



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/UNDP/SPOI/131511/025/2021 – Certified ISPO Training for Local Stakeholders in UNDP SPOI Pilot Area	Date: 09 September 2021
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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: Head of Procurement

Date: 09 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>Please refer to the event ID: IDN10 – 0000010369</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 0000010369</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>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> IDN10 - 0000010369 <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</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_an_dinvestigation.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</p>

	<p>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 checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input 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 2 (two) months</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 USD or 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</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 2 (two) 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 checked="" type="checkbox"/> Other: Certificate on ISPO Training Institutions recognized by the Ministry of Agriculture</p>
Quotation validity period	<p>Quotations shall remain valid for 90 calendar 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 respective services (as detailed within Article 6 of the Terms of Reference) and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other Please see payment terms in Annex 1.</p>
Conditions for Release of	<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>

Payment	<input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	Email address: sestyo.wicaksono@undp.org and 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 via e-mail by 2 (two) days before the deadline
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 and acceptance for all required document
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<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"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	End of September
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 Information	Bid Conference through zoom meeting Day/Date: Tuesday, 14 September 2021 Zoom Link: https://undp.zoom.us/join/81920467089 Meeting ID: 819 2046 7089

Detailed Terms of Reference as well as other requirements are listed in the RFP 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:

Username: event.guest

Password: why2change

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.

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

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.

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.

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>

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the e-tendering system.

ANNEX 1: SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE (TOR)

Certified ISPO Training for Local Stakeholders at UNDP SPOI Pilot Area

A. BACKGROUND

The rapid growth of palm oil production globally has largely come at the expense of forested areas. As one of the world's largest palm oil producers, Indonesia has received much attention in recent years, particularly from the global community, concerning the sustainability of its palm oil production. For example, oil palm expansion caused one-quarter of all deforestation in Indonesia between 2009 and 2011 (Greenpeace 2013). Fifty-six percent of the oil palm plantations in Indonesia have replaced forests (Koh & Wilcove 2008), most significantly in North Sumatra, Riau and Jambi, and the south-western borders Kalimantan (Romijn et al. 2013). Continued deforestation adds significant environmental pressures on ecologically sensitive areas, with extensive impacts on biodiversity, habitat fragmentation, land degradation, and soil erosion.

To address the international community's concern, the Government of Indonesia (GoI) has taken steps towards building a greener economy that promotes growth, equity, improved livelihood, and environmental integrity, including in the palm oil sector. Aiming to support the Government's actions, UNDP has been working together with the Indonesian Ministry of Agriculture to achieve the country's sustainable palm oil production goals through the Sustainable Palm Oil Initiative (SPOI). The objective of the project is to promote the sustainable production and use of palm oil by (i) assisting smallholders to produce palm oil sustainably and (ii) strengthening the Indonesia Sustainable Palm Oil (ISPO) scheme while minimizing adverse environmental and social impacts. The project will improve the Indonesian palm oil sector's sustainability by working with the Indonesian Government and focusing on achieving the objective of this project. In 2017, the SPOI received additional funding from the Global Environment Facility (GEF) through Reducing Deforestation from Commodity Production under a program umbrella – Good Growth Partnership (GGP). This project will be focused on three provinces, i.e. Riau, North Sumatra and West Kalimantan.

One of the mandates of the project is to support smallholder farmers via the creation of sustainable farmers support systems that will enhance their engagement, their organization and governance (through Farmers Groups), and their adoption of good agricultural practices. Furthermore, the Government currently has regulations on ISPO (Presidential Regulation Number 44 of 2020 and Minister of Agriculture Regulation Number 38 of 2020), requiring smallholders to obtain an ISPO certificate within 5 (five) years of the regulation taking effect. One of the requirements in applying for ISPO certification for smallholders is to have an internal control system team responsible for ISPO implementation and ISPO training to understand ISPO principles and criteria.

To support the acceleration of implementing these regulations, especially ISPO for smallholders, UNDP SPOI intends to facilitate these training activities to stakeholders at the site level where UNDP implements its support program. This training activity is targeted at smallholders and local governments, selected companies, and non-governmental organizations or community facilitators at the site level. It is expected that these targeted participants would transfer the knowledge and capacity building of human resources at the site level, and of course, fulfil the requirement as regulation mandated.

Furthermore, following articles 12 and 13 on Minister of Agriculture Regulation No 38 of 2020, and Director-General of Plantations Number 349/Kpts/OT.050/12/2020, only training institutions that have been registered in the Directorate General of Plantation can conduct the ISPO training. Therefore, UNDP seeks to hire a service provider to conduct series of training on ISPO for Smallholders and local stakeholders in UNDP SPOI Pilot Areas.

B. SPECIFIC OBJECTIVE

The overall objective of the Assignment will be to conduct training on ISPO P&C as well as internal control system. The training is expected to improve the local stakeholders' competence to fulfil the requirement on ISPO certification and more broadly able to formulate clear strategies and programs to improve compliance with the principles of sustainable oil palm cultivation.

C. SCOPE OF WORK

The Contractor will be responsible for conducting the online and offline training listed in D and E of this Terms of Reference and preparing the successful participants' certification.

The target audience of the Assignment will be the 40 trainers for each province. The Contractor is also responsible for:

- a) Logistic and Administrative
 - Send an invitation to the participants in accordance with the list to be provided by UNDP, Directorate General of Plantation, and representative Plantation Office at each targeted province level.
 - Create a database of confirmed and registered participants, including liaising with the representative Plantation Office regarding security access to the location for all participants, speakers, and hosts.
 - Coordinate with the provincial government to invite the selected participants.
 - Provide resource persons for each training's topic and allowance for resource person in accordance with government's SBU rate.
 - Provide moderator for each day of training and allowance for moderator in accordance with government's SBU rate
 - Provide the training materials in accordance with the syllabus. The selected contractor will be responsible to modify any training material in accordance with the approval from UNDP and Directorate General of Plantation.
 - Prepare the pre-test and post-test for each training's topic and obtain approval from UNDP and Directorate General of Plantation.
 - Provide full board meeting package (accommodation, meeting venue, snacks 2 times, breakfast, lunch and dinner) at 4 star hotel or equivalent and transport for participants and resource persons in on-site training. The selected contractor will be requested to negotiate with the hotel in case the number of participants decreased due to unforeseen reason.
 - Provide Airport transfers for speakers and liaise with respective speakers.
 - Provide a background for virtual training, the design shall be approved by UNDP and Directorate General of Plantation
 - Provide a backdrop (maximum 4m (height) x 5m (width), multiplex construction full-color vinyl, printing on flexi korea) for on-site training, the design shall be approved by UNDP and Directorate General of Plantation.
 - Ensure all necessary on-site training equipment are available.
 - Provide and prepare 150 pieces of training kits. Inside the goodie bags at least printed training materials, eco-friendly equipment; eco-friendly/ recycled pen/pencil and paper; t-shirt. The bag should be eco-friendly too. Detail specification of training kits should refer to **Attachment 1**.
 - Prepare the press-release for each training in each pilot area for online media.
 - Prepare 2 (two) short articles (2-3 pages) when the training commences and after the training is completed.
 - Issue training certificates to all participants who has pass the exam
- b) Event Production and Management
 - Assist UNDP in the development of overall concept and production plan
 - Manage the ingress and egress activities
 - Facilitate the pre-test and post-test for each training's topic
 - Ensure that all event requirements are met according to the agreed plan
 - Provide the production team such as but not limited to: event production director, logistic and administrative assistance, photographer and videographer, and liaison officers.
 - Provide allowance or cash distribution for all participants and resource person. Detail requirement following UNDP rules in **Attachment 2**.
- c) Documentation

Produce event photos with stamp date and full-recorded video (raw and 3 minutes log for all training) and compile via cloud (google drive, dropbox or other).

d) Reporting

- Prepare and submit the summary on the preparation for the assigned task as necessary
- Submit the photo documentation with stamp date at least two weeks after each event

D. ACTIVITIES, DELIVERABLES, AND SCHEDULES

The Contractor will work in close cooperation with the UNDP SPOI project team, Directorate General of Plantation (Ministry of Agriculture), and each representative plantation office at the targeted provincial level to conduct training.

There are 2 (two) methods used in the training, i.e. class method and the field practice method. The class method is implemented in 2 (two) ways, i.e. virtual classes and on-site classes. Regarding with the on-site classes and field practice methods, training institutions will carry out training activities in each provincial city and facilitate participants and trainers in one meeting place.

No	Training Topic	Methodology	Training Means	Min. # of Training Hours*
1	Implementation of Indonesian Sustainable Palm Oil Certification (Ministry of Agriculture 38/2020)	Class	Virtual	2
2	Smallholders Institution and Group Dynamics	Class	Virtual	2
3	Legality and Land Acquisition	Class	On Site	2
4	Plantation Business Registration (STD-B)	Class	On Site	2
5	Obligation on Environmental Permits	Class	Virtual	1
6	Application of Good Agriculture Practices:			
	a. Seedling	Class	Virtual	2
	b. Planting, Plantation Maintenance and Harvesting	Class	Virtual	2
	c. Integrated Weed and Pest Management	Class	Virtual	2
	d. Transparency and Sustainable Improvement	Class	Virtual	3
7	Fire Prevention and Extinction	Class	On Site	2
8	Biodiversity Management	Class	Virtual	2
9	Guidelines for Auditing Management Systems, and Preparation for Field Practice	Class	On Site	4
10	Mock Internal Audit	Field Practice	On Site	6
11	Field Assessment Practice (On Side Audit)	Field Practice	On Site	6
12	Post Test Evaluation (Training Evaluation)	Field Practice	On Site	2
	Total			40

*The total number of participants for each training is 40 per training but the number may decrease due to unexpected reason. The other information above is based on 15 to 20 people in one class for on-site training (practical training/case study). The number of training and number of training hours is provided as estimated (indicative) amounts. The offerors shall assess the number of trainings to be provided according to the number of participants. The offerors are required to provide their implementation plan for the training as mentioned earlier, including, but not limited to: (a) details such as the trainers' names, institutions, and/ or certification information; (b) training subjects or materials by each trainer, (c) number of trainings to be provided, (d) number of training hours for each group and (e) proposed timeline for the training. Each training shall be given in enough time that will give the participants the certificate right. Training hours shall be arranged based on minimum certified training standards.

General Conditions for Training:

- ☒ The training will be in Bahasa Indonesia, and an online basis for the theory.
- ☒ The training will be in Bahasa Indonesia, and on-site for the practical training/case study

- ☑ The Contractor shall mobilize support for the training's successful delivery, including providing virtual meeting links to participants (i.e., Zoom, Microsoft Team, etc.)
- ☑ All trainers shall have required and recognized certificates or capacity (for government officials) and be independent and free from conflict of interest in the responsibilities they take on.
- ☑ All training is expected to be conducted/completed by the 19 November 2021. ***Detail of training schedule following Attachment 3.***
- ☑ One training day is 8 (eight) hours. Each training shall be given in enough time that will give the participants the certificate right. Training hours shall be arranged based on minimum certified training standards.
- ☑ Each training will be planned and organized in cooperation with the Directorate General of Plantation, representative Plantation Office at the Provincial Level, and UNDP SPOI.
- ☑ The training certificates will be given to the participants who have passed the exam.
- ☑ The training result report will be prepared for each training, including the number of participants, age/gender, the number of attendees who received certificates, training photos, etc.
- ☑ The training shall include creating/disseminating online training links (i.e., Zoom, Microsoft Teams, etc.), coordination of training with government officials, conducting exams, and disseminating certificates for successful candidates (either via courier services or email).
- ☑ Each training activities shall be covered by the online media in national and sub-national level (at least 3 national media and 3 sub-national media).

Details on Each Training:

The selected contractor shall provide the training material in accordance with the following syllabus for each topic:

i. Implementation of Indonesian Sustainable Palm Oil Certification (Ministry of Agriculture Regulation No 38 of 2020)

Brief Description:

This training material discusses the ISPO policy in general and its history, the aims and objectives of ISPO for smallholders, ISPO certification schemes for smallholders, and the ISPO Principles and Criteria for smallholders.

Training Outcomes:

- 1) Understanding of ISPO policy based on the Minister of Agriculture Regulation Number 38 of 2020 concerning the Indonesian Sustainable Oil Palm Plantation Certification.
- 2) Ability to apply knowledge about ISPO Smallholders through outreach activities.
- 3) Ability to develop plans for programs and activities related to ISPO smallholders.
- 4) Provision of strategic recommendations on the implementation of ISPO for smallholders.

Main Materials:

- 1) History of ISPO and its differences and developments, including changes to the principles and criteria for ISPO certification.
- 2) Conditions for applying for ISPO certification for smallholders.
- 3) ISPO institutions, ISPO certification schemes, and procedures for submitting ISPO certification applications.
- 4) Cost of ISPO certification and funding facilitation.

Primary Aim: After following this session, participants will be able to understand the ISPO policy for smallholders and its implementation.

ii. Farmers Institution and Groups Dynamic

Brief Description:

This training material discusses the types of farmer's institutions, the concept and pros and cons of each institution, the structure of farmer's institutions, and how to develop a statute (AD/ART).

Training Outcomes:

- 1) Understanding the various types of smallholder's institutions.
- 2) Understanding the primary farmer's institutional concepts and their pros and cons.
- 3) Ability to identify the suitability of the farmer's institutional and organizational structure.

- 4) Ability to develop a statute (AD/ART) for smallholders' institutions.

Main Materials:

- 1) The legal basis of the farmer's institutions.
- 2) Prerequisites of smallholder institutions, fundamental aspects, and differences between each.
- 3) Documentation and acquisition of legal aspects of smallholder institutions.
- 4) An example of the organizational structure of the smallholders and their functions.
- 5) Concepts and principles in the development of a statute (AD/ART).

Primary Aim: After following this lesson, participants are able to identify the benefits of farmer's institutions, determine the type of institution that is in accordance with their local conditions, and are able to know and carry out the stages in obtaining institutional legality, including able to develop statute (AD/ART), as well as technical self-assessment to find out institutional gaps with conditions that are expected to determine cooperative policies.

iii. ISPO for Smallholders: Principles and Criteria

Brief Description:

This training will provide details about ISPO principles and criteria for smallholders as stated in Minister of Agriculture Regulation No. 38 of 2020. The training materials include but are not limited to: (a) aspects of land legality and smallholder business (cultivation registration/STD-B and Statement of Ability for Environmental Management and Monitoring/ SPPL); (b) land mapping to determine the suitability of the spatial designation; (c) Good Agriculture Practices, including organization and plantations management; (d) environmental management and, (e) transparency.

Training Outcomes:

- 1) Understanding the key to success in obtaining ISPO certification for smallholders.
- 2) Understanding the types of data, data collection methods, and the flow of issuance of various documents in the context of ISPO certification (for example, land legality, STDB-B, SPPL, and legal document of farmer institutions establishment)
- 3) Ability to develop various application letters for the issuance of all the documents required for ISPO certification.
- 4) Understanding the concept and characteristics of protected areas and/or High Conservation Value Areas (ABKT).
- 5) Ability to identify protected areas and/or ABKT and develop recommendations for their management area.
- 6) Ability to analyze sustainability gaps in compliance with ISPO principles and criteria and prepare recommendations for compliance.

Main Materials:

Detail of ISPO P&C, i.e.:

- 1) **Legal Compliance** – land legality, cultivation registration, statement of ability for environmental management and monitoring
- 2) **Implementation of Good Agriculture Practices** – farmer's institution, plantation management, good agriculture practices (GAP)
- 3) **Environment Management** – fire prevention and control, and biodiversity management
- 4) **Transparency** – FFB's price, data, and information
- 5) **Continuous Improvement** - develop work plans (programs and activities) for continuous improvement.

Primary Aim: After following this lesson, participants will be able to identify the critical actions in obtaining ISPO certification.

iv. Guidelines for Auditing Management Systems

Brief Description:

This training will discuss audit explanations, audit activities, and auditor competencies based on ISO 19011:2018. Introducing all things about audit methods, both from Quality Management System or other technical aspects.

Training Outcomes:

- 1) Understanding the basic principles in the implementation of system management audits, especially ISO 19011:2018
- 2) Understanding the types of audits & audit objectives based on ISO 19011:2018
- 3) Understanding the duties and responsibilities of the internal auditor

Main Materials:

- 1) ISO 19011:2018 description and interpretation
- 2) Types and forms of audits
- 3) The purpose and benefits of conducting an internal audit
- 4) Principles of setting up an audit program
- 5) Auditor competence and the formation of a team of internal auditors
- 6) Internal Audit Planning and Execution
- 7) Generating internal audit findings
- 8) Making internal audit reports
- 9) Conducting internal audit follow-up (corrections, corrective actions, and opportunities for improvement).

Primary Aim: After following this lesson, participants will achieve a fundamental knowledge of the audit process.

v. Audit Simulation (Mock Internal Audit)

Brief Description:

Mock internal audits will provide an explanation on audit process and control concepts and techniques. This material will be simulating the actual internal audits with audit role-playing by the participants.

Training Outcomes:

- 1) Enhanced understanding of internal audit mechanisms and practices.
- 2) Understanding on preparing actions towards readiness for an internal audit.

Main Materials:

- 1) Preparing annual internal audit program, internal audit plan, and internal audit team assignment.
- 2) Formulating internal audit sampling within ICS members based on risk factor analysis.
- 3) Internal audit practice, including interview, document, and field verification.
- 4) Generating internal audit findings, conclusion, and report.
- 5) Internal audit follow-up (corrections, corrective actions, and opportunities for improvement).

Primary Aim: After following this lesson, participants will experience the challenges and confrontations between auditors and auditee from both perspectives by taking a turn in both roles.

vi. Field Assessment Practice (On Site Audit), and Post Test Evaluation (Training Evaluation)

Brief Description:

This curriculum is a direct evaluating the participants (written and practical) who will act as prospective internal auditor to practice the lessons and simulations given regarding ISPO audits for smallholders. The training institution and Directorate General of Plantation will assess the success of the audit training activity.

Training Outcomes:

- 1) Participants understand the ISPO principles and criteria and the stages of an ISPO internal audit.
- 2) Demonstrating practical skills as an ISPO internal auditor for smallholders.

Main Materials: -

Primary Aim: After following this lesson, participants who pass the minimum requirement will be awarded with ISPO internal auditor certificates.

E. PROFESSIONAL QUALIFICATION OF THE CONTRACTOR

E.1. Qualification of Training Institute

The Contractor shall have the following qualifications:

- 1) Experience in providing minimum 3 (three) ISPO training within the last 3 (three) years.
- 2) Have Certificate on ISPO Training Institutions recognized by of Agriculture.
- 3) Company with valid registration in performing the required service.

The Contractor shall have the following competencies:

- ☒ Having a vast network with the Government, especially with key persons in each institution who will be resource persons in the training
- ☒ Shall have the institutional and financial capacity to deliver training programs, as evidenced by authentic financial statements for the past 3 (three) years of operation.
- ☒ Shall perform the highest quality and services in Indonesia.

E.1. Qualification of Key Personnel

a. Event Manager (1 person)

- Bachelor's Degree on agriculture science, forestry, rural development, sustainable development, communication science, management, or related discipline.
- Minimum 5 (five) years working experience on conduct citified audit training.

b. Liaison Specialist (1 person)

- Bachelor's Degree on public administration, agriculture science, management, sustainable development or related discipline.
- Minimum 3 (three) years of experiences in the field of communication and stakeholders' engagement.

c. Communication Specialist (1 person)

- Bachelor's Degree on communication, computer science, marketing or related discipline.
- Minimum 3 (three) years of experiences in the field of communication material, such as social media campaign and digital creative.
- Extensive experience on script writing.

d. IT Operator/ technician (2 persons)

- Three years diploma on computer science, informatic or related discipline.
- Minimum 3 (two) years working experience on event organizer and operating online meeting platform such as zoom, Microsoft teams, skype and others.

e. Graphic Designer (1 person)

- Three years diploma in communication, visual design, art science, journalism, engineering or another related field.
- Minimum 3 (three) years' working experience in photography (both indoor and outdoor), video editing and 2D graphic design.

f. Admin (2 persons)

- Three years diploma on public administration, management, human resources or other related discipline.
- Minimum 3 (three) years year working experience on finance and admin.

F. PRICE AND SCHEDULE OF PAYMENTS

The Assignment has milestones as stipulated within the following table. Payments will be made upon approval of each Deliverable.

Deliverable	Date	Payment Percentage
Deliverable 1 Submission of proposed work plan, summary of the preparation venue including program flow, confirmed participant, speakers and trainers, training materials agreed by UNDP and Directorate General of Plantation, Ministry of Agriculture as well as one short article before the training commences	3 rd week of September	15%
Deliverable 2 Submission of training report in Riau Province. The report shall comprise the following information: <ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Analysis of participants' increase of knowledge from pre-test and post-test • Feedback and recommendations from participants for future training 	4 th week of October	25%
Deliverable 3 Submission of training report in North Sumatra Province. The report shall comprise the following information: <ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Analysis of participants' increase of knowledge from pre-test and post-test • Feedback and recommendations from participants for future training 	3 rd week of November	25%
Deliverable 4: 1. Submission of training report in West Kalimantan Province. The report shall comprise the following information: <ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Analysis of participants' increase of knowledge from pre-test and post-test 	3 rd week of December	35%

<ul style="list-style-type: none"> • Feedback and recommendations from participants for future training 		
2. Final video documentation (3 minutes) and one short article after the training is completed		

The Contractor will prepare and submit invoices after completion of each deliverable and following acceptance by UNDP. The payments will exclude VAT and include all kinds of transportation, insurance, etc. costs that will come out in relation to execution of the services but must be in line with the original quotation/proposal. The Contractor will not be entitled to any additional payment for whatsoever reason (tax, legal obligations, unforeseen costs, etc.). Payment in each deliverable will also be made at cost based on the actual number participants attended the training.

G. INSTITUTIONAL ARRANGEMENT

The selected bidder will work under direct supervision of Directorate General of Plantation, Ministry of Agriculture and SPOI project and will be directly responsible for reporting, findings, progress, issues and challenges, as well as to seek for acceptance and/or validation of milestones.

The selected bidder should liaise with Provincial Plantation Office to discuss about the event planning, participants as well as with Directorate General of Plantation to discuss about the topic, content and resource persons of each event. The training materials shall follow the syllabus outline in the TOR and the training materials shall be discussed and obtain approval from Directorate General of Plantation and UNDP.

The selected bidder shall coordinate with UNDP-SPOI Communication & Knowledge Management Officer to provide update and content for SPOI social media. All publication including press release, article and poster design should subject to approval from SPOI Communication & Knowledge Management Officer.

Upon signing of the contract, the selected vendor is expected to attend an inception meeting with UNDP/Project and Directorate General of Plantation to review the scope of work, deliverables and reach an agreement for those aspects.

The selected vendor will coordinate intensively with Directorate General of Plantation from Ministry of Agriculture and will take full responsibility for the overall management of activities, and bears all substantive, operational and financial requirement.

Attachment 1. Detail Specification of Training Kit Goods

No	Item	Description/ Specification of Goods	Quantity	UoM
1	Training Materials	Size: 70gr A4 Sheet: maximum 50 pages Cover Design: custom cover full color, photo paper quality.	150	Pieces
2	Goodie Bag (Offering Price includes 1(one) Dummy) - design will be provided	Size: 35 x 40 x 10 cm Rope width : 3 cm Material: calico cotton Unit: pieces Design - Left side - Right side	150	Pieces
3	Ecofriendly Water Bottle	Merk: LOCK & LOCK One Touch Cap Bottle (HLC954) or equivalent Size: 65 x 270 mm Capacity: 830 ml	150	Pieces
4	Pen	Product Type: JOYKO PEN GELL GP-265 or equivalent Specification: - Type: Table stapler - Dimension: 14.4 x 1.5 cm - Ink Color: Black or Blue - Diameter: 1 cm - Tip: 0.5 mm (Bullet Tip) - Box: 12 pcs	13	Box
5	Block Note (Offering Price includes 1(one) Dummy) design will be provided	<ul style="list-style-type: none"> ○ Size: 11 x 16 (A5) ○ Unit: pieces ○ Cover design: Custom Cover, A5, Full Color, Photo Paper Quality ○ Sheet Design: 50 sheets ○ Blank white papers A5, 70 grams, 50 sheets 	150	Pieces
6	T-shirt (Offering Price is include 1(one) Dummy) design will be provided	Material: cotton combat 20s Size: all size Unit: piece Model: raglan 2 colors	150	Pieces

Attachment 2. List of Required Documents

The following required document shall be submitted in each deliverable (for deliverable 2 – 4) along with the invoice and all other requirement as specified in each deliverable:

1. Attendance List

The attendance list shall be prepared using Microsoft form. The attendance should have information of name, organization name, position or title, gender, phone number, and email address. Specifically for on-site training, the attendance list shall be duly signed by each participant, moderator and resource person.

2. Receipt of resource person allowance

The receipt of resource person allowance must be duly signed by the recipient. The selected bidder must ensure that the signature is the same between attendance list, receipt and ID card.

3. ID card

ID card of the resource persons with stamp date must be attached.

4. Picture of event:

Group photo of the online webinar presenting all the resource persons, moderator and note taker with the virtual background as well as showing the participant's tab is required to be submitted in the invoice.

5. Recording of Zoom meeting

The zoom recording should comprise the full video and audio recording of the webinar, including the subtitles, if any.

6. Summary of expenditures (with the statement of anti-fraud) to be paid

The template of summary of expenditure will be provided by the project team. The event organizer shall fill the summary of expenditure template, then send it to the project for review and approval.

7. Transfer proof allowance payment to contributors

The bank transfer receipt to the resource persons, moderator and note taker should be included in the invoice.

Attachment 3. Tentative Training Agenda

Table 1. Tentative training schedule at 3 pilot area

No	Targeted Pilot Area	Event Location	Tentative Training Schedule
1	Riau Province	Pekanbaru	2 nd – 3 rd week of October
2	North Sumatra Province	Medan	1 st – 2 nd week of November
3	West Kalimantan Province	Pontianak	1 st – 2 nd week of December

Table 2. Tentative training agenda

No	Time	Training Topic	Training Methods/ Means	Trainers / PIC
DAY 1				
1.	07.45 – 08.00	Registration	Virtual	Training Institute
2.	08.00 – 08.15	Opening Remarks	Virtual	Head of Province's Plantation Office
3.	08.15 – 08.30	Explanation of Training Rules and FAQ, including pre-test	Virtual	Training Institute
4.	08.30 – 10.00	Implementation of Indonesian Sustainable Palm Oil Certification (Ministry of Agriculture 38/2020)	Virtual	Directorate of Estate Processing and Plantation Marketing Results
5.	10.00 – 10.15	Break Session (toilet break/ ice breaking)	Virtual	Training Institute
6.	10.15 – 11.45	Smallholders Institution and Group Dynamics	Virtual	Agricultural Extension and Human Resources Development Agency, MoA or Regional Facilitator
7.	11.45 – 12.45	Lunch Break	Virtual	Training Institute
8.	12.45 – 13.00	Participant check-in		Training Institute
9.	13.00 – 14.30	GAP: Certified Seedling	Virtual	Directorate of Plantation Seedling
10.	14.30 – 16.00	GAP: Planting, Plantation Maintenance and Harvesting	Virtual	Directorate Annual Plants and Refreshments
11.	16.00 – 17.00	Q&A Session	Virtual	Training Institute
12.	17.00 – 17.10	Closing Remarks	Virtual	Training Institute
DAY 2				
1.	08.00 – 08.15	Registration	Virtual	Training Institute
2.	08.15 – 08.30	Opening	Virtual	Training Institute
3.	08.30 – 10.00	GAP: Integrated Weed and Pest Management	Virtual	Agricultural Extension and Human Resources Development Agency, MoA or Regional Facilitator
4.	10.00 – 10.20	Break Session (toilet break/ ice breaking)	Virtual	Training Institute
5.	10.20 – 11.50	GAP: Transparency and Sustainable Improvement	Virtual	Directorate of Estate Processing and Plantation Marketing Results
6.	11.50 – 12.50	Lunch Break	Virtual	Training Institute
7.	12.50 – 13.00	Participant check-in	Virtual	Training Institute
8.	13.00 – 13.45	Obligation on Environmental Permits	Virtual	Regional Environment and Forestry Office
9.	13.45 – 14.00	Break Session (toilet break/ ice breaking)	Virtual	Training Institute
10.	14.00 – 15.30	Biodiversity Management	Virtual	Directorate of Essential Ecosystem Management
11.	15.30 – 16.30	Q&A Session	Virtual	Training Institute
12.	16.30 – 16.40	Closing Remarks	Virtual	Training Institute
DAY 3				
1.	08.00 – 08.30	Registration	On-Site Class	Training Institute
2.	08.30 – 08.45	Opening Remarks	On-Site Class	Head of Province's Plantation Office
3.	08.45 – 10.15	Legality and Land Acquisition	On-Site Class	Directorate General of Determination of Rights and Land Registration or Regional Office of National Land Agency

No	Time	Training Topic	Training Methods/ Means	Trainers / PIC
4.	10.15 – 10.30	Break Session (toilet break/ ice breaking)	On-Site Class	Training Institute
4.	10.30 – 12.00	Plantation Business Registration (STD-B)	On-Site Class	Directorate of Estate Processing and Plantation Marketing Results or Regional Plantation Office
5.	12.00 – 13.00	Lunch Break		Training Institute
6.	13.00 – 14.30	Fire Prevention and Extinction	On-Site Class	Directorate of Estate Protection
7.	14.30 – 17.30	Guidelines for Auditing Management Systems, and Preparation for Field Practice	On-Site Class	Training Institute
DAY 4				
1.	07.00 – 07.30	Participant check-in		Training Institute
2.	07.30 – 09.00	Travel to Location		Training Institute
3.	09.00 – 10.00	Explanation of Training Rules and FAQ	Field Practice	Training Institute
4.	10.00 – 12.00	Mock Internal Audit	Field Practice	Training Institute and Directorate of Estate Processing and Plantation Marketing Results or Regional Plantation Office
5.	12.00 – 13.00	Lunch Break		Training Institute
6.	13.00 – 17.00	Mock Internal Audit (cont.)	Field Practice	Training Institute and Directorate of Estate Processing and Plantation Marketing Results or Regional Plantation Office
7.	17.00 – ...	Back to hotel		
DAY 5				
1.	07.00 – 07.30	Participant check-in		Training Institute
2.	07.30 – 09.00	Travel to Location		Training Institute
3.	09.00 – 09.30	Explanation of Training Rules and FAQ	Field Practice	Training Institute
4.	09.30 – 12.00	Field Assessment Practice (On Side Audit)	Field Practice	Training Institute and Directorate of Estate Processing and Plantation Marketing Results or Regional Plantation Office
5.	12.00 – 13.00	Lunch Break		Training Institute
6.	13.00 – 15.30	Field Assessment Practice (On Side Audit)	Field Practice	Training Institute and Directorate of Estate Processing and Plantation Marketing Results or Regional Plantation Office
7.	15.30 – 17.00	Post Test Evaluation (Training Evaluation)	On-Site Class	Training Institute and Directorate of Estate Processing and Plantation Marketing Results or Regional Plantation Office
8	17.00 – ...	Training Closing and Back to hotel		Directorate of Estate Processing and Plantation Marketing Results or Regional Plantation Office

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods Click or tap here to enter text. after Contract signature.
Delivery Terms (INCOTERMS 2020)	Click or tap here to enter text.
Customs clearance (must be linked to INCOTERM)	<input 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
Exact Address(es) of Delivery Location(s)	Click or tap here to enter text.
Distribution of shipping documents (if using freight forwarder)	Click or tap here to enter text.
Packing Requirements	Click or tap here to enter text.
Training on Operations and Maintenance	Click or tap here to enter text.
Warranty Period	Click or tap here to enter text.
After-sales service and local service support requirements	Click or tap here to enter text.
Preferred Mode of Transport	Choose an item.

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/SPOI/131511/025/20 21 – Certified ISPO Training for Local Stakeholders in UNDP SPOI Pilot Area	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 policy documents on women empowerment, renewable	<input type="checkbox"/> Yes <input type="checkbox"/> No

energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
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.
<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.

Yes	No	
<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: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their bid 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/SPOI/131511/025/20 21 – Certified ISPO Training for Local Stakeholders in UNDP SPOI Pilot Area	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: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.	Deliverable 1 Submission of proposed work plan, summary of the preparation venue including program flow, confirmed participant, speakers and trainers, training materials agreed by UNDP and Directorate General of Plantation, Ministry of Agriculture as well as one short article before the training commences	
2	Deliverable 2 Submission of training report in Riau Province. The report shall comprise the following information: <ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Analysis of participants' increase of knowledge from pre-test and post-test • Feedback and recommendations from participants for future training 	
3	Deliverable 3 Submission of training report in North Sumatra Province. The report shall comprise the following information: <ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Analysis of participants' increase of knowledge from pre-test and post-test 	

	<ul style="list-style-type: none"> • Feedback and recommendations from participants for future training 	
4	Deliverable 4: <ol style="list-style-type: none"> 1. Submission of training report in West Kalimantan Province. The report shall comprise the following information: <ul style="list-style-type: none"> • Short analysis on the participants (e.g., number of participants, sex-disaggregated data, stakeholder categories, etc.) • Analysis of participants' increase of knowledge from pre-test and post-test • Feedback and recommendations from participants for future training 2. Final video documentation (3 minutes) and one short article after the training is completed 	
Total Price		

Breakdown of Fees

A. Breakdown of Professional Fees

Personnel / other elements	Number of Personnel	UOM	Qty	Unit Price	Total Price
I. Personnel	a		b	c	a x b x c
Event Manager	1	Man-days	60		
Liaison Specialist	1	Man-days	60		
Communication Specialist	1	Man-days	60		
IT Operator/ technician	2	Man-days	18		
Graphic Designer	1	Man-days	40		
Admin	2	Man-days	30		
II. Resource Person Allowance					
Head of Province's Plantation Office for 2 events x 1 OJ at 3 places	1	Person	3	1.000.000	
Directorate of Estate Processing and Plantation Marketing Results for 1 event x 14 OJ at 3 places	3	Person	3	14.000.000	
Agricultural Extension and Human Resources Development Agency, MoA or Regional Facilitator for 1 events x 2 OJ at 3 places	1	Person	3	2.000.000	
Directorate of Annual Plantation and Refreshments for 1 event x 2 OJ at 3 places	1	Person	3	2.000.000	
Directorate of Annual Plantation and Refreshments for 1 event x 2 OJ at 3 places	1	Person	3	2.000.000	
Regional Environment and Forestry Office for 1 event x 1 OJ at 3 places	1	Person	3	1.000.000	
Directorate of Essential Ecosystem Management for 1 events x 2 OJ at 3 places	1	Person	3	2.000.000	
Directorate General of Determination of Rights and Land Registration or Regional Office of National Land Agency for 1 events x 2 OJ at 3 places	1	Person	3	2.000.000	

Directorate of Estate Protection for 1 events x 2 OJ at 3 places	1	Person	3	2.000.000	
Audit Management System, Mock Internal Audit, Field Assessment Practice and Post Test Evaluation (Training Institute) for 1 events x 18 OJ at 3 places	2	Person	3	18.000.000	
Moderator	1	Person	15	700.000	
III. Travel					
Flight ticket to Medan	14	Person	1		
Flight ticket to Pekanbaru	14	Person	1		
Flight ticket to Pontianak	14	Person	1		
Terminal allowance Jakarta	14	Person	3	512.000	
Terminal allowance Medan	14	Person	1	464.000	
Terminal allowance Pekanbaru	14	Person	1	188.000	
Terminal allowance Pontianak	14	Person	1	270.000	
DSA/Per-diem for Training Institute staff and resource persons for 5 days	13	Person	3	1.000.000	
DSA/Per-diem for resource person from Directorate of Estate Protection	1	Person	3	600.000	
COVID-19 Rapid Antigen test	14	Person	6		
Bus rental (minimum 25 seater)	3	Unit	6		
IV. Venue					
Meeting package in Medan (full board)	60	Person	3		
Meeting package in Pekanbaru (full board)	60	Person	3		
Meeting package in Pontianak (full board)	60	Person	3		
Training backdrop	3	Unit	3		
Zoom subscription	1	Subscription	3		
Internet allowance for participants	120	Person	6	100.000	
V. Training Kit					
Printing training materials (A4 paper, full colour, maximum 50 pages per event)	50	Pages	120		
Printing training certificate (A4, ART Paper, full colour)	40	Pages	3		
Goodie bag	50	Pieces	3		
Eco-friendly water bottle	50	Pieces	3		
Pen	50	Pieces	3		
Block note	50	Pieces	3		
T-shirt	50	Pieces	3		
VI. Other Cost					
Communication	8	Person	3		
Zoom subscription	1	Subscription	3		
Internet allowance for participants	120	Person	6	100.000	
Media Placement	1	Package	3		
Other cost (please specify)					
Total					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum technical requirement specified in Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
UNDP General Terms and Condition	<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 <i>[pls. specify]</i>	<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.	
<p><i>Exact name and address of company</i></p> <p>Company Name <input type="text"/></p> <p>Address: <input type="text"/></p> <p><input type="text"/></p> <p>Phone No.: <input type="text"/></p> <p>Email Address: <input type="text"/></p>	<p>Authorized Signature: <input type="text"/></p> <p>Date: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Functional Title of Authorised Signatory: <input type="text"/></p> <p>Email Address: <input type="text"/></p>