



REQUEST FOR QUOTATION (RFQ) Programme Development Services

UNDP Bahrain Country Office	DATE: July 4, 2021
	REFERENCE: UNDP/SDG/UOB/2021

Dear Sir / Madam:

The University of Bahrain (UOB) is aspiring to step up its contribution towards the achievement of the Sustainable Development Goals (SDGs) and the Implementation of the 2030 Agenda for Sustainable Development. With that objective, promoting innovation, sharing and dissemination of knowledge, strengthening internal capacities and expanding opportunities, are all part of the vision of the University's leadership. The expected outcome is two-fold: making current and prospective students' better citizens and promoters of tenets of sustainable development, and mainstreaming those principles with staff and faculty, ultimately making UOB become a beacon of sustainable development for Bahrain and beyond.

Please be guided by the attached Annexes, in preparing your quotation. The proposals may be submitted on or before **Friday, July 17, 2020 , 08:00 hrs Eastern Daylight Time (EDT)** and via the **UNDP eTendering portal ONLY**. For detailed information on UNDP eTendering and to register as a vendor on the portal please visit the following link:

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

<https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/English%20UNDP%20eTendering%20User%20Guide%20for%20Bidders%20-%20Feb%202018.pdf>

Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP, UN House
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	NA
Preferred Currency of Quotation	USD
Deadline for the Submission of Quotation	July 17 th , 2021(08:00 est)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	Contractors must include the following information in their submission under the appropriate headings identified below:

JAR

	<p>Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1</p> <p>Company: Brief description of company capability, size. Valid CR Copy</p>
Period of Validity of Quotes starting the Submission Date	<p>90 days</p> <p>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.</p>
Payment Terms	Up to 30days Upon satisfactory completion of services and/or production of goods and receiving the Original Invoice
Evaluation Criteria	<ul style="list-style-type: none"> • Extensive knowledge in the SDGs (10%) • Extensive knowledge and proven experience in developing on-line courses on a mutli-media platform (inclusive of video, animation and story boards) (30%) • Minimum 10 years of demonstrable experience in the technical area of the SDGs and MDGs (30%) • Previous proven experience in successfully preparing curriculum and educational programs (20%) • Previous experience of working with universities, training, and human development (10%)
UNDP will award to:	Supplier(s) meeting the evaluation criteria
Type of Contract to be Signed	Contract for Service
Conditions for Release of Payment	After satisfactory delivery of services as per the TOR
Annexes to this RFQ	<p>Terms of Reference (Annex 1)</p> <p>Form for Submission of Quotation (Annex 2)</p> <p>General Terms and Conditions / Special Conditions (Annex 3)</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>Email: procurement.bh@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

Services 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.

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 herein attached as Annex 3.

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/procurement/protest.shtml> .

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,



Stefano Pettinato
Resident Representative
July 4, 2021

Annex 1

Terms of Reference

SDGs and 2030 Agenda for Sustainable Development Orientation Courses at the University of Bahrain (UoB)

The University of Bahrain (UOB) is aspiring to step up its contribution towards the achievement of the Sustainable Development Goals (SDGs) and the Implementation of the 2030 Agenda for Sustainable Development. With that objective, promoting innovation, sharing and dissemination of knowledge, strengthening internal capacities and expanding opportunities, are all part of the vision of the University's leadership. The expected outcome is two-fold: making current and prospective students' better citizens and promoters of tenets of sustainable development, and mainstreaming those principles with staff and faculty, ultimately making UOB become a beacon of sustainable development for Bahrain and beyond.

UOB and UNDP will collaborate towards achieving the above through a partnership that will provide technical support and capacity development to the University through mobilizing internal and external knowledge and skills, harvesting local ideas while drawing on international expertise when needed. In doing so, UNDP may reach out to national actors as well as international organizations, among them UN entities. To achieve the above objectives, the project will work in the following areas:

1. Capacity development and knowledge sharing through the design of and delivery of university-level courses on the SDGs and the Agenda 2030.
2. Promotion of innovation through the establishment and staffing of an innovation lab in the University geared towards supporting students' Innovation.
3. Establishing an SDG Unit that will plan and monitor work, initiatives and processes linked to the SDGs within the University, to, among other things, strengthen UOB's international standing in its contributions to the SDGs.

The project will be expected to achieve the following results: Innovation centre(s)/ lab(s) established and operational to initiate, facilitate and lead the development of innovative solutions, services, and products. The staffing of which is critical to success and sustainability through building UOB capacity

- SDG courses at both undergraduate and graduate levels developed and running
- International SDG implementation ranking for UOB Increased through technical support and established monitoring system, making UOB a role to quantify its efforts against the SDGs
- An SDG Unit within the University established, for enhancing capacity of UOB faculty, staff, and student body for the achievement of the above results through training, mentoring, access to online materials through UNDPs network and research
- Impact evaluation conducted, creating toolkits for dissemination and good practice case studies to inform future policy

To date the UoB has set up a PhD programme in Environment and Sustainable Development (ESD), an innovative programme designed to boost students' professional practice skills to enhance their knowledge and research skills in ESD. To supplement this and ensure that SDGs are integrated and for all UoB's students and academic staff are fully versed in the SDGs, the UoB is aiming to develop a 3-tier series of courses on the SDGs varied for the different levels of students and their academic requirements as well as aligned with the overall UoB's SDG strategy, UoB's faculty/departments own areas of focus and development relative to a specific or series of SDGs as well as those outlined in the UoB's "Sustainability Impact Report" (2018-19).

The UoB aims to develop a 3-tier programme of courses on the SDGs; these courses should be a preliminary step to the more comprehensive UoB's PhD programme. The visions for the 3-tier course are

for them to be a good mix of a multi-media online course with some face-to-face tuitions and where appropriate assignments and reports to be completed to complete certification and UoB academic accreditation. Listed below are a summary of the envisaged 3 tiers,

1. **Tier 1/Fundamentals of the SDGs**

- a. **AIM:** an online course that may be adopted from an existing UN SDG course.
- b. **TIME:** should not exceed 6 hours in total and will be self-paced
- c. **CERTIFICATION:** at completion of course concluding with a final test.

2. **Tier 2/Intermediary SDGs**

- a. **AIM:** an online course with some assignments to be completed, the course material and content may be adapted from existing UN SDG course with a UoB certification of completion
- b. **TIME:** should not exceed 10 hours in total and will be self-paced with marking of assignments.
- c. **CERTIFICATION:** at completion of course, which will be a successful completion of 2 tests.

3. **Tier 3/Advance Theory and Applications in Achieving SDGs**

- a. **AIM:** in line with the UoB Sustainability Report (2018-19) and aligned with UoB faculty/department an online course with specific assignments and one completed report addressing one or a series of SDGs. The course material and content may be adapted from existing UN SDG course as well as on-going work at the UoB in that area. The material will have to be developed and signed off by a specific UoB faculty/department.
- b. **TIME:** should not exceed 15 hours in total and will be self-paced with marking of assignment and final report.
- c. **CERTIFICATION:** at completion of course which will be a series of tests and assignments and a final report.

The title of the initiative:

Develop an Orientation Course on the SDGs at the UoB.

Duties and Responsibilities:

The purpose of this assignment is to support the UOB to develop an Orientation courses on the SDGs and the 2030 Agenda as follows:

- Under-take a desktop review of UN and non-UN SDG courses
- Adapt and where need be develop on-line course material that is a mix of multi-media (videos, pictures and animation) as per the envisaged 3 tier approach outlined above.
- Assist UoB and UNDP in facilitating and negotiating the intellectual property rights of existing SDG courses as well as incorporating a certification and marking process, especially for tiers 2 and 3 as proposed above.
- Testing and signing off completed course as well as back-stopping over an agreed period until all are satisfied the course are without glitches etc.

Evaluation Criteria (For Suggested Experts):

- Extensive knowledge in the SDGs (10%)
- Extensive knowledge and proven experience in developing on-line courses on a mutli-media platform (inclusive of video, animation and story boards) (30%)
- Minimum 10 years of demonstrable experience in the technical area of the SDGs and MDGs (30%)
- Previous proven experience in successfully preparing curriculum and educational programs (20%)
- Previous experience of working with universities, training, and human development (10%)

The duration of the assignment will split into 3 equal deliverables, namely the i) the work plan with methodology and responsibilities mapped out ii) deliverables and testing of the on-line course iii) Final testing and sign off on finished product inclusive of live testing and feedback to be incorporated into the final product

Key Outputs:

- A work plan for the development and deployment of the proposed 3-tier courses, detailed description, and methodology
- The 3-tiered course as outlined above
- Testing and validation of platform by all parties
- A detailed technical note and guide for future reference and revisions
- A final sign off after an agreed period by all parties

Annex 2**FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. _____:

TABLE 1 : Offer to Supply Services Compliant with Technical Specifications and Requirements

Item No.	Description	Total number of staff	Quantity	Unit Price (USD)	Total Price per Item
1	Deliverable fees				
2	VAT (if applicable)				
	Total Prices				
	Total Final and All-Inclusive Price Quotation				

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Services as per attached TOR			
Validity of Quotation (60 days)			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

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]

Annex 3**General Terms and Conditions**

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.

Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.

Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.

The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.

Refuse to accept delivery of all or part of the goods.

Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.