



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: MYRFQ2021-096 Digital Rights Survey	Date: 08 November 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:

Name: UNDP Malaysia Procurement Team

Date: 08 November 2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p>Monday, 22 November 2021 5:00pm COB</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: <a href="mailto:procurement.my@undp.org">procurement.my@undp.org</a></p> <ul style="list-style-type: none"> <li>▪ File Format: pdf</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 35 MB</li> <li>▪ Mandatory subject of email: MYRFQ2021-096 Digital Rights Survey</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_investigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the</p>

	<p>vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 14 days</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted Malaysian Ringgit (MYR)</p>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <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>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <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 1 year plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" 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 2 clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<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>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>

<b>Payment Terms</b>	<input checked="" type="checkbox"/> Other Per delivery			
	<b>Deliverable</b>	<b>Breakdown with Details</b>	<b>Breakdown of Payment</b>	<b>Expected Timeline</b>
	<b>D1</b>	Develop a brief survey proposal with details including approach, scope, target audience and methodology	20%	6 December 2021 (1 week)
	<b>D2</b>	Roll out of nation-wide online survey	30%	10 January 2022 (5 weeks)
<b>D3</b>	Submit a final report (Issue Brief) and visual presentation on the survey outcome	50%	31 January 2022 (3 weeks)	
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements			
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:procurement.undp@undp.org">procurement.undp@undp.org</a> <b>All clarifications must be done at least 3 days prior to deadline.</b> <b>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b>			
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer			
<b>Evaluation criteria</b>	<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			
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order			
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP Malaysia 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.			
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)			
<b>Expected date for contract award.</b>	29 November 2021			
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.			
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>			
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> .			

	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.
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## ANNEX 1: TERMS OF REFERENCE

### Request for services for the development and implementation of a nation-wide online survey in Malaysia to capture perceptions of digital rights risks and linkages to the UN Guiding Principles on Business and Human Rights

#### UNDP Malaysia

## 1. BACKGROUND INFORMATION AND DESCRIPTION

### The Project

As a key regional development partner, Malaysia plays a central role in promoting the implementation of the United Nations Guiding Principles on Business and Human Rights (UNGPs) in Asia.

The UNGPs are the world's most authoritative and normative framework guiding efforts to address the adverse impacts of business operations on human rights. The UNGPs are grounded on three key pillars: (i) the State duty to protect human rights, (ii) the corporate responsibility to respect human rights and (iii) access to remedy. These core requirements of the corporate responsibility to respect human rights are increasingly embedded in international standards, national regulations, investor and customer expectations, industry codes, and civil society benchmarks.

While there is increased awareness of the Business and Human Rights agenda (BHR) in Malaysia and visible uptake is observed, serious challenges remain in implementation. Indeed, implementation of the UNGPs will require dedicated efforts to create and enforce rights-centred frameworks and laws, ensure policy coherence and build the capacity of all key stakeholders, from government ministries and the business sector to civil society.

### B+HR and Digital Rights

In the UN's Call to Action for Human Rights, the digital environment has been identified as a new frontier for human rights. Internet and digital technology users around the world face "censorship, surveillance, intimidation and other violations of their fundamental rights" at the hands of companies they trust with their personal data.<sup>1</sup> New technologies have been introduced with limited governance frameworks and an overall lack of social protection online.

While these digital technologies have had impacts on human rights since their introduction into mainstream use, the rights to privacy and freedom of expression are areas that have caught the attention of human rights defenders in recent years.<sup>2</sup> According to Global Partners Digital, these rights are particularly crucial as:

- Our online experience relies upon the generation, collection, processing and sharing of large amounts of data - often personal and sensitive data – that can be used to profile individuals or groups, engaging our right to privacy in ways never before seen;
- The rights to privacy and freedom of expression are "gateway rights," which enable the exercise and enjoyment of many more. Making it easier for people to communicate, particularly privately, has created opportunities for individuals to exercise their rights to freedom of association, and peaceful assembly, for example.

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<sup>1</sup> New Frontier of Human Rights. <https://www.un.org/en/content/action-for-human-rights/assets/pdf/info%20sheet%20-%20New%20Frontiers.pdf>

<sup>2</sup> Business and human rights in the digital environment. [https://www.gp-digital.org/wp-content/uploads/2020/02/BHR-in-the-Digital-Environment\\_.pdf](https://www.gp-digital.org/wp-content/uploads/2020/02/BHR-in-the-Digital-Environment_.pdf)

Given the increasing challenges facing the digital environment, UNDP, under the “Business and Human Rights in Asia: Promoting Responsible Business Practices through Regional Partnerships” project, **is seeking to identify and support a firm to develop and implement a nation-wide online survey in Malaysia to capture perceptions of digital rights risks and linkages to the UN Guiding Principles on Business and Human Rights.**

## 2. SCOPE OF WORK

Under the overall supervision of the Business and Human Rights Specialist and in close cooperation with the B+HR regional team as well as the Programme Analyst (Governance for Development), the selected firm will be tasked to support/provide services listed further in this Terms of Reference based on the following outcomes:

- Increase our understanding of the current and/or existing levels of awareness, and perceptions of digital rights in Malaysia;
- Identify key issues faced by users (“rights-holders”) in the digital space;
- Identify the key actors (“duty-bearers”) that play an important role in digital rights transformation;
- Recognize persistent policy gaps from the perspective of users on digital governance, AI/IoT and business and human rights, and related issues.

The firm will be obligated to obtain approval for all actions which will be undertaken and may not act on behalf of UNDP Malaysia unless otherwise requested and approved by the supervisor. The firm is expected to ensure coordination and timely information sharing and reporting aiming to enable effective and efficient implementation of the programme.

## 3. DELIVERABLES AND EXPECTED OUTPUTS

The assignment will directly contribute to the fulfilment of deliverables outlined as follows:

Deliverable	Breakdown with Details	Breakdown of Payment	Expected Timeline
<b>D1</b>	Develop a brief survey proposal with details including approach, scope, target audience and methodology	20%	6 December 2021 (1 week)
<b>D2</b>	Roll out of nation-wide online survey	30%	10 January 2022 (5 weeks)
<b>D3</b>	Submit a final report (Issue Brief) and visual presentation on the survey outcome	50%	31 January 2022 (3 weeks)

Final report in a layout and format ready to be published (printing costs are not expected to be borne in this contract).

The consultant will use their equipment and software.

### Intellectual Property

All information and production of the knowledge product to the assignments, as well as, outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The

products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

#### 4. GOVERNANCE AND ACCOUNTABILITY

The performance of service will be evaluated based on the actual quality deliverables, the relevance to areas of scoping described, applicability of insights and resource mobilization strategy advised during the interventions. If the service provider does not meet the require service level, UNDP will not certify payments for the deliverable i.e., no payment will be made until UNDP certifies and accepts the deliverables. Eventually, if the deliverables are not met as per specifications, the contract may be terminated as per UNDP Procurement rules and regulations.

The service provider is required to work closely with Business and Human Rights Specialist. The overall assignment will be supervised and provided oversight by UNDP's Business and Human Rights Specialist, Governance Team, Research Team and UNDP's BHR Regional Team.

Updates and reports will be submitted in line with the Scope of Work and Deliverables unless otherwise requested by designate. The Service Provider may be requested to present or report on activities to the Country Office and/or Management Team.

The Service Provider will maintain direct communication with the Business and Human Rights Specialist and Governance Team members, and/or other staff in UNDP, in order to ensure delivery of high-quality services tailored for specific audiences.

Final approval on undertaking of specific activities remains with UNDP Malaysia as mentioned above.

#### 5. FACILITIES TO BE PROVIDED BY UNDP

The UNDP Team will be available to transfer the specific knowledge needed with regards to the the Business and Human Rights Asia project, which can be useful for the Service Provider. The UNDP Team will consist of:

- Business and Human Rights Specialist
- Business and Human Rights Regional Team
- Governance Team Members
- Management Team

The implementation of this activity does not foresee support personnel or logistic support to be provided by UNDP at any stage of implementation.

#### 6. EXPECTED DURATION OF THE CONTRACT

The timeframe for delivering services under this Terms of Reference begins with the date of the signature and ends 10 weeks upon date of signature with the possibility of extension, depending on needs, satisfactory performance, and budget availability.

The assignment is estimated to commence 29 November 2021. The assignment will need to be completed by 31 January 2022, unless otherwise agreed upon with UNDP.

## 7. PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND ITS KEY PERSONEL

In order to ensure delivery of high-quality capacity building services, the successful firm is expected to have strong and proven experience in digital/human rights programming in the country and/or around the region, familiarity with key international human rights or BHR frameworks and systems, as well as the understanding and ability to relate to any / all of the cultures / targeted audiences in the country.

Required Qualifications for the Firm
<ul style="list-style-type: none"> <li>• Minimum <b>2 years</b> of experience in technology, digital law, human rights, business and human rights, social or environmental law, governance, social science, political science, international development, international affairs, or related disciplines;</li> <li>• Demonstrated experience in conducting surveys in the field of human rights, social or environmental law, governance, social science, political science, international development, or related disciplines;</li> <li>• UN experience with sound understanding of the UN systems and of UNDP mandates and role in crises context is an asset.</li> </ul>

Skills and a proven track record in developing programming aimed the protection migrant workers will be a strong asset.

The successful firm may need to establish a team with the following professional experience of key staff. This is to **serve as a guide**; however, experiences and number of persons are not limited to the following:

Position	Required Competencies and Conditions
Team Leader / Lead account Manager	<ul style="list-style-type: none"> <li>• Bachelor's degree in information technology, law, human rights, international relations, development studies, business studies, social science or any other related field;</li> <li>• At least 3 years of experience working on issues related to human rights and/or digital rights, civic technology, responsible business conduct, business and human rights or related topics;</li> <li>• Experience in developing and conducting surveys and reporting on outcomes;</li> <li>• Experience working with CSOs, NGOs, INGOs or any UN agencies is desirable;</li> <li>• Fluency in English (knowledge of Bahasa Malaysia is desirable).</li> </ul>
Supporting team members (1-2)	<ul style="list-style-type: none"> <li>• Bachelor's degree in information technology, law, human rights, international relations, development studies, business studies, social science or any other related field;</li> <li>• At least 2 years of experience working on issues related to human rights and/or digital rights, civic technology, responsible business conduct, business and human rights or related topics;</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in developing and conducting surveys and reporting on outcomes;</li> <li>• Experience working with CSOs, NGOs, INGOs or any UN agencies is desirable;</li> <li>• Fluency in English (knowledge of Bahasa Malaysia is desirable).</li> </ul>
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**Corporate Competencies**

- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
- Demonstrates diplomacy and tact in dealing with sensitive and complex situations;
- Strong communication, team building, interpersonal, analysis, and planning skills.

**Professionalism**

- Demonstrates professional competence and mastery of the subject matter;
- Demonstrated ability to negotiate and apply good judgment;
- Shows pride in work and in achievements;
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

**Planning & Organizing**

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships;
- Plans, coordinates and organizes workload while remaining aware of changing priorities and competing deadlines;
- Establishes, builds and maintains effective working relationships with staff, partners and beneficiaries to achieve the planned results.

**8. REPORTING**

Reporting is considered as the formal presentation of relevant indicators / information and is related to service delivery under these Terms of Reference. The Service Provider is expected to provide updates or reports for approval by the designate representatives. Following updates or reports are required:

**a) Monthly activity updates**

Monthly updates should be planned in consultation with the Business and Human Rights Specialist and B+HR regional team. UNDP may also request for updates as and when required.

**b) Final report (Issue Brief)**

Submitted as the final deliverable. Should there be unexpected delays, service provider may request for additional time in consultation with UNDP.

**c) Presentation of findings**

Presentation of outcomes and findings based on the final outcome report.

## 9. PRICE AND SCHEDULE OF PAYMENTS

The breakdown of the payment terms is as below:

1. Upon submission and acceptance of deliverable 1: 20%
2. Upon submission and acceptance of deliverable 2: 30%
3. Upon submission and acceptance of deliverable 3: 50%

Payments will be made based on successful achievement delivery of the deliverables as indicated in the TOR under sub header “Deliverables and Expected Outputs” ‘with written acceptance by UNDP.

**Remark:** UNDP holds the right to reject development or implementation of some of assignment tasks or to reduce the scope of assignment tasks. In that case, the price of the rejected or reduced tasks would be subtracted from the total price.

## 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:	MYRFQ2021-096 Digital Rights Survey	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 institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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.			
<b>Previous relevant experience: 3 contracts</b>				
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"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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"/>	<b>Prohibitions, Sanctions:</b> 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"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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:	MYRFQ2021-096 Digital Rights Survey	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: MYR

Ref	Description of Deliverables	Price
1.	Develop a brief survey proposal with details including approach, scope, target audience and methodology (20%)	
2.	Roll out of nation-wide online survey (30%)	
3.	Submit a final report (issue brief) and visual presentation on the survey outcome (50%)	
<b>Total Price</b>		

#### Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel (Name/ Position)				
Team Leader / Lead Account Manager	day			
Supporting Team members				
Other expenses (if applicable)				
International flights				
Subsistence allowance				
Local Transportation				

Communication				
Other Costs: (please specify)				
<b>Total</b>				

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