transformative policies and actions for reducing exposure and vulnerability of the population to climate-induced hazards. To this end, the project will rehabilitate the national hydrometric network to systematically collect data on climate-induced hazards. The project will undertake relevant technical studies to model and map the seven main climate induced natural hazards for Georgia (floods, landslides, mudflow, drought, severe winds, hailstorms and snow avalanches) to provide a single source of definitive hazard mapping of the appropriate technical specification and level of detail for all uses, building upon modern modelling methods and software.

The GCF-funded project will address the lack of gender-sensitive socio-economic data and relevant capacities for risk, damages, losses, exposure and vulnerability assessments by developing and harmonising methodologies and technologies for the systematic collection of socioeconomic information required to assess climate induced hazard damages, losses, exposure and vulnerability, and will create GIS based model for socio-economic vulnerability assessment which will be applied in 11 river basins of Georgia.

The service provider will be responsible for:

1)Upscaling up of the existing GIS-based socio-economic model to include risk prioritising modelling, and mapping for 7 hazards and calculation of economic damages of all receptor sectors

a.Requirements Engineering - Develop requirements specification based on the proposed upscaled model technical methodology (developed by the International Environmental eEonomist) and the user requirements gathering exercise of the main beneficiary – EMS. Undertake analysis and assessment of requirements to determine prioritization (applying MoSCoW), validity and organization of functional and non-functional requirements of the proposed upscaled model

b.Planning - Develop a formal project plan outlining the development phases and key milestones to successfully deliver the tool, with agreement on the scope of requirements to be addressed. With a preference for use of an agile delivery approach with frequent stakeholder engagement and review stages.

c.Design – Develop the model architecture to be implemented based on the detailed plan

d.Development and implementation.

i.Develop and codify the changes to the exiting GIS-based socio-economic model. Revise the code of the Rioni river basin flood model to enhance functionality (implementing the update based on the technical specific and logic for the model). This should include updating of the coding of the model to reflect any changes in model calculations and changes in GIS software platform. Model will be extended to cover socio-economic risk, for all 7 hazards and all risk receptors listed above, and a sectoral damage and assessment module to calculate damage and loss for all receptors and all 7 hazards. Coefficients and datasets of damage and loss for all receptor attributes will be made available

ii. Develop and codify the user interface and other aspects of the model based on the user requirements

iii.Identify all the relevant and up-to-date hardware and software to be used in the assignment under proposed technical methodology.

iv.Developed vulnerability survey tools including participatory Geographical Information Systems (PGIS) methods.

e.Testing and calibration

i.Calibrate the finalized GIS-based socio-economic risk model

ii.Undertake iterative technical testing and debugging of the model and software as necessary.

iii.Implement a user acceptance testing (UAT) regime

2) Capacity building of the relevant stakeholders in application of model.

i. Develop and hold training related to model application

Deliverables

The service provider is expected to produce the following deliverables:

1. Process diagrams depicting risk prioritizing model to be updated/further developed for all hazards and receptors (Mid-August 2021);

2. Report on assessment of the existing risk prioritizing model with recommendations on upscaling (end of August 2021);

3. GIS model and model files for the risk prioritization modules for the 7 hazards testing with Rioni flood attribute data (Mid-September 2021)

4. Technical and user documentation of the Risk Prioritisation modules for all receptors and all seven hazards (Mid-September 2021).

5. Requirements specification for modelling tool (covering functional and non-functional requirements) (end of September, 2021);

6. System design specification for modelling tool (Mid of October 2021);

7. Draft of updated socio-economic model tool (end of October 2021);

8. Draft technical manual, draft user manual for socio economic model (end of November 2021);

9.User acceptance testing results (end of December 2021);

10. Socio-economic model for Supsa river basin (with Multi-hazard maps) (end of December 2021);

11. Socio-economic model for Natanebi river basin (with Multi-hazard maps) (end of December 2021);

12. Socio-economic model for Kintrishi river basin (with Multi-hazard maps) (end of January 2021);

13. Socio-economic model for Khobistskali river basin (with Multi-hazard maps) (end of February 2022);

14.Socio-economic model for Enguri river basin (with Multi-hazard maps) (end of March 2022);

15. Socio-economic model for Chorokhi river basin (with Multi-hazard maps) (end of April 2022);

16. Updated GIS-based multi-hazard socio-economic vulnerability modelling tool (including all software code) and data files delivered to UNDP and EMS (end of June 2022).

17. Two online trainings on the model application for EMS and stakeholders and training materials (end of August 2022).

DURATION OF THE SERVICE

Expected timeframe for the assignment is 30 July 2021 – 30 August 2022.

EXPECTED DELIVERABLES AND TIMEFRAME

Expected deliverables/outputs with respective timeframe is captured in the schedule below. A detailed timeframe with specific dates corresponding to the timing indicated in the table below will be developed by contractor upon signing the contract agreement.

Contractor will be paid in instalments upon satisfactory accomplishment of each of the below-mentioned phase and according to the following scheme:

instalments	Deliverable	% of the entire contract price	Date of Payment
1	**Deliverables, 1, 2, 3, 4, 5, 6**	10%	Mid of October 2021
2	**Deliverables 7, 8**	15%	30 November 2021
3	**Deliverables 9, 10**	15%	31 December 2021
4	**Deliverables 11, 12**	15%	31 January 2021
5	**Deliverable 13**	10%	28 February 2022
6	**Deliverables 14, 15, 16**	20%	30 June 2022
7	**Deliverables 17**	15%	30 August 2022
	Total	**100%**	

Management Arrangements

The work of service provider will be directly supervised by the Team Leader in Hydrometeorology under the overall supervision of the Programme Coordinator and guidance of the Chief Technical Advisor, Environmental Economist and System and Technology expert. The service provider will be directly responsible to, reporting to, seeking approval from, and obtaining certificate of acceptance of outputs from the above-mentioned persons.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

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

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):*	☐ Yes ☐ No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):*	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	☐ Yes ☐ No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade	☐ Yes ☐ No

institutions promoting such issues *(If yes, provide a Copy)*	
Is your company a member of the UN Global Compact	☐ Yes ☐ No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.

Previous relevant experience in:

GIS consultancy for the last 7 years, including field data collection and spatial data analysis and GIS based similar complexity project for the last 5 years as indicated in RFQ

(please fill in the table given below)

Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

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

Yes	No	
☐	☐	**Prohibitions, Sanctions:** I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
☐	☐	**Bankruptcy**: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
☐	☐	**Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

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

Technical Offer

Provide the following:

- *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
- *team composition and CVs of key personnel.*

Financial Offer

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

Currency of Quotation: USD

Ref	Description of Deliverables	Price
1.	Deliverable 1 - Process diagrams depicting risk prioritizing model for all hazards and receptors for current project. Deliverable 2 - Report on assessment of the existing risk prioritizing model with recommendations on upscaling. Deliverable 3 - GIS model and model files for the risk prioritization modules for the 7 hazards testing with Rioni flood attribute data. Deliverable 4 - Technical and user documentation of the Flood Score Priority methodology for all receptors and all seven hazards. Deliverable 5 - Requirements specification for modelling tool (covering functional and non-functional requirements) . Deliverable 6 - System design specification for modelling tool .	
2.	Deliverable 7 - Draft of updated socio-economic model tool . Deliverable 8 - Draft technical manual, draft user manual for socio economic model .	
3.	Deliverable User acceptance testing results.	

	Deliverable 10 - Socio-economic model for Supsa river basin (with Multi-hazard maps) .	
4.	Deliverable 11 - Socio-economic model for Natanebi river basin (with Multi-hazard maps) . Deliverable 12 - Socio-economic model for Kintrishi river basin (with Multi-hazard maps).	
5.	Deliverable 13 - Socio-economic model for Khobistskali river basin (with Multi-hazard maps).	
6.	Deliverable 14 - Socio-economic model for Enguri river basin (with Multi-hazard maps). Deliverable 15 - Socio-economic model for Chorokhi river basin (with Multi-hazard maps) . Deliverable 16 - Updated GIS-based multi-hazard socio-economic vulnerability modelling tool (including all software code) and data files delivered to UNDP and EMS.	
7.	Deliverable 17 - Two online trainings on the model application for EMS and stakeholders and training materials.	
	Total Price	

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
GIS Expert	day			
IT Expert (Programmer)	day			
Other expenses				
printing	page			
Communication	Month			
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	☐	☐	Click or tap here to enter text.
Validity of Quotation	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.

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