



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>UNDP-SOI-RFQ-2021-037 - Online Legal Research Resources</b>	Date: 30 July 2021
---	--------------------

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the Online Legal Research Resources, provision of licences and user support 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: Nadira Sabirova

Title: Procurement Specialist

Date: 17 August 2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>31 August 2021 +11 Hours GMT</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> E-tendering</li> <li><input checked="" type="checkbox"/> Dedicated Email Address <a href="mailto:procurement.sb@undp.org">procurement.sb@undp.org</a></li> <li><input type="checkbox"/> Courier / Hand delivery</li> <li><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></li> </ul> <p>Bid submission address:</p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF, Word and Excel</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>10 MB</b></li> <li>▪ Mandatory subject of email: <b>UNDP-SOI-RFQ-2021-037</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y".</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>• Insert BU Code and Event ID number</li> </ul> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>

<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>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.</p>
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by <b>30 days</b></p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international</p>

	<p>Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>USD</b>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</li> <li>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> <li>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</li> <li><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</li> </ul>
<b>Language of quotation</b>	<p><b>English</b></p> <p>Including documentation including catalogues, instructions, and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in</li> </ul>

	<p>accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Quotation validity period</b>	Quotations shall remain valid for <b>120</b> days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<p><input type="checkbox"/> Not permitted</p> <p><input checked="" type="checkbox"/> Permitted UNDP will award the contract to one or more suppliers, depending on the following factor: Contract will be awarded to one Supplier for each LOT (number of LOTs is 3)</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Conditions for Release of Payment</b>	<p><input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation</p> <p><input type="checkbox"/> Passing all Testing [specify standard, if possible]</p> <p><input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>E-mail address: nadira.sabirova@undp.org</p> <p><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b></p> <p><b>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b></p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated via designated email by 12 August 2021
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Comprehensiveness of after-sales services</p>

	<input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <a href="#">Click or tap here to enter text.</a>
<b>Right not to accept any quotation</b>	<b>UNDP</b> is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, <b>UNDP</b> reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum <b>twenty-five per cent (25%)</b> of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	30 August 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a>.</p> <p>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.</p>

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Technical Specifications for Goods:

#### Background

The UNDP Country Office in the Solomon Islands is implementing a range of projects in support of the Sustainable Development Goals (SDGs). At Goal 5 there is a commitment to achieving gender equality and empowerment of all women and girls. At Goal 11 there is a commitment to reducing inequalities between different groups of people in society. At Goal 16 there is commitment to promoting peaceful and inclusive societies for sustainable development, provide access to justice for all and building effective, accountable and inclusive institutions at all levels. Strengthening access to justice, rule of law and promoting human rights are cornerstones of UNDP's work to achieve sustainable human development.

Strengthening access to justice, the rule of law and promoting human rights are cornerstones of the United Nations Development Programme's (UNDP) work to achieve sustainable human development. The Solomon Islands Access to Justice (A2J) Project supports the building and capacity strengthening of the Public Solicitor's Office (PSO) to enhance access to justice for the people of the Solomon Islands at national and provincial levels, particularly marginalised groups including women, youth and people with disabilities (PWDs). The project is implemented through a two-tiered paralegal initiative of provincial paralegals and community legal advocates.

Online legal research is a primary research method utilised across Solomon Islands justice sector agencies. The primary research tool for many in the justice sector has been the free resource of the Pacific Islands Legal Information Institute (PACLII). This includes access to primary materials of legislation and judgments, as well as decisions from some panels and tribunals in the Pacific Region.

The A2J Project is supporting the procurement of premium online legal research resources to support the PSO and broader justice sector agencies. These include the Judiciary, Attorney General's Chambers (AGC), Ministry of Justice and Legal Affairs (MJLA), Office of the Director of Public Prosecutions (ODPP), Police Prosecutions Directorate, Human Rights Ombudsman, Law Reform Commission and the Registrar General. These resources will include legal databases with access to extensive legislation, case law, journal articles, commentary and textbooks for Pacific, UK, Australian and New Zealand jurisdictions. The premium platforms will also provide comprehensive training on the use of the resources for the sector. This will enhance the legal research capability through the equality of access to resources across the sector.

The purpose of the UNDP request is to invite proposals from reputable and qualified companies with a track record of success in providing access to online legal research resources and training. This will identify the best resources for the country context.

Item No	Minimum technical requirements	Unit	Quantity
	<hr/> <p style="text-align: center;"><i>CONTENT: AUSTRALIA</i></p> <hr/> <ul style="list-style-type: none"> <li>• The Laws of Australia Online</li> <li>• FirstPoint</li> <li>• Unreported Judgments</li> </ul>		

<b>Lot 1</b>	<ul style="list-style-type: none"> <li>• ACT Law Reports</li> <li>• Commonwealth Law Reports</li> <li>• Federal Court Reports</li> <li>• NT Law Reports</li> <li>• Queensland Law Reports</li> <li>• SA State Reports</li> <li>• Tasmania Reports Online</li> <li>• Victorian Reports Online</li> <li>• WA Reports</li> <li>• SA State Reports</li> <li>• Expert Evidence</li> <li>• Ross on Crime</li> <li>• Federal Offences</li> <li>• Dickey's Family Law with Legislation</li> <li>• Family Law Precedents – NSW Law Society</li> <li>• Heydon on Contract Law</li> <li>• Torrens System in NSW</li> <li>• Baairnan Land Titles NSW</li> <li>• Computer Contracts</li> <li>• Mackens Law of Employment</li> </ul> <hr/> <p style="text-align: center;"><i>Content: New Zealand</i></p> <hr/> <ul style="list-style-type: none"> <li>• Adams on Criminal Law</li> <li>• BriefCase</li> <li>• CiteCase</li> <li>• FindCase</li> <li>• Statutes of NZ</li> <li>• Regulations of NZ</li> <li>• Family Law – Family Property</li> <li>• Family Cases</li> </ul>	<p style="text-align: center;"><b>License/ 1 year subscription</b></p>	<p style="text-align: center;"><b>66 Users</b></p>
--------------	---	--	--



	<ul style="list-style-type: none"> <li>• Company Law</li> <li>• Securities Law</li> <li>• Insolvency Law and Practice</li> <li>• Human Rights Cases</li> <li>• Human Rights Law</li> <li>• Employment Law</li> <li>• Personal Grievances</li> <li>• Land Law</li> </ul> <hr/> <p><i>Content: United Kingdom</i></p> <hr/> <ul style="list-style-type: none"> <li>• WLUK Pro Core Collection</li> <li>• WLUK Pro UK Cases PDFs</li> <li>• WLUK Pro UK Journals PDFs</li> </ul>		
<b>Lot 2</b>	<hr/> <p><i>Content: Australia</i></p> <hr/> <ul style="list-style-type: none"> <li>• Halsbury's Laws of Australia</li> <li>• LawNow Legislation Citator</li> <li>• CaseBase</li> <li>• Unreported Judgements or</li> <li>• The Australian Encyclopaedia of Forms and precedents</li> </ul> <hr/> <p><i>Content: New Zealand</i></p> <hr/> <ul style="list-style-type: none"> <li>• Laws of New Zealand, (similar to Halsbury's)</li> <li>• CaseBase</li> <li>• NZ Legislation Citator (LexCite)</li> <li>• Unreported Judgements or The NZ Encyclopaedia of Forms and precedents</li> </ul>	<b>License/ 1 year subscription</b>	<b>66 users</b>

	<hr/> <p><i>Content: United Kingdom</i></p> <hr/> <ul style="list-style-type: none"> <li>• Halsbury's Laws of England</li> <li>• UK Forms &amp; Precedents</li> <li>• Commonwealth Cases</li> <li>• UK Legislation</li> </ul>		
<b>Lot 3</b>	<hr/> <p><i>Content: Australia</i></p> <hr/> <ul style="list-style-type: none"> <li>• Australia core collection content contains over 70,000 unique full-text cases</li> <li>• High Court Caselaw</li> <li>• Federal Court Caselaw</li> <li>• Caselaw from:</li> <li>• ACT, NSW, NT, Tasmania and Victoria</li> </ul> <hr/> <p><i>Content: New Zealand</i></p> <hr/> <ul style="list-style-type: none"> <li>• Caselaw</li> <li>• Legislation</li> <li>• Textbooks</li> </ul> <hr/> <p><i>Content: United Kingdom</i></p> <hr/> <ul style="list-style-type: none"> <li>• United Kingdom Core collection content contains over 900,000 unique full-text cases and legislative provisions</li> <li>• Contains the largest collection of superior court judgments available online, with cases dating back to 1163, and the full legislative history of the UK from 1235</li> </ul>	<b>License/ 1 year subscription</b>	<b>66 users</b>
	<b>Online support and training</b> - Provide technical support and training to assist with legal research and utilisation of services.	<b>1 Per lot</b>	<b>1</b>

## Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods within 14 days of purchase order issuance
<b>Delivery Terms (INCOTERMS 2020)</b>	N/A
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	N/A
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	12 Months
<b>After-sales service and local service support requirements</b>	N/A
<b>Preferred Mode of Transport</b>	N/A