



RFQ Reference: **RFQ/UNDP/ATSEA/141898/021/2021 – Ecosystem Approach To Fisheries Management Training Service**

Date: 03 September 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services 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: *Martin Stephanus Kurnia*

Title: *Procurement Analyst*

Date: 3 September 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<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 UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</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>
Deadline for the Submission of Quotation	<p>September 14, 2021, 22.00 hour (GMT+7)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>E-Tendering Event ID : 0000010260</p> <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: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</p>
Cost of preparation of quotation	<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>
Supplier Code of Conduct, Fraud, Corruption,	<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 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</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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>
Gifts and Hospitality	<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>

Conflict of Interest	<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>
General Conditions of Contract	<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 type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<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 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>
Currency of Quotation	Quotations shall be quoted in either USD or Local Currency : IDR for Local Bidders
Joint Venture, Consortium or Association	<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 Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<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> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p>

	<p>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;</p> <p>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</p> <p>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.</p>
Duties and taxes	<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> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>English except for any legal document issued by Local Government.</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in 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 5 (five) years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input type="checkbox"/> 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;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>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.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>
Alternative Quotes	<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, Click or tap here to enter text. 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>
Payment Terms	<p><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other Please refer to the payment schedule in Annex 1</p>

Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others : please refer to Annex 1
Contact Person for correspondence, notifications and clarifications	E-mail address: Sestyo.wicaksono@undp.org ; yusef.millah@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 2 (two) days before the submission deadline. Responses to request for clarification will be communicated through email
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others submission for all required documents to be submitted
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, Click or tap here to enter text. 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	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (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"/> Other Type/s of Contract [Professional Service Contract]
Expected date for contract award.	30 September 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.
Other	Bid Conference will be held through zoom meeting Day/Date: Wednesday, 08 September 2021 at 09.00 (GMT +7) Zoom Link:

	<p>https://undp.zoom.us/meeting/register/tZAudO6hqjosHdS167QaNtoigat_qRNMpYcC Meeting ID: 843 3794 1670</p> <p>Detailed Terms of Reference as well as other requirements are listed in the RFQ available on UNDP ATLAS e-Tendering system” (https://etendering.partneragencies.org) as written in the method of submission. If you have not registered in the system before, you can register by logging in using:</p> <p>Username: event.guest Password: why2change</p> <p>The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to yusef.millah@undp.org and Sestyo.wicaksono@undp.org.</p> <p>Please note that ATLAS has following minimum requirements for password:</p> <ol style="list-style-type: none"> 1. Minimum length of 8 characters; 2. At least one capital letter; and 3. At least one number. <p>New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.</p> <p>For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.</p> <p>The user guide and video are available to you in the UNDP public website in this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</p> <p>You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the e-tendering system.</p>
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ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of Reference

Ecosystem Approach To Fisheries Management Training Service

A. General Information

Title	: Ecosystem Approach To Fisheries Management Training Service
Project No	00100050 – ATSEA Phase 2
Report to	: National Project Coordinator ATSEA-2
Location	: JL Pasir Putih II RT.11/RW.10, RT.3/RW.10, Ancol, Pademangan, North Jakarta City, Jakarta, 14430
Duration of contract	: The expected duration of the contract is 2 months calculated based on the contract starting date
Location	: Home based Aru and Merauke District

B. Background

The Arafura and Timor Seas (ATS) is part of the North Australian Shelf large marine ecosystem (LME), which is a tropical sea lying between the Pacific and Indian Oceans and extending from the Timor Sea to the Torres Strait and including the Arafura Sea and Gulf of Carpentaria. The region is adjacent to the Coral Triangle¹, which hosts the world's highest marine biodiversity and contains some of the most pristine and highly threatened coastal and marine ecosystems. At the regional scale, the ecosystems of the ATS play an important economic and ecological role in the littoral nations bordering the Arafura and Timor Sea: Indonesia, Timor-Leste, Australia, and Papua New Guinea.

The marine environment in the ATS region is in serious decline, primarily as a result of overharvesting and other direct and indirect impacts of anthropogenic stresses and global climatic changes. Fisheries in the ATS region represent an extremely complex productive, socioeconomic sector, with multiple actors, target species sought, and technology used. The main characteristics of depletion of shared ATS transboundary stocks by fishery were assessed as part of the ATS transboundary diagnostic analysis (TDA) in 2012. In addition to climate change, unsustainable harvesting, illegal unreported unregulated (IUU) fishing, and bycatch are having significant impacts on the populations of key marine species in the ATS region, particularly globally threatened coastal marine megafauna including migratory, rare, and threatened species of turtles, dugongs, seabirds/shorebirds, sea snakes, cetaceans, sharks and rays. Lastly, potential sources of marine pollution in the ATS region include marine debris, marine based pollution from oil and gas activities, as well as waste from fishing and shipping vessels.

Within the multiple challenge in managing the fisheries, especially in ATS that Fisheries is one of the major livelihood sources from local community and also fisheries from other area that rely on the area as their fishing ground. In regard to support the sustainable fisheries in Indonesia water include it ATS region, the government of Indonesia manage the Fisheries that mandated by Law No. 31/2004 which was improved in

¹The Coral Triangle is a marine area located in the western Pacific Ocean, and including the waters of Indonesia, Malaysia, the Philippines, Papua New Guinea, Timor-Leste and Solomon Islands.

Law No.45/2009. It describe three dimensions: 1) fisheries resource and its ecosystem dimension; 2) fisheries resources utilization within a social economy dimension; and 3) fisheries policies dimension.

In the follow up process MMAF and Partnert develop the management tools called Ecosystem Approach to Fishereis Management (EAFM) and already have the legal basis that summarized in Decree No. 18/2014 of the Directorate of Capture Fisheries and its attachment, as well as in Ministerial Regulation No 9 /2015 of the MMAF, regarding the standard competence of work to be implemented in EAFM. The attachment to Decree No. 18/2014 is inseparable from this decree and provides technical guidelines as reference for the national government, local government and all stakeholders in developing, conducting, monitoring and evaluation of the status of EAFM in each of Fisheries Management Areas (FMAs).

ATSEA-2 objective are supporting the sustainable fisheries, the capacity building for the local partner in Aru Archipelago and Merauke district to using EAFM as the prior approach in site level would be support the fisheries management in FMA 718 scale. The training will be aiming to make sure the local partner could use EAFM tools to support the management in the area. The vendor objective are to facilitate the training event with arrange meeting for participant from Aru and Merauke include travel and logistic, provide the material and assessor or EAFM trainer needs, and provide the progress track and certificate for the participant.

Scope of work

The UNDP is seeking companies to provide in-house training of EAFM on **September 2021** in Aru Archipelago, Maluku Province and Merauke, Papua province. The service company is expected to provide:

1. Arrange 2 (two) non simultaneous training meeting venue for 10 participants in Aru (Dobo) and 10 Participants in Merauke include accommodation during 6 (six) days training activities in each location.
2. Invite 4 (four) trainers/resource persons appointed by the project/UNDP
3. Arrange travel for 4 (four) trainers/resource persons, accommodation and honorium based on SBU
4. Provide honorium based on SBU for resource person , 2 (two) person from government in Aru and 2 (two) person from government in Merauke, include half day meeting for 1 day from each area
5. Provide reimbursement of travel expense for participants
6. Arrange local transportation / renting 2 cars for 5 passengger each car to support mobilization on training in Aru and Merauke for 8 days
7. Collect activity report from each participants and trainers that showing the progress track for each participant related to the material, describe the training process, material/modul, assigment task result from the trainer and document process including training materials both in soft copy and hard copies
8. Print-out of handbook and course material for 20 training participants (Dobo and Merauke) and 2 back up for UNDP;
9. Provide certificate design of course completion for each participant;
10. Provide plain tote bag canvas for each participants that fits to place block note (Size Half A4, glued, 50 page), ballpoint, 20 pcs of masks (3 ply equivalent to sensi/3M), flash disk with capacity 32GB, and personal spray hand sanitizer (70% alcohol)
11. Provide any necessary support requested by project/trainers, however should not lead to additional cost beyond agreed amount stated in the contract nor any additional item
12. collect and prepare document as required in the payment schedule mentioned below
13. Provide antigen for 20 participants, 4 resources person and 4 trainers during the training session including personnel from EO
14. Provide fee for speaker from local stakeholder/government 3 person each from Aru and MeraukeThe bidders should provide internal health protocol and risk management related to COVID-19

Qualification of Selected Provider

The company must:

- At least experience in performing 3 (three) relevant project in managing events, trainings, workshops
- Experience in managing collaboration with university and local government
- Experience working with non-profit/ non-governmental organizations/ government projects
- Has valid registration certificate

Qualification of Personnel

1. 1 (one) Team Leader

- Bachelor's degree from any major or any educational background
- Six (6) years of managing meeting or training venue
- Experience in managing event related to marine and fisheries or natural resources program;

2. 1 (one) Project Administration

- Bachelor's degree from any major or any educational background
- Three (3) years of experience in management or project administrative support functions;
- Experience in managing training venue related to environment issues

GENERAL OUTCOMES

The selected company will gather/collect all the activity report from the trainers that showing the progress track for each participant related to the material, describe the training process, material/modul, assignment task result from the trainer and documentation process.

Payment Schedule

The contract will be on lumpsum basis with payment schedule as follow:

Deliverables	Completion deadline	Percentage
<p>1st Payment will be made upon the submission and approval of following outputs :</p> <ul style="list-style-type: none"> • Provide Logistic note for 2 (two) non simultaneous training meeting venue for 10 participants and 4 trainer in Aru (Dobo) and 10 Participants and 4 trainer in Merauke include accommodation during 6 (six) days training activities in each location • Provide half day meeting packed for 1 day for 2 (two) person from government in Aru and 2 person from government in Merauke 	September 2021	40%
<p>2nd Payment will be made upon the submission and approval of following outputs :</p> <ul style="list-style-type: none"> • Documentation report on EAFM Training in Aru district from each participants and trainers that showing the progress 	October 2021	30%

<p>track for each participant related to the material, describe the training process include COVID protocol requirement, material/modul, assignment task result from the trainer</p> <ul style="list-style-type: none"> • Provide all documentation for administration are taken/collected during the training e.g. photo of events with stamp date, photo id cards with stamp date, attendance record in Aru, proof of received of cash distribution duly signed by each recipients 		
<p>3rd Payment will be made upon the submission and approval of following outputs :</p> <ul style="list-style-type: none"> • Documentation report on EAFM Training in Merauke district from each participants and trainers that showing the progress track for each participant related to the material, describe the training process include COVID protocol requirement, material/modul, assignment task result from the trainer • Provide handbook and course material (Softcopy and 2 hardcopy); • Provide all documentation for administration are taken/collected during the training e.g. photo of events with stamp date, photo id cards with stamp date, attendance record in Aru, proof of received of cash distribution duly signed by each recipients • Design certificate of course completion for each participant; 	November 2021	30%

NOTE: Payment will be made upon submission of reports with documentation of the event, list of confirmed participants, copy of list of participants attended record of the event. Detailed as below table:

- Documentation process of activities in the field with timestamps/stamp date
- Scan of attendance list
- Scan of honorarium, ticket, boarding pass, rapid, SIM, STNK driver rent car, ID Card driver
- Photo of ID Card of all participants with timestamps
- Scan all of official receipt/invoice
- Proof of cash distribution/received of cash duly signed by each recipients

Delivery Requirements

Delivery Requirements	
Delivery date and time	As required in the list of deliverable
Delivery Terms (INCOTERMS 2020)	N/A
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> N/A
Exact Address(es) of Delivery Location(s)	Aru (Dobo) and Merauke District
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	N/A

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:	RFQ/UNDP/ATSEA/141898/021/2021 – Ecosystem Approach To Fisheries Management Training Service	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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company	<input type="checkbox"/> Yes <input type="checkbox"/> No

policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> 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: 3 contracts				
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	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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: **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:	RFQ/UNDP/ATSEA/141898/021/2021 – Ecosystem Approach To Fisheries Management Training Service	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.*
- *a brief methodology, approach and implementation plan;*
- *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: Rupiah

Ref	Description of Deliverables	Price
1.	<ul style="list-style-type: none"> Provide TOR for 2 (two) non simultaneous training meeting venue for 10 participants and 4 trainer in Aru (Dobo) and 10 Participants and 4 trainer in Merauke include accommodation during 6 (six) days training activities in each location Provide half day meeting packed for 1 day for 2 (two) person from government in Aru and 2 person from government in Merauke 	
2.	<ul style="list-style-type: none"> Documentation report on EAFM Training in Aru district from each participants and trainers that showing the progress track for each participant related to the material, describe the training process include COVID protocol requirement, material/modul, assignment task result from the trainer Provide all documentation for administration are taken/collected during the training e.g. photo of events with stamp date, photo id cards with stamp date, attendance record, proof of cash distribution 	
3.	<ul style="list-style-type: none"> Documentation report on EAFM Training in Merauke district from each participants and trainers that showing the progress track for each participant related to the material, describe the training process include COVID protocol requirement, material/modul, assignment task result from the trainer Provide handbook and course material (Softcopy and 2 hardcopy); Provide all documentation for administration are taken/collected during the training e.g. photo of events with stamp date, photo id cards with stamp date, attendance record and received of cash distribution duly signed by each recipients Design certificate of course completion for each participant; 	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
1. Team Leader (1 person x 10 days/area x 2 location)	Day	20		
2. Project Admin (1 person x 10 days/area x 2 location)	Day	20		
Other expenses				

Trainer Fee				
Fisheries Resources and Fishing techniques EAFM Domain Trainer (1 person x 7 days x 2 area)	Day	14	1,600,000	
Habitat and Ecosystem EAFM Domain Trainer (1 person x 7 days x 2 area)	Day	14	1,600,000	
Social and Economy EAFM Domain Trainer (1 person x 7 days x 2 area)	Day	14	1,600,000	
Governance EAFM Domain Trainer (1 person x 7 days x 2 area)	Day	14	1,600,000	
Facilitate EAFM Training in Aru				
Jakarta – Aru				
- Round Trip Economy Airfares (Organizer) – 2 person x 1 Trips	Trips	2		
Ambon – Dobo				
- Round Trip Economy Airfares (Tainer)- 4 person x 1 Trips	Trips	4		
- Living Allowance organizer – 2 person x 10 days	Days	20		
- Living Allowance trainer – 2 person x 8 days	Days	16		
- Living Allowance participant – 10 person x 6 days	Days	60		
- Local transportation 2 Rent Car x 1 time x 8 days	Trips	16		
- Terminal Expenses -6 person x 4 Trips	Trips	24		
- Rapid Test Antigen – participant, trainer, organizer (16 person x 2 times)	Pers on	32		
- Rapid Test Antigen – local government (source person) (2 person x 1 times)	Pers on	2		
Meeting Expenses				
- Fee Honorarium (Speaker) – for local government	Pers on	3	600.000	
- Meeting package (16 Person x 6 days)	Pers on	96		
- Meeting package half day (2 Person x 1 days)	Pers on	2		

- Training Material (tote bag canvas for each participants that fits to place block note (Size Half A4, glued, 50 page), ballpoint, 20 pcs of masks (3 ply equivalent to sensi/3M), flash disk with capacity 32GB, and personal spray hand sanitizer (70% alcohol)	Unit	18		
Facilitate EAFM Training in Merauke				
Jakarta – Merauke				
- Round Trip Economy Airfares (Organizer) - 2 person x 1 Trips	Trips			
Ambon -Merauke				
- Round Trip Economy Airfares (Tainer)- 4 person x 1 Trips	Trips	4		
- Living Allowance organizer – 2 person x 10 days	Days	20		
- Living Allowance trainer – 2 person x 8 days	Days	16		
- Living Allowance participant – 10 person x 6 days	Days	60		
- Local transportation 2 Rent Car x 1 time x 8 days	Trips	16		
- Terminal Expenses -6 person x 4 Trips	Trips	24		
Rapid Test Antigen – participant, trainer, organizer (16 person x 2 times)	Pers on	32		
Rapid Test Antigen – local government (source person) (2 person x 1 times)	Pers on	2		
Meeting Expenses				
- Fee Honorarium (Speaker) – for local goverment	Pers on	3	600.000	
- Meeting package (16 Person x 6 days)	Pers on	96		
- Meeting package half day (2 Person x 1 days)	Pers on	2		
- Training Material (tote bag canvas for each participants that fits to place block note (Size Half A4, glued, 50 page), ballpoint, 20 pcs of masks (3 ply equivalent to sensi/3M), flash disk with capacity 32GB, and personal spray hand sanitizer (70% alcohol)	Unit	18		

Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Compliance to the requirement stated in Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	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.

<i>Exact name and address of company</i> Company Name: Click 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.
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