



REQUEST FOR PROPOSAL (RFP)

| | |
|------------------------|---|
| NAME & ADDRESS OF FIRM | DATE: September 13, 2021 |
| | REFERENCE: RFP/TLS/2021/0000010246 Branding, Event management & Multimedia Production Services for UNRCO |

Dear Sir/Madam

We kindly request you to submit your Proposal for **Branding, Event management & Multimedia Production Services for UN Regional Coordination Office**.

Please be guided by the form and instruction provided hereto as Annexes, in preparing your Proposal. Proposals may be submitted via e-tendering system the address below:

<https://etendering.partneragencies.org>

Your Proposal must be expressed in the English, and valid for a minimum period of 2 months

TRAINING FOR E-Tendering:

Bidders who are interested to register their company with UNDP E-Tendering System. Please contact:

TLS_Procurement_Staff_Timor-Leste procurement.staff.tp@undp.org and +67078367023 (Whatsapp)

Please contact us through given email or phone number in order to schedule a training session and get your company registered.

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

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide or contact Ahmad Zubair at below details.

For further details on e-tendering registration and FQA please visit site: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 5.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Provider's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

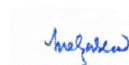
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Sonia Mehzabeen
Operations Manager
9/13/2021

Annex 1**Description of Requirements**

| | |
|---|--|
| Context of the Requirement | Branding, Event management & Multimedia Production Services |
| Implementing Partner of UNDP | Please refer to Annex-3 Terms of Reference |
| Brief Description of the Required Services | Please refer to Annex-3 Terms of Reference |
| List and Description of Expected Outputs to be Delivered | Please refer to Annex-3 Terms of Reference |
| Person to Supervise the Work/Performance of the Service Provider | <i>Project Manager</i> <i>Please refer to Annex-3 Terms of Reference</i> |
| Frequency of Reporting | Please refer to Annex-3 Terms of Reference |
| Progress Reporting Requirements | Please refer to Annex-3 Terms of Reference |
| Location of work | Please refer to Annex-3 Terms of Reference |
| Expected duration of work | Please refer to Annex-3 Terms of Reference |
| Target start date | Immediately after issuance of Contract/PO |
| Latest completion date | Please refer to Annex-3 Terms of Reference |
| Travels Expected | Please refer to Annex-3 Terms of Reference |
| Special Security Requirements | NA |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | Please refer to Annex-3 Terms of Reference |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required |
| Currency of Proposal | <input checked="" type="checkbox"/> United States Dollars |
| Value Added Tax on Price Proposal | <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>) | <input checked="" type="checkbox"/> 60 days |

| | |
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| | In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted |
| Payment Terms | Upon completion and acceptance of each deliverables mentioned in TOR Annex-3 |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Project Manager |
| Type of Contract to be Signed | <input checked="" type="checkbox"/> Contract for Professional Services |
| Criteria for Contract Award | <input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). |
| Eligibility Assessment | <input checked="" type="checkbox"/> Registration certificate for relevant field of work <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions; <input checked="" type="checkbox"/> At least 2 similar contracts in area of Branding, Event management & Multimedia Production Services during last 5 years. One contract should be at-least 25K; <input checked="" type="checkbox"/> At-least five (5) years of demonstrated and relevant work experience of working with the development sector organizations such as UN, donors, and development partners, especially in the areas of branding, visibility; <input checked="" type="checkbox"/> An average Financial turnover of \$50,000 during last 2 years (2020 and 2019 or 2018 and 2019); <input checked="" type="checkbox"/> Financial Proposal (password protected). |
| Criteria for the Assessment of Proposal | <u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 25% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. |

| | |
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| UNDP will award the contract to: | <input checked="" type="checkbox"/> One and only one Service Provider |
| Contract General Terms and Conditions ¹ | <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| Annexes to this RFP | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR – Annex 3 <input checked="" type="checkbox"/> Forms to be filled- Annex 4 <input checked="" type="checkbox"/> UNDP General Terms and Conditions- Annex 5 |
| Contact Person for Inquiries (Written inquiries only) | <p><i>Procurement Team</i> procurement.staff.tp@undp.org +67078367023 (WhatsApp)</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> |
| Documents to be submitted | <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annexes with this RFP, <input checked="" type="checkbox"/> Latest Business Registration Certificate in relevant field of work; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> List of Previous Similar Projects with positive feedback from customer; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, demonstrating company experience in the field of services and list of similar works undertaken; <input checked="" type="checkbox"/> Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.; <input checked="" type="checkbox"/> Technical proposal with methodology and timeline <input checked="" type="checkbox"/> Qualification and experience of technical key staffs stated in TOR; <input checked="" type="checkbox"/> Financial Proposal (password protected); <input checked="" type="checkbox"/> Any other document required in technical proposal. |

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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| Tender Closing date and time | <p>Closing date: <u>Sunday, September 26, 2021</u></p> <p>Time: Please refer to E-tendering system for exact time</p> <p>The time in E-Tendering system is based on New York EST Time Zone.</p> |
| Additional Information | <p><u>Instructions on submission of Financial Proposal:</u></p> <ul style="list-style-type: none">• The financial proposal submitted along the proposal should be password protected.• Failure to submit password protected financial proposal may lead to dis-qualification of the firm.• The proposer should not indicate their price in any part of the technical proposal or any other document than password protected financial proposal. <p>In E-tendering System, please put 1 in section of price line. DO NOT MENTION YOUR PRICE ANYWHERE IN E-TENDERING OR PROPOSAL EXCEPT IN YOUR PASSWORD PROTECTED FINANCIAL PROPOSAL</p> |

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)***

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc ANNEX 4 SECTION B. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references, ANNEX 4 SECTION C;*
- e) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List ANNEX 4 SECTION A.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP ANNEX 4 SECTION D; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract ANNEX 4 SECTION D.*

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

FINANCIAL PROPOSAL:

The financial proposal should be complete, and **PASSWORD PROTECTED** IN SEPRATE PDF FILE
In E-tendering System, please put 1 in section of price line

D. Cost Breakdown per Deliverable*

| Deliverables/ Outputs | Target Due Dates | Review and Approvals Required | Payment | Amount (US\$) |
|--|------------------|-------------------------------|-------------|---------------|
| <u>Deliveable-1</u> <u>RCO Branding and Refurbishment</u> | 31 October 2021 | Project Manager | 40% | |
| <u>Deliveable-2</u> <u>UN Day 2021 Event Management</u> | 30 November 2021 | Project Manager | 40% | |
| <u>Deliverable-3:</u> <u>Submission of final report on project completion</u> | 20 December 2021 | Project Manager | 20% | |
| GRAND TOTAL | | | 100% | |

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

| Description of Activity | Remuneration per Unit of Time | Total Period of Engagement | No. of Personnel | Total Rate |
|-----------------------------------|-------------------------------|----------------------------|------------------|------------|
| I. Personnel Services | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| c. Expertise 3 | | | | |
| Others | | | | |
| II. Out of Pocket Expenses | | | | |
| 1. Travel Costs | | | | |
| 2. Daily Allowance | | | | |
| 3. Communications | | | | |
| 4. Reproduction | | | | |
| 5. Equipment Lease | | | | |
| 6. Others equipment | | | | |
| III. Other Related Costs | | | | |

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]



Empowered lives.
Resilient nations.

Annex-3

TERMS OF REFERENCE

TITLE:

Branding, Event management & Multimedia Production Services

AGENCY/PROJECT NAME:

UN RCO (Regional Coordination Office)

PERIOD OF ASSIGNMENT/SERVICES:

Four Months

COUNTRY OF ASSIGNMENT:

Timor-Leste

STARTING DATE

Immediately after signature of contract

1. Project Background & Scope of Project

In January 2019, a reinvigorated United Nations Resident Coordinator System was rolled out embodying the vision of the United Nations General Assembly for a dedicated, independent, impartial, and empowered development coordination function.

Branding is one of the crucial elements to establish and strengthen the identity of the newly established RC System across the world, including in Timor-Leste. Office renovation for the existing offices been also included as part of the Resident Coordinator System.

RCO seeks to engage a vendor to (a) brand and refurbish RCO office space, and (b) design and prepare for MNEC-UN branded joint celebration of UN Day 2021 in Timor-Leste.

RCO prefers engaging with an experienced vendor who has a proven and demonstrated understanding of the UN branding, its correct application, designing and producing brand-compliant materials, and planning events aligned with the correct visual identity of the United Nations.

2. Scope of Services

The intended services involve preparation and planning in the execution of all handiworks including:

2.1 RCO Branding and Refurbishment

- Development of timelines and tasks
- RCO Office (that includes 8 workstations in 4 rooms and 1 reception area) interior design and sourcing of selected furniture & accessories with creative direction using available local materials and decorative items (bamboo curtains, tais, plants, e.o)
- Re-branding and procurement of communication materials and printing (maps, pictures, photo wall flags, welcome banner, signboard, media wall, backdrop window and high-quality visuals) for approximately 130X130 sq. ft covered area and around 8 workstations, reception area, RC's Office plus the exterior - in line with the UN Visibility Guidelines and Branding Standards
- Stickers, design, print and installation of a sign board and welcome board
- Upholstering of a sofa, seats and chairs, additional separator/structure
- Six table flags and 4 large flags (Timor-Leste and UN) with wooden stands
- Fixing and painting of walls, indoors (all offices) and outdoors (whole building) with white/ UN blue colour scheme.

- Ceiling repairing
- Improving of cable structures and outlets & lightning
- Gardening (in front of office) with additional plants & stony plants pots.
- Purchase of selected furniture
- Repairing kitchen set & 1 meeting table

2.2 UN Day 2021 Event Management

Reception Setup Outside Venue

- Setting up the reception area, including
- Registration desk with information materials
- Setting up the reception area and desk
- Rollup banners (200 mm*80 mm)
- Backdrop banner(5m*3m)

Stage design and setup

- Setting up the stage
- Seating capacity on stage for 10-12 dignitaries
- Video Screening arrangements
- PA system
- Lighting
- Backdrop banner (5m*3m)
- Flags of UN, and Govt

Hall setup

- Seating arrangement for 100 plus guests keeping in view physical distancing
- 65KVA generator backup if required
- Display stands etc

Desktop Art Layout & Print Production

- Roadside banner art lay out, Size: 6m x 3m
- Stage awning banner art layout, Size: 5m x 3m

Printing

- Offset printed flyers on 180 gsm glazed paper, 500 units, size A4
- Printing 30 photos of A1 size with captions on softboards
- Setting up photo exhibition by hanging/displaying photos at the venue

Video production

- Short video on the Day itself approx. 8-10 minutes together with a shorter version of 1.5 min for social media

Refreshment

- Approx. 120 guests
- Water, tea, coffee, 3 kinds of snacks

3. Deliverables

| Deliverables/ | Key Outputs | Estimated duration | Target Due dates | Schedule of Payments |
|--|--|--------------------|------------------|----------------------|
| <u>Deliveable-1</u> <u>RCO Branding and Refurbishment</u> | Submission of planning of works for all services (Branding, Refurbishment & Event Management) and designing of Office for branding & refurbishment. | 1 month | 31 Oct | 40% |
| <u>Deliveable-2</u> <u>UN Day 2021 Event Management</u> | <ul style="list-style-type: none"> > Reception Setup Outside Venue > Stage design and setup > Hall setup > Desktop Art Layout & Print Production > Printing > Video production > Refreshment | 1 month | 30 Nov | 40% |
| <u>Deliverable-3:</u> <u>Submission of final report on project completion</u> | <u>Final Report on Project Completion</u> | 1 month | 20 Dec | 20% |

4. INSTITUTIONAL ARRANGEMENTS

The Contractor will work under the direction and supervision of the UNRCO Communications Officer. UNRCO will facilitate the contractor to visit the project site by assigning the project staff, coordinating meeting etc. At least one project staff will accompany the contractor during the site visits.

It is expected that contractor will have local presence or be able to establish a local partnership in order to get the work done in fast manner during contract implementation.

5. Intellectual Property

All information pertaining to this assignment belonging to the SPTF-UNRCO project, which the Service Provider firm may come into contact within the performance of his/her duties under this service shall remain the property of the SPTF project who shall have exclusive rights over their use. Except for

purposes of this assignment, the information shall not be disclosed to any third party nor used in whatever form without written permission of the project.

6. DURATION OF ASSIGNMENT

Duration: The assignment will be for a period of four **months**.

7. Qualification for Required Team of expert & Technician

Please refer to Bid Data Sheet

Key Staff Qualification:

| SN | Qualification of Key staff |
|----|--|
| 1 | Designer/Project Manager - 1 CV Minimum Bachelor's degree in multimedia production or any other relevant field to the assignment, 8 years or more professional experience in designing and multimedia production services Strong interpersonal skills; Work experience with UN is an asset, Proficient oral and written communication skills in English and Tetum or Bahasa is imperative; |
| 2 | Facilitator - 1 CV Bachelor's degree in relevant field 3 years or more professional experience in event management and facilitating events or relevant to this assignment, Work experience with UN is an asset, Strong interpersonal skills Proficient oral and written communication skills in English and Tetum or Bahasa is imperative; |

8. Schedule of Payment

| No. | Deliverable/Output | Target Due Date | % Disbursement |
|-----|--|------------------|----------------|
| 1 | <u>Deliveable-1</u> <u>RCO Branding and Refurbishment</u> | 31 October 2021 | 40% |
| 2 | <u>Deliveable-2</u> <u>UN Day 2021 Event Management</u> | 30 November 2021 | 40% |
| 3 | <u>Deliverable-3:</u> <u>Submission of final report on project completion</u> | 20 December 2021 | 20% |
| | Total days | 4 months | 100% |

ANNEX 4, Section A:

Form for Submitting Self-Declaration

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

We, the undersigned hereby declare that we are not in the removed or suspended ineligibility list of the UN, UN Procurement Division list or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

Yours sincerely,

⁴ *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

Annex 4- Section B:

Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;

| | | |
|---|------|-----|
| Annual Turnover for the last 3 years | Year | USD |
| | Year | USD |
| | Year | USD |
| Latest Credit Rating (if any), indicate the source | | |

| Financial information (in US\$ equivalent) | Historic information for the last 3 years | | |
|--|--|--------|--------|
| | Year 1 | Year 2 | Year 3 |
| | <i>Information from Balance Sheet</i> | | |
| Total Assets (TA) | | | |
| Total Liabilities (TL) | | | |
| Current Assets (CA) | | | |
| Current Liabilities (CL) | | | |
| | <i>Information from Income Statement</i> | | |
| Total / Gross Revenue (TR) | | | |
| Profits Before Taxes (PBT) | | | |
| Net Profit | | | |
| Current Ratio | | | |

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Annex 4- Section C:

Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

| Project name & Country of Assignment | Client & Reference Contact Details | Contract Value | Period of activity and status | Types of activities undertaken |
|--|---------------------------------------|-------------------|-------------------------------------|-----------------------------------|
| | | | | |
| | | | | |
| | | | | |

Annex 4 Section D:

Format for CV of Proposed Key Personnel

| | |
|--|---|
| Name of Personnel | [Insert] |
| Position for this assignment | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Education/ Qualifications | <i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> |
| | [Insert] |
| Professional certifications | <i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> |
| | <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert] |
| Employment Record/ Experience | <i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> |
| | [Insert] |
| References | <i>[Provide names, addresses, phone and email contact information for two (2) references]</i> |
| | Reference 1: [Insert] Reference 2: [Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Annex-5:

UNDP General Terms and Conditions

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>