



Mayors for
Economic Growth

The Mayors for Economic Growth (M4EG) Facility

Project Funded by the European Union



REQUEST FOR QUOTATION (RFQ)

UNDP Istanbul Regional Hub Regional Bureau for Europe and the CIS	Date: 13 October 2021
	Reference: UNDP-IRH-RFQ-202123-M4EG Urban Imaginaries

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP wishes to kindly requests your quotation for the provision of services for **“Urban Imaginaries - Mentors for Municipalities in the EU&UNDP Mayors for Economic Growth (M4EG) network”** as detailed in Annex 1 of this RFQ.

This RFQ comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements/Terms of Reference

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:

UNDP RBEC IRH

Operations Team

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>07/11/2021, 12am Istanbul Time (GMT+3)</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>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: <u>procurement.irh@undp.org</u></p> <ul style="list-style-type: none"> ✦ File Format: pdf ✦ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ✦ All files must be free of viruses and not corrupted. ✦ Max. File Size per transmission: 35 MB ✦ <u>Mandatory subject of email:</u> <i>UNDPIRH-RFQ-202123-M4EG Urban Imaginaries-Name of Supplier</i> ✦ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ✦ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ✦ The bidder should receive an email acknowledging email receipt.
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	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.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract Select the applicable GTC: General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
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

Joint Venture, Consortium or Association	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. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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 b) they have the same legal representative for purposes of this RFQ; or 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; 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 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
Duties and taxes	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: All prices must: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	English Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Terms of Reference in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed for the last three (3) years plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;
Quotation validity period	Quotations shall remain valid for 30 days from the deadline for the Submission of Quotation.
Price variation	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.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Other: Payment will be made in installments as specified in the TOR
Conditions for Release of Payment	<input checked="" type="checkbox"/> Upon delivery of the deliveries as described in this RFQ <u>and TOR</u> .
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.irh@undp.org All clarifications must be done at least 5 days prior to deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer in line with Annex 1/ToR
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 - ToR <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Others Full compliance with all the requirements as specified in Annex 3
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 IRH. 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 checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	15 November 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: Terms of Reference (ToR)

Urban Imaginaries - Mentors for Municipalities in the EU&UNDP Mayors for Economic Growth (M4EG) network

Project: Mayors for Economic Growth Facility (2021-2024)

Estimated time: 80-100 days until 31 August 2022

Background

The Mayors for Economic Growth Facility is a follow up of the Mayors for Economic Growth (M4EG) initiative, launched by the European Union (EU) in 2017 to support Mayors and municipalities of the Eastern Partnership (EaP) countries (Azerbaijan, Armenia, Belarus, Georgia and to become active facilitators for sustainable economic growth and job creation. While building on the successes and learning of phase 1, the new Mayors Facility seeks to introduce new tools and practices to address current and future challenges of municipalities in the EaP countries.

The M4EG Facility will develop and implement an innovative approach of understanding and managing complexity, systems thinking and portfolio building for local authorities to define their needs and solve complex problems by collaborating with different stakeholders, experimenting and testing different solutions and learning from each other, which falls within the overall frame of “strategic innovation”.

The M4EG Facility intends to:

- Establish a Learning Center that will offer learning opportunities on innovative methods to all members of the network. This learning platform will offer online and offline opportunities and provide access to a range of tools that will aim to build capacities on system transformation and complexity, foresight, sensemaking, innovative finance models, to utilize inclusive innovation processes for green recovery and development of local authorities - this will be accessible to the entire network of 350+ cities;
- Upgrade the concept and methodology to develop a new generation of Local Economic Development Plans, and support interested municipalities to devise these new generation plans;
- Announce an annual Innovation Project Call for Proposal, which is expected to lead to 20 or more pilots implemented in total and is open to all members of the network;
- 12 or more local authorities from the region will be selected to undergo a deep learning and coaching journey in developing and activating portfolios, including access to investments through an annual Portfolio Call for Proposal – which may lead to approximately 50 development options/pilots implemented;
- Regional forums, as well as national platforms, will be in place to exchange on emerging practice, inspiring action, and lessons among local governments and other stakeholders. These forums will be co-hosted by the EU and UNDP.

Scope of Work

The purpose of the assignment is to provide mentoring and expert support on Urban Imaginaries for the municipalities/local authorities who applied for the Innovation Call for Proposals. The name of the 2021 call is “URBAN MAKE-OVER; Reimagining City Life”. The call provides a grant of maximum of 60,000 USD to selected 14-20 cities during 2021-2023 (under two separate annual calls) for them to implement their individual projects during the 12 months period through economic development and vibrant community development.

URBAN MAKE-OVER focuses on creating a **responsive, resilient and sustainable urban space where the city will have increased economic opportunities and a vibrant community in various and compact forms with an embracing mindset.**

The objective of the call is to support green and inclusive economic development of secondary towns in the EaP countries. However, while having a solid economic opportunity to attract and retain companies and jobs are important, it is also necessary to cultivate a vibrant and an exciting community to attract a wide diversity of talent.¹ Therefore, a well-balanced city should fulfil a **pragmatic (utility) functions** for a society (provision of services to ensure basic necessities of life, specialized economy or sectors, education and employment opportunities, etc.), as well as an **existential functions** for a society that enriches citizen's experience (social, cultural and emotional support that goes beyond basic needs for survival).

The call will support small initiatives that seeks to **re-imagine** or re-invent aspects of the city. The interventions funded will act as '**acupuncture**' interventions - small-scale interventions that can help transform the larger urban context.

The URBAN MAKE-OVER approach has five areas of interest, where different urban structures and relationships can be explored and developed: individual, home/community, work, city and knowledge. The applicants are asked to identify in their proposals, which areas of interest they are focusing on.

Areas of Interest



The assignment has several phases in 2021 & 2022:

1. Design phase

- A. During the design phase the contractor will provide 2 inspirational talks (through own personnel and/or network) on reimagining cities to the local authorities and their partners, who applied to the Innovation Call. These talks may also be open to the entire M4EG network.
- B. Together with UNDP, craft the criteria for releasing the funds to municipalities. The Criteria will be approved by the EU-UNDP Selection Committee.
- C. The provider will provide one training session for UNDP on foresight.
- D. The contractor will work with the pre-selected municipalities to provide cohort-based support (according to their selected areas of interest) on Foresight and Imagination to

¹ <https://www.brookings.edu/research/transformational-placemaking-a-framework-to-create-connected-vibrant-and-inclusive-communities/>

help translate their proposals into novel innovation projects beyond their traditional development plans. The workshop style support would help cities to create future blueprints through reimagining their cities in the selected areas of interest and reimagine what new urban forms the cities could take. The pre-selection of the proposals will be done by UNDP Country Offices and the expected number of applicants to be mentored during the design phase will be maximum of 15.

- E. Acts as external assessors, review the concepts and provide feedback to UNDP.
- F. After the design phase the EU and UNDP will select the final grant awardees for the implementation phase. The first phase in 2021-2022 will be expected to consist of 7-10 pilots/local authorities.

2. Implementation phase

- A. The implementation phase will provide more extensive mentoring for the selected awardees on how to use the grant funding in a catalytic manner to induce the first steps of change in their urban system and seek to secure the sustainability after the implementation period.
- B. The mentoring support during the implementation phase will be around two common topics to explore:

Partnerships and Agency

- Help the municipalities to think about the agency in their urban systems and how to support diverse ways of being and belonging, of coming together and being active members of their urban spaces: how local governments can have active roles in that?
- How can the proposals build cities' social fabric? What collaborations can be created for the future?

Financing and Value

- Help the municipalities to think how to use the grants in a catalytic way and how it can generate value beyond the project: how the meaning of value can be different and how to re-think our financing models?
- How are the proposals creating value? How is it linked with the broader economic landscape?
- How to secure the future funding around the selected areas of interest?

The proposals will differ according to their local context and the selected areas of interest. The support will be provided in 3-5 cohort-based groups and it can be a mix of different types of support such as inspirational talks and expert presentations, ideation workshops, socialization with stakeholders, sensemaking and discovery all done in remote settings.

The work would be organized in working sessions with the local authorities and their project partners and should offer/cover at least 2 sessions over 12 months per city.

Based on the interactions and lessons, the provider is to craft a 2-3 pager brief per city capturing highlighted learnings and recommendation.

Governance and Accountability

The selected contractor shall work under the supervision of the Regional Project Manager and guidance from the Strategic Designer, Learning Analyst and Innovation Specialist/Team Leader of the Knowledge and Innovation Team. The contractor is expected to coordinate closely with the Regional Project Team and the EU/European Commission/DG NEAR counterpart of the project, and progress reporting/check-ins will be conducted at regular intervals. The contractor will engage and collaborate with all UNDP and EU offices engaged and as relevant under the project.

Facilities to be provided by UNDP

The contractor is to provide its own facilities.

Expected duration of the contract/assignment

The assignment is expected to be finalized by 31 August 2022.

Duty Station

Location: home-based, with possible travel to Istanbul/Turkey and Eastern Partnership Countries if relevant/as needed.

Reporting

The selected contractor will provide brief progress reports (electronically) as relevant/needed. This will be agreed upon by the provider and UNDP.

Upon the last deliverable, a final brief report (narrative/presentation) will be provided by the contractor.

Professional Qualifications of the Successful Contractor and its key personnel

The assignment will be undertaken by a reputable company/institution as per the requirements below:

- At least 5 years of experience in providing advise and services to public entities for sustainable/green development/urban transformations.
- At least 3 relevant projects and initiatives successfully conducted.

The prospective contractor shall establish a Team of Key Personnel from among its pool of expert or sourced from its partners and rosters, who shall at the very least be composed of:

Expert 1: Team lead and senior technical expert

- *At least 5 years' experience in similar assignments around sustainable urban development*
- *Experience in applying foresight and future design within urban and/or local contexts*

- *Relevant education background (master or above)*
- *Experience with UNDP, EU or other partners in similar assignment will be an asset*
- *Experience working in the Eastern Partnership countries will be an asset*

Expert 2: Technical expert

- *At least 3 years' experience in similar assignments around sustainable urban development*
- *Experience in system thinking and/or foresight within a development context*
- *Relevant education background*

The prospective bidders may propose to include additional personnel as it sees fit, and these will be evaluated by UNDP based on their relevance and value-addition to the project.

Main Deliverables and Schedule of Payments

The contract price is a fixed output-based price.

The Proposer must include in the computation of contract price the estimated professional costs of the team.

Any possible travel costs, conduct of workshop, learning platform tools etc, will borne by the project.

Below are the **key outputs or milestone activities for** which payments will be made, the corresponding percentage of the contract price that will be paid per milestone/output, including the conditions/documentations required prior to the release of any tranches of payment.

Activity	Deliverable	Estimated Delivery	Payment %
Pre-phase	0.a signing of contract and initial planning meeting	Mid November 2021	10%
1.Design phase	1.a. Provide 2 inspirational talks to the network	End January 2022	30%
	1.b. Devise together with UNDP the criteria for releasing funds		
	1.c. Provide at least 3 cohort based support sessions		
	1.d. Provide one webinar/training session for UNDP on foresight		
	1.e. Provide light review of proposals from municipalities		
2.Implementation phase	2.a. Provide at least 12 working sessions with UNDP and municipalities implementing the grants	End June 2022	45%

	2.b. Share relevant examples and expertise advise, including engaging/sharing at the M4EG Annual Forum (Feb/March 2022 tbc)		
3. Briefs	3a. Produce short briefs per city capturing highlighted learnings and recommendations	End July 2022	15%

Additional References or Resources

Website (to be updated): <https://www.m4eg.eu/en/> Launch of the project info: <https://www.m4eg.eu/en/news/the-eu-in-partnership-with-undp-promotes-inclusive-economic-growth-and-innovation-in-the-municipalities-of-the-eap-countries/>

UNDP project info: <https://open.undp.org/projects/00133169>

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:	UNDP/IRH-RFQ-202123-M4EG Urban Imaginaries	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 energies or membership of trade	<input type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues <i>(If yes, provide a Copy)</i>	
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>
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.
<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.

Yes	No	
<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 quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP/IRH-RFQ-202123-M4EG Urban Imaginaries	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/Annex 1;
- a brief methodology, approach and implementation plan in line with Annex 1;
- team composition and CVs of key personnel as per Annex 1.

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: USD

Ref	Description of Deliverables	Price
1.	Pre-phase	
2.	Design phase	
3.	Implementation phase	
4.	Briefs	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
Team lead and senior technical expert	day			
Technical Expert				
Other expenses				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

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

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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