



REQUEST FOR QUOTATION (RFQ)

To: Interested Companies	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">DATE: June 16, 2021</div> <div style="padding-top: 10px;">REFERENCE: RFQ-UNDP-CB-2021-005 – “Long Term Agreement - Virtual Meeting Development and Facilitation Support for the Global Programme on Strengthening the Rule of Law and Human Rights for Sustaining Peace and Fostering Development, CB,UNDP”</div>
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Dear Sir / Madam:

We kindly request you to submit your quotation for **the Long-Term Agreement for Virtual Meeting Development and Facilitation Support for the Global Programme on Strengthening the Rule of Law and Human Rights for Sustaining Peace and Fostering Development, CB,UNDP** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations are to be submitted through UNDP eTendering online system (<https://etendering.partneragencies.org>), on or before **Monday, 12 July 2021 at 15:00 pm New York Eastern Time** noting the following Subject Reference:

UNDP-RFQ-UNDP-CB-2021-005

“Long Term Agreement - Virtual Meeting Development and Facilitation Support for the Global Programme on Strengthening the Rule of Law and Human Rights for Sustaining Peace and Fostering Development, CB, UNDP”

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by UNDP in the eTendering system. You must use your username and password to submit bids via the online eTendering system to the following link: <https://etendering.partneragencies.org>. If you have not registered in the system before, you may register now by logging in and using the following temporary credentials:

URL: <https://etendering.partneragencies.org>
username: event.guest
password: why2change

Follow the registration steps as specified in the system user guide, or download the attached “eTendering Instructions Manual for Bidders” document.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Terms of Delivery Place of Destination	Remote / At vendor's location
Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation ²	All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes
Deadline for the Submission of Quotation	3:00 PM, <i>Monday, July 12, 2021 New York Eastern Time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ³	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Payment Terms	UNDP shall, on fulfilment of the Delivery Terms, make payment within 30 days of receipt of the Supplier's invoice for the services. Note: any bank charges and bank commissions shall be borne by the vendor

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

² This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

³ First 2 items in this list are mandatory for the supply of imported goods

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements indicated in the terms of reference and lowest price ⁴ <i>The technical application of the vendor will provide enough details to facilitate the screening of the technical proposal against the technical requirements mentioned in the TOR.</i> <input checked="" type="checkbox"/> Full acceptance of the PO/UNDP Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services/Face Sheet – Long Term Agreement
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFQ ⁵	<input checked="" type="checkbox"/> Annex I: Terms of Reference <input checked="" type="checkbox"/> Annex II: Form for Submission of Quotation <input checked="" type="checkbox"/> General Terms and Conditions http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ⁶	<i>Suzy Azafrani Benoliel</i> <i>Procurement Specialist, Procurement Services Unit, BMS/UNDP</i> <i>Suzy.azafrani.benoliel@undp.org and cc: cpu.bids@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

⁴ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

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

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

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

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.



Sincerely yours,
Ali Tahsin Jumah
Chief, Central Procurement Unit

Annex I

Terms of Reference TERMS OF REFERENCE

Long Term Agreement - Virtual Meeting Development and Facilitation Support for the Global Programme on Strengthening the Rule of Law and Human Rights for Sustaining Peace and Fostering Development

Background:

UNDP is the world's leading development organization, with a proud history of more than a half-century working in every corner of the world to fight poverty, create jobs, administer elections, prevent disaster and recover after crisis while protecting the planet. On the ground in about 170 countries and territories, we help countries develop strong policies, skills, partnerships and institutions so they can sustain their progress. The universal commitment to the Sustainable Development Goals (SDGs) and UN reform together present UNDP with the opportunity to focus our resources and expertise, and make a real impact on poverty, governance, energy, gender, human rights, resilience, and the environment.

UNDP is the knowledge frontier organization for sustainable development in the UN Development System. It serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels is guided by the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains. Within the GPN, the Crisis Bureau guides UNDP's corporate crisis-related strategies and vision for crisis prevention, response and recovery. Part of the Crisis Bureau, the Rule of Law, Security and Human Rights team (ROLSHR) is responsible for practice/policy development in the areas of rule of law, security, and human rights as they relate to crisis prevention and recovery in conflict and disaster settings as well as the implementation of the Global Programme on Strengthening the Rule of Law and Human Rights for Sustaining Peace and Fostering Development (the Global Programme or GP).

Every year, the Global Programme on Strengthening the Rule of Law and Human Rights for Sustaining Peace and Fostering Development spearheads the organisation of various global meetings and events, including but not limited to the Annual Rule of Law and Human Rights Meeting, the Annual Tri-Partite Partnership (TPP) to support National Human Rights Institutions (NHRI's), as well as other thematic consultations, workshops, etc. The Annual Meeting provides a platform to examine and reaffirm our intention to support global efforts to uphold the rule of law and respect for human rights through the ROL-HR Global Programme, the Global Focal Point, the Tri-Partite Partnership to support National Human Rights Institutions, and its other engagements across the system in the rule of law and human rights areas. It should be noted that the in person Annual Meeting usually brings together around 150 global participants, but the 2020 Annual Meeting saw over 500 participants due to the virtual nature. The TPP meeting engages the three partners (UNDP, OHCHR and GANHRI) together with the four Regional Networks of NHRIs, to discuss how to strengthen collaborative support to NHRIs' action at national, regional and international level. This meeting will take place virtually over two days. The other meetings and events that have been held virtually include the Business and Human Rights Deep Dive, the Rule of Law Global Programme Retreat and Planning Meeting, and a variety of consultations for wide range of stakeholders, including high-level UN officials, Permanent Representatives and ministerial-level national counterparts, chief justices and attorney generals.

Under the supervision of the Head of the Rule of Law, Security and Human Rights team (ROLSHR), the Company will be responsible for online virtual event development and facilitation support for the several events the unit has during the year and as needed.

Objective:

The purpose of this procurement exercise is to contract a company who will enhance the virtual meeting development and event facilitation experience, in order to execute a successful and meaningful experience for the meeting planners, speakers, and participants/attendees.

UNDP intends to enter into a Long-Term Agreement (LTA) with only one successful proposer for a period of three (3) years.

Duties and Responsibilities:

1. Updating event webpage and content management:

- Update, maintain and coordinate event description and content of the landing page/web-site for the Annual RoL Meeting and other meetings and events under the scope of the ROLSHR GP (<https://www.undpruleoflaw4peace.org/>). The website also contains information regarding the Tripartite Partite Partnership (TPP) meeting. The webpage may require to integrate various event platform services such as HeySummit, Eventbrite, etc., based on needs and consultations with the event task team. The event website is managed from www.wix.com.
- Ensure that the website of the RoL Meetings and Events landing page, includes (but not limited) event banners, links to relevant UNDP and UN websites, videos and materials related to the events, blogs, the program, instructions for the platform of online interaction, background information, speaker's biographies, attendee registration, links to online consultations, links to communication platform, (UNDP twitter accounts, Global Programme Annual Report webpage), contact form, registration form, among other features. The live stream of the Annual Meeting will also be streamed on the website during the event.
- Include a data privacy policy together with other legal documentation that will be provided by UNDP.
- Record all session and upload recordings of all sessions on the event website at the end of the event.
- Ensure user friendly links through the website to the usage of any external tools (e.g. HeySummit, Spark Blue, Zoom, etc.) needed by conference participants.
- Include necessary tags and keywords into the source code of the page for Search Engine Optimisation (SEO).
- Ensure that website has adequate protection against spams and bots as well as mechanisms to prevent and quickly remove any potential event crashers.
- Ensure adequate security measures for the event participation to prevent zoom bombers/hackers.
- Ensure that the website and meetings are mobile compatible.
- Develop relevant zoom backgrounds, event banners and transition slides between sessions for the virtual meetings in consultation with event task team.
- Develop and add visual materials to the event webpage.
- Ensure continuity of the webpage following the event by buying/acquiring domain rights of the website for one more year following the event.
Transfer management and domain rights of the website to the Project Manager following the events.

2. Sessions' platform logistics:

- Create the Zoom (or other agreed platform) webinars in coordination with the content providers. Keep all of the details (title, description and date) in sync as well as ensuring that speakers are added as presenters.

- Be responsible for sending email reminders to all attendees, on the session of their choice. In this email, include the join URL so that the attendee can join the live webinar via chosen live webinar provider.
- Ensure licenses for Sessions' webinar platforms to allow at least 500 people to attend the meeting at the same time.
- Provide the list of registered participants for each session with their contact information on a regular basis and allow online access for registered participants, if possible.
- Manage any pre-recording of sessions recorded in advance of the Annual Meeting or TPP meeting and then manually uploaded onto the platform by the event organiser, such as introductory videos, short teasers, etc.
- Coordinate with the Project Manager linking communication platforms to the web page such as live Twitter feed, comments boxes and Q&A features.
- Ensure the sessions' platform incorporate translation features (where required) and organize test-calls and technical checks prior to the event.

3. Co-management of invitations and registration of participants:

- Coordinate with the Project Manager the registration of participants (dispatching registration links and monitoring registration).
- Develop automatic messages for notifying participants about their registration.
- Support the development of save the dates, invitations and registration emails.
- Provide onboarding support to all attendees, presenters, and ensure options for testing and troubleshooting.
- Develop guidelines for using Zoom (or other agreed platform) for attendees, speakers and facilitators.
- Ensure that all participants who register before and during the event receive links for the events.
- Provide an analysis of the registered participants and attended participants (based on country of connection, organisation, affiliation etc.) following the event.

4. Coordinate the work of technical facilitators (Hosts) and assisting speakers:

- Provide individuals required by the forum as technical hosts.
- Coordinate the work of the technical hosts.
- Provide technical support (with or through the technical hosts) to the session organizers, speakers and facilitators by providing inputs into how to translate the substantive messages into online content and by coaching them in advance of their session.
- Support the development of the methodology for online sessions.
- Project all content that will be used during the session (e.g. slide shows, videos, audio, presentations etc.) to the screen.
- Organize technical test-calls for all sessions prior to the meeting with all speakers and facilitators.
- Prepare technical run off-play documents containing information about all relevant content with timelines prior to the sessions.

5. Overall event management:

- Coordinate and communicate with the Project Manager and other relevant colleagues and respond to queries and demands.
- Overall support to event facilitation.
- Closely monitor the progress of the preparation and report to the event task team regularly.
- The service provider focal point should be available for the entire duration of the contract to assist and ensure smooth coordination.
- Provide a lessons learned report on success and challenges encountered by UNDP in organizing each online event, including recommendations for similar events in the future.
- Meeting minutes or meeting reports to be developed depending on the event as per the discussions with the project manager or team focal point.

Expected outputs, price and schedule of payments:

Payment to the contractor will be processed based on expected outputs, i.e. upon delivery of the services specified below and deliverables accepted and certification of satisfactory completion by the UNDP Technical Manager.

An indicative list of outputs is:

1. Webpage creation and Management (incl. the recording of all sessions).
2. Sessions' platform logistics.
3. Co-management of invitations and registration of participants.
4. Coordinate the work of technical facilitators (Hosts) in assisting speakers.
5. Overall event management.
6. Post Meeting wrap up/reporting.

The estimated number of days for the 3-year period is 225 (75 days per year). Around 3-5 events are expected per year and events could use anywhere from 15-30 days. The number of days per event will depend on the event's scale and the number of participants. All details will be provided in the specific TOR for each event.

Management and Organization:

The Service Provider shall be in regular contact with the UNDP focal point, who will provide feedback and approve the services at every stage.

Framework Agreement:

UNDP plans to enter into the Long-Term Agreement (LTA) with the TOP ranked successful bidder.

Please note that the LTA does not form a financial obligation or commitment from UNDP at the time the LTA contract is signed, and that such an agreement is non-exclusive. When a specific need arises, the successful vendor will be approached and be provided with a specific TOR and deliverables (and time frame) but still within the scope of the responsibilities stated in the LTA.

This LTA will present a cumulative ceiling amount that may accrue to the vendor during the life of the LTA, but said amount shall remain as an upper limit, and must not and cannot be interpreted nor understood as neither a financial commitment nor guarantee of business volume.

Minimum Technical Requirements:

Proposals that do not comply with the below listed minimum technical requirements (Company requirements, Personnel Requirements), may be directly disqualified.

Company requirements:

- At least 5 years of experience in virtual event development, facilitation, and management for intergovernmental organizations, **required**.
- At least 3 similar projects carried out during the past 5 years, **required**.
- Prior usage and working knowledge of Productivity software (Google Drive, MS Office Suite, Slack), **required**.
- Prior usage and working knowledge of web design, **required**.

- Prior usage and working knowledge of Graphic Design and/or Publishing software (Adobe Photoshop, Illustrator), is considered **an asset**.
- Familiarity with Rule of Law, Human Rights, and the SDGs and related topics is considered **an asset**.

Other requirements:

- The vendor is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.
- The offeror has no conflict of interest in undertaking this assignment; it does 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 the 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).
- The offeror has 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; and 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.
- Full acceptance of the UNDP General Terms and Conditions for Professional Services.

Personnel Requirements (required):

- Team Leader:
 - Education: BA or master's in communication, Social Sciences, Organizational Leadership, Computer Design, etc.
 - Professional experience: at least 5 years' experience of virtual event development, facilitation, and management for Intergovernmental organization.
 - At least 4 similar projects carried out during the past 5 years.
 - Excellent level of English.
- 2 Team Members:
 - Education: Associates Degree or bachelor's in communication, Social Sciences, Organizational Leadership, Computer Design, etc.
 - Professional experience: Minimum of 2 years' experience of virtual event development, facilitation, and management for Intergovernmental organization
 - At least 2 similar projects carried out during the past 2 years (each member), required.
 - Excellent level of English.

CVs of the proposed team member must be submitted.

Evaluation:

- Technical responsiveness/Full compliance to requirements as described in Annex I & II.
- Full acceptance of the Contract General Terms and Conditions (Annex III).

The LTA will be awarded to the offeror that offers the lowest priced technically qualified quotation.

Annex II

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in **Tables 1&2&3** in conformity with the specification and requirements of UNDP as per RFQ Reference **No. UNDP/CB/RFQ/2021/004: Long Term Agreement - Virtual Meeting Development and Facilitation Support for the Global Programme on Strengthening the Rule of Law and Human Rights for Sustaining Peace and Fostering Development.**

TABLE 1: Price table

Please use the following format to submit your quote:

Item No.	Description of item	Unit Price: day	Total cost for three years
Personnel costs			
1.	Team Leader		
2.	Team Member 1		
3.	Team Member 2		
Other costs			
4.	Software/Lincenses		
5.	Technical equipment		
6.	Others (please specify)		
TOTAL COST FOR THREE YEARS			

Note:

1. If any of the above line items are not applicable, please indicate N/A under price column.
2. The Supplier is requested to provide separate unit prices for each line above. UNDP has a right to include or exclude any accessories for further purchasing under this process.
3. The above quantity will only be used for comparing quotations and estimate the amount for the Long-Term Agreement, and does not constitute commitment. UNDP reserves the right to purchase items for any quantity below or above the maximum numbers indicated above.
4. The Long-term Agreement (LTA) does not form a financial obligation or commitment from UNDP at the time the LTA contract is signed, and that such an agreement is non-exclusive. When a specific need arises, UNDP will issue a Purchase Order (PO) pursuant to the LTA and as accepted by the Contractor. This PO will form the only binding contract(s) between UNDP and the Contractor. Financial commitments will only be established each time a Purchase Order for the specific request to Contractor is committed. Furthermore, UNDP does not warrant that any quantity of Goods and/or Services will be purchased during the term of this Agreement, which shall be for three years subject to the Contractor's satisfactory performance.

TABLE 2: Offer to Comply with Technical Conditions and Requirements***Bidders are requested to provide detailed answers to the below***

1. Expertise of the organization submitting proposal, required:		
At least 5 years of experience in virtual event development, facilitation, and management for intergovernmental organizations, required.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
At least 3 similar projects carried out during the past 5 years	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Prior usage and working knowledge of Productivity software (Google Drive, MS Office Suite, Slack)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Prior usage and working knowledge of web design	<input type="checkbox"/> YES	<input type="checkbox"/> NO

2. Additional expertise of the organization submitting proposal, optional		
Prior usage and working knowledge of Graphic Design and/or Publishing software (Adobe Photoshop, Illustrator), is considered an asset	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Familiarity with Rule of Law, Human Rights, and the SDGs and related topics is considered an asset	<input type="checkbox"/> YES	<input type="checkbox"/> NO

3. Expertise of the proposed team, required:		
Team Lead:		
BA or master's in communication, Social Sciences, Organizational Leadership, Computer Design, etc.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
At least 5 years' experience of virtual event development, facilitation, and management for Intergovernmental organization.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
At least 4 similar projects carried out during the past 5 years	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Excellent level of English	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Team Member 1:		
Associates Degree or bachelor's in communication, Social Sciences, Organizational Leadership, Computer Design, etc.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
At least 2 of the team members, a minimum of 2 years' experience of virtual event development, facilitation, and management for Intergovernmental organization	<input type="checkbox"/> YES	<input type="checkbox"/> NO
At least 2 similar projects carried out during the past 2 years (each member), required.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Excellent level of English	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Team Member 2:		
Associates Degree or bachelor's in communication, Social Sciences, Organizational Leadership, Computer Design, etc.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
At least 2 of the team members, a minimum of 2 years' experience of virtual event development, facilitation, and management for Intergovernmental organization	<input type="checkbox"/> YES	<input type="checkbox"/> NO
At least 2 similar projects carried out during the past 2 years (each member), required.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Excellent level of English	<input type="checkbox"/> YES	<input type="checkbox"/> NO

TABLE 3: Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Technical responsiveness/Full compliance to requirements			
Validity of Quotation, 120 days			
The vendor is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List			
The offeror has no conflict of interest in undertaking this assignment; it does 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 the 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);			
The offeror has 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; and 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.			
Full acceptance of the UNDP General Terms and Conditions for Professional Services			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]
[Designation] & [Date]*