

*United Nations Development Programme*



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# REQUEST FOR PROPOSAL

## LONG-TERM AGREEMENT (LTA)

### **For provision of event management services under Post-referendum Support and Sustaining Peace in Bougainville Projects in Papua New Guinea (RE-ADVERTISED)**

RFP No.: RE-RFP/PNG/012-2021

Projects: UNDP's Bougainville Programme: Post-referendum Process Support, Sustaining Peace in Bougainville and Sustaining Peace through Economic Empowerment Projects

Country: Papua New Guinea

Issued on: 14 November 2021

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## Section 1. Letter of Invitation

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The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [procurement.pg@undp.org](mailto:procurement.pg@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:



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Title: Operations Manager

Date: **November 14, 2021**



## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid 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.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 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 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_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 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 or dinners.</p> <p>2.3 In pursuance of this policy, UNDP            (a) Shall reject a proposal 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 of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
3. Eligibility	<p>3.1 A vendor should 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.</p>

	3.2	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.
<b>4. Conflict of Interests</b>	4.1	<p>Bidders must 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. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul>
	4.2	In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.
	4.3	<p>Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p>
	4.4	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 RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.
<b>B. PREPARATION OF PROPOSALS</b>		
<b>5. General Considerations</b>	5.1	In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
	5.2	The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP

<b>6. Cost of Preparation of Proposal</b>	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
<b>7. Language</b>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
<b>8. Documents Comprising the Proposal</b>	8.1 The Proposal shall comprise of the following documents: <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<b>11. Financial Proposals</b>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30)

	<p>days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> </ul> </li> </ul> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</li> <li>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal 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 Proposal; 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.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p>



	<p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) 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 Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original</p>

	Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
<b>17. Extension of Proposal Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement</p>

	<p>website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22.Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> </ul> </li> <li>iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS.</li> </ul> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
<b>Email Submission</b>	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with</li> </ul>

<b>tendering submission</b>	<p>different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<b>24. Withdrawal, Substitution, and Modification of Proposals</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Cancelling, Editing, and re-submitting the proposal directly in the system. It is</p>

	<p>the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25. Proposal Opening</b>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Proposals</b>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>They have a good financial standing and have access to adequate financial</li> </ol>

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical and Financial Proposals</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>

<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of</p>

	<p>the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
<b>36. Award Criteria</b>	<p>36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.</p>
<b>37. Debriefing</b>	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.</p>
<b>38. Right to Vary Requirements at the Time of Award</b>	<p>38.1 At the time of award of Contract, UNDP reserves the right to vary 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.</p>
<b>39. Contract Signature</b>	<p>39.1 Within fifteen (15) days from the date of receipt of the contract, the successful Bidder shall sign and date the contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the contract to the Second Ranked Bidder or call for new Proposals.</p>
<b>40. Contract Type and</b>	<p>40.1 The types of contract to be signed and the applicable UNDP Contract General</p>



<b>General Terms and Conditions</b>	Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	<p>41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.</p>
<b>42. Bank Guarantee for Advanced Payment</b>	<p>42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<b>43. Liquidated Damages</b>	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the contract.</p>
<b>44. Payment Provisions</b>	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be affected by bank transfer in the currency of contract.</p>
<b>45. Vendor Protest</b>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN</p>

	staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;refer</a> <a href="#">er</a>
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## Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time and date: November 22, 17:00 PNG time</p> <p>Venue: <a href="https://undp.zoom.us/j/84829145199">https://undp.zoom.us/j/84829145199</a></p> <p>The UNDP focal point for the arrangement is:</p> <p>E-mail: <a href="mailto:procurement.pg@undp.org">procurement.pg@undp.org</a></p>
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>If the Contractor fails to deliver the specified services within the time period(s) stipulated in the contract, the UNDP may without prejudice</p>

			to its other remedies under the contract, deduct 0.5% of the complete deliverable for each day of delay until actual delivery. Once the maximum is reached, UNDP may consider termination of the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar or PGK
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Unit E-mail address: procuremen.pg@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering  Once uploaded, Prospective Bidders (i.e. Bidders that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Bidders to view the respective changes and clarifications in the system
14	23	Deadline for Submission	Proposals shall be submitted on or before 5.00 p.m. (PNG time) on <b>Wednesday, December 1, 2021</b>  For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.  PLEASE NOTE:  1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. It is the responsibility of the Bidders to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system.  2. Submit your proposal a day prior or well before the closing.
14	22	Allowable Manner of Submitting Proposals	e-Tendering

15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>  <u>Insert BU Code PNG 10 and <b>RERFP21-12</b></u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>• Format: PDF files, word, excel files only.</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. Bidders are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the bid being rejected.</li> <li>• Please note: Any proposal sent to the private email addresses of any procurement staff will not be accepted.</li> <li>• Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP.</li> </ul> <p><u>Further instructions:</u></p> <p>The Bidders shall submit their proposals online in eTendering system. In this regard, the Proposer shall upload separate proposals for:</p> <p>1) Technical Proposal; and 2) Financial Proposal, as separate attachments/files clearly marked as "Technical Proposal" and "Financial Proposal". Financial proposal should be submitted as separate files and protected with different password.</p> <p>2. To secure your financial offer, please SET-UP A PASSWORD for the Financial Proposal which will be requested as follows:</p> <p>a) The password for Financial Proposal will be requested from Bidders if they are successful in the Technical Proposal evaluation. Only those who achieved the minimum score on the technical evaluation will be requested to provide the password to the financial proposals.</p> <p>b) It is strongly suggested that Bidders make a note of the passwords and keep them in a safe place. If we are unable to open the file because of forgotten password (s), the proposal will be disqualified.</p> <p>c) Do not put amount of financial proposal in the eTendering system, but indicate "1".</p>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>

18		Expected date for commencement of contract	<i>December 30, 2021</i>
19		Maximum expected duration of contract	The assignment should be completed in accordance with timelines stated in the Section 5 Terms of Reference.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23		Other Information Related to the RFP	Not applicable

## Section 4. Evaluation Criteria

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### Required documents

- Company Profile, which should not exceed ten (10) pages.
- Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder.
- Statement of Satisfactory Performance (reference letters) from the Top 3 Clients in terms of Contract Value the past 2 years. Reference letters from international organizations, development partners and government institutions will be considered as an advantage.
- List of corporate clients highlighting similar contracts for clients of comparable business nature and/or size as UNDP/UN.
- List of events conducted within the past 2 years, relevant in scope and nature to the current TOR.
- List of hotels/venues with which contract relations are established and discounts are available.
- Information about sustainable practices currently set in forth by the bidder (if available);
- Green policy implemented on an organizational level (if available);
- Sustainable strategy elaborated for service provision in frames of this LTA (if available);
- Events related waste recycling procedures description (if available);
- Proof of gender parity in the organization (if available);
- Quality assurance mechanism description including a complaint and grievance system.
- Current Organogram and List of the equipment / supporting services available.
- Should part of the work under this Terms of Reference be sub-contracted, the Proposer should provide documents and experience related information concerning the sub-contractor. Sub-contracting arrangements in this case must be clearly described in the Technical Proposal.
- CVs of responsible staff highlighting experiences in servicing similar contracts.
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years.
- Duly signed Technical and Financial proposals as per Forms A, B, F and G. Financial proposal must be in a separate file and password protected.

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Submitted within deadline
- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately with the password-protected financial proposal
- Bid Validity

## Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Proven experience in the provision of event management services: 3 years. An average number of events serviced per year over the last 3 years – at least 20.	Form D: Qualification Form
<b>Financial Standing</b>	Minimum annual turnover over the past 2 years shall equal to no less than USD 125,000.00	Form D: Qualification Form
	Any additional criteria if required: At least 5 qualified staff who will work on the contract. Team Leader and Event Manager should correspond to the minimum requirements provided in the below table.	

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.



## Technical Evaluation Criteria

Evaluation Matrix		
Section 1. Organizational strength and relevant expertise		Points obtainable
1.1	Proven experience in the provision of event management services management (60 points max): - minimum of 3 years – 40 points; - 4-5 years – 50 points; - 6 and more – 60 points.	60
1.2	Financial stability - Minimum annual turnover over the past 2 years (40 points max): - yearly turnover from USD 125 000 to USD 200 000 - 20 points; - yearly turnover from USD 200 001 and more - 40 points.	40
1.3	Number of qualified core staff on the contracts (30 points max): - at least 5 qualified staff – 10 points; - 6-8 –15 points; - 9-11 20 points; - 12 and more - 30 points.	30
1.4	Average number of events serviced per year over the last 3 years (40 points max): - 20 – 30 projects – 30 points; - 31 projects and more – 40 points;	40
1.5	Reference letters from top clients for the provision of relevant services (30 points max): 3 – 4 references - 20 points; 5 and more – 30 points.	30
1.6	Enough equipment availability as specified in TOR (20 points max)	20
1.7	Quality assurance procedures in place (20 points max): - Quality assurance standards are in place/formulated - 10 points; - Quality Assurance Manager/Focal Point is designated and functioning and availability of complaint and grievance system –10 points	20
1.8	Availability of own internal technical capacity for provision of major supporting service, such as catering – 20 points, printing – 10 points, translation –10 points. (up to 40 points)	40
1.90	Sustainable strategies and practices set in forth and effective (up to 20 points max) - Green policy implemented on organizational level – 5 points; - Sustainable strategy for service provision is well elaborated - 5 points; - Events related waste recycling procedures developed and successfully implemented – 5 points; - Gender parity in the organization – 5 points.	20
Total Section 1		300
Section 2. . Understanding of the assignment, proposed approach and methodology		Points obtainable

Evaluation Matrix		
Section 1. Organizational strength and relevant expertise		Points obtainable
2.1	To what degree does the Proposer understand the scope of work requested? (assessed based on the Proposer's overall description of the scope of services proposed as per section 2 of the Technical Proposal)	40
2.2	Is the scope of task well defined and does it correspond to the ToR (assessed based on the section 2 of Technical Proposal)?	
	a) Quality and completeness of the proposed conference package: conference banners and direction guiding signs, agenda, hand out materials, water, necessary equipment (e.g. projector, laser pointer, dictaphone etc.) can be provided in full scope (40 points max)	40
	b) Quality and variety of premises proposed; direct agreements with hotels and conference venues (40 points max)	40
	c) Catering services agreements with reputable suppliers (40 points max)	40
	d) Transportation services (10 points max)	10
	e) Translation/Interpretation services (10 points max)	10
	f) Other services (10 points max)	10
2.3	Management of large number of requests for each client/organization at the same time. Demonstration of how the Proposer deals with incoming requests for events management where several requests are required in more than one place. And in case simultaneous events are required.	10
2.4	Presence of company's capacity and control management systems to deal with several requests/ entities/clients at the same time	10
2.5	Minimal extent to which any event management services would be subcontracted (subcontracting carries additional risks which may affect implementation of event management services, but properly done it Proposals a chance to access specialized skills.)	10
2.6	System of unforeseen situations management that might affect the continuation or even the commencement of a certain event on time (example).	10
2.7	Risk mitigation system in place.	10
2.8	Presence of the personnel/monitoring system(s) to manage events in an efficient manner and within the required time.	10
2.90	System of ensuring the quality of services provided within the acceptable range	10
Total Section 2		260
Section 3. Management Structure and Key Personnel		Points obtainable
3.1	<b>Project manager</b>	
	Bachelor's degree in Administration, International Relations or related field	20
	At least 3 years of experience in the area of leading provision of the event management services (3 years – 20 points; 4-5 years – 25 points; more than 5 years – 30 points)	30
	At least 3 years of experience in the area of leading provision of the event management services (3 years – 20 points; 4-5 years – 25 points; more than 5 years – 30 points)	30
	Proven successful experience in the similar assignments projects with acknowledged results, including projects for the international organizations, government (up to 10 points)	10

Evaluation Matrix		
Section 1. Organizational strength and relevant expertise		Points obtainable
	Language Qualifications (Tok Pisin and command English – 5 points, Tok Pisin and fluent English – 10 points)	10
3.2	<b>Event manager/s to be directly involved during contract implementation #1</b>	
	At least 3 years of experience in the area of event management (3 years – 15 points; more than 3 years – 20 points)	20
	Proven successful experience in the event management for the national government/international organizations/companies (up to 10 points)	10
	Language Qualifications (Tok Pisin – 5 points, Tok Pisin and English – 10 points)	10
<b>Total Section 3</b>		<b>140</b>
Comments		
Summary of Technical Proposal Evaluation Forms		Points Obtainable
1	Bidder's qualifications, capacity and experience	300
2	Proposed Methodology, Approach and Implementation Plan	260
3	Management Structure and Key Personnel	140
	<b>Total</b>	<b>700</b>

## Section 5. Terms of Reference

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UNDP's Bougainville Programme is seeking to recruit a company that provides event management services for project-related activities conducting political dialogue meetings, workshops, trainings, conferences and exchange visits.

### a. Background Information and Rationale, Project Description

The United Nations Development Programme (UNDP) has had a long and proud history in Papua New Guinea (PNG), working in all areas of development over the last 30 years, since the first UNDP office opened in PNG in 1981. With the support of the Government of PNG, and partners and donors, UNDP has forged strong bonds and built successful working relationships in all PNG provinces.

The UNDP also works in Bougainville, which is an Autonomous Region of PNG. In 2001, the Bougainville Peace Agreement (BPA) was signed between the National Government of Papua New Guinea (GoPNG) and leaders representing the people of Bougainville. The BPA marked the end of a decade-long civil conflict in which up to 20,000 people died and many more were left without family, access to basic services and infrastructure, traumatized and scarred for life. With an estimated population of over 300,000 people, speaking 28 languages, in 33 constituencies stretching from the atolls and islands to the mountains that dominate the Centre of the mainland, Bougainville is an incredibly diverse region. Bougainvilleans voted overwhelmingly for independence in the 2019 referendum and the two governments are now consulting on the ratification of the referendum outcomes and the next steps in Bougainville's peace process.

To continue to support the two governments with the implementation of BPA, including the post referendum process, UNDP has three active Projects in Bougainville:

- The Post-Referendum Process Support Project provides for the immediate post-referendum processes, including provision of technical and logistical support, capacity building on the ratification process, continued awareness to the people of Bougainville and PNG on the progress and ensuring inclusive opportunities that supports meaningful participation.
- A cost extension of the PBF's Sustaining Peace in Bougainville Project, implemented by UNDP, UN Women and UNFPA runs in parallel to the above project and ensure the post-referendum process is inclusive, with the participation of marginalized groups (women, youth and veterans). In addition, the project will work with the key actors to support outlying factions, who remain outside of the peace agreement, engage in the dialogue and come into the peace architecture.
- Sustaining Peace through Economic Empowerment Project is designed to support the ongoing Bougainville peacebuilding process on political and economic dimensions. The project will provide independent, neutral support to the two governments to assist in the progression of the BPA with a particular focus on the post referendum process. Capacity building of key participants involved in the political dialogue Assistance for the ratification process on achieving the future political status of Bougainville following the referendum outcome. In addition, the Government of Japan's assistance will stimulate opportunities for investment and jobs, particularly for youth and women.

To support event management, planning and coordination for project activities in Bougainville, UNDP is recruiting an Event Planning and Management Company. The project events are planned and coordinated closely with key stakeholders and partners in the Autonomous Bougainville Government and the National Government of Papua New Guinea and cover the following:

- Bougainville Economic Investment Summit: The Summit is intended to assist the Autonomous Region of Bougainville (ARoB) to strengthen economic services and investment opportunities in areas such as tourism, fisheries, agriculture, forestry and other relevant non-mineral resource sectors. The Summit will provide a forum for key stakeholders to discuss the economic and investment activities and potential of the ARoB and chart a roadmap (building on the Bougainville Strategic Development Plan, 2018-2022) for inclusive and sustainable growth and development. The Summit is also designed as an avenue to sensitize potential investors on investment opportunities in the ARoB and to inform development partners on economic development needs. Side events engaging private sector, youth, women and potential investors may be conducted prior to or after the Summit.
- Post-referendum Consultation Dialogue meetings: Regular ongoing dialogue between ABG and Government of PNG is facilitated to support the continued delivery of the Bougainville Peace Agreement. The Consultation meetings are conducted on quarterly basis.
- the Joint Supervisory Body (JSB) meetings: the JSB oversees the implementation of the BPA and conveys meeting up to 2-3 meetings annually.
- Livelihood skills, digital and computer literacy trainings: The trainings are designed to youth and women in Bougainville and will be delivered through Innovation Hubs in Buka, Buin and Arawa, that are currently under construction.

## **b. Scope of work**

The event planning and management support company should provide a strategic lens to the coordination, planning and event management processes. The awarded contract is expected to be a long-term agreement (LTA).

The preliminary schedule of events is the following:

<b>Name of the event</b>	<b>Preliminary date and location</b>	<b>Approximate size of the event</b>
Bougainville Economic Investment Summit and side-events prior or after the Summit (tentatively 3-4 days)	November 2021, Buka or Arawa	300/per one day of event
Post-referendum Consultation Dialogue meetings (up to three two-day meetings)	Buin, November 2021 2022 (tbc)	100/per one two-day meeting
Joint Supervisory Body meetings (up to two two-day meetings)	2022 (tbc)	100/per one two*day meeting
Livelihood skills, digital and computer literacy trainings (up to four five-day trainings) to youth and women	February 2022- December 2022; Buka, Buin and Arawa	100/per one training in each town

\*) For main events are listed however there could be addition smaller events related to consultation dialogue or livelihood trainings.

The LTA will be signed for 1 year with an additional one year of possible extension. UNDP doesn't warrant any specific volume for event management services under LTA. During the contracting period, the company can be request to provide event management services for the 3 projects in Bougainville.

The Contractor/Service Provider shall, upon request and receipt of duly authorized instructions from UNDP, facilitate, organize and make all necessary arrangements for hosting the Event(s).

The exact requirements for each Event shall be instructed by a "Service Order" (i.e. request for each event) to be issued by UNDP. This shall include arranging rental of hotel venues and all associated facilities and services required for the event(s) as described below:

1. **Invitation of Participants** - Participants' invitations, follow-up on the invitation and registration.
2. **Identify and provide the venue**, including the arrangement of equipment & services as requested for each event in Buka, Arawa, Buin and other towns in Autonomous Region of Bougainville (AROB):
  - The Service Provider shall identify the most appropriate offer for the venue in accordance with UNDP's instructions (specification).
  - The Service Provider shall submit the evidential documents on selecting process of the venues upon the request of UNDP.
  - During the process of identifying the event venue and as per UNDP request for each event, the Service Provider shall take into consideration the available facilities, such as adequate size, level of the hotels and required equipment/material.
  - The Service Provider shall arrange the venue in accordance with UNDP instruction.
  - The Service Provider shall ensure all required audio-visual equipment is available and operational in all the rooms as required.
  - The Service Provider shall ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms.
  - The Service Provider shall provide catering services if requested (specified) by UNDP.
  - The Service Provider shall provide conference material as per the request of UNDP (production of meeting documents and information materials, preparation and distribution of information pack to participants, preparation of participants' soft copies with all relevant meeting materials, design and preparation of badges, coping and provision of flash cards).
  - The Service Provider shall engage external moderators/trainers/facilitators/photographers/entertainers for the event upon request.
  - The Service Provider shall compensate for travel-related entitlements to participants upon request.
3. **Provide Accommodation Arrangements:**
  - The Service Provider is required to book for the participants' accommodation. Usually, this is required. However, it is to be considered that UNDP may require accommodation services alone.
  - The Service Provider is required to compile a rooming list for all participants, liaise directly with the hotel and allocate rooms.
  - The Service Provider shall ensure accuracy of arrival/departure information, negotiate special terms for early check-in, late check-out, the latest possible date for free cancellation whenever possible.
  - The Service Provider shall ensure that the provided accommodations are clean, well heated and air conditioning is available as required.

## 5. **Provide Transportation Services:**

It is expected that the Service Provider provides transportation services for participants as required.

- Transportation across AROB.
- Airport pickup to the place of the event.
- Transportation from and to the location of the event, transportation between locations of the event if the event is taking place in different premises.

## 6. **Arrangement of Payments to Participants of the Event (if such requested by UNDP):**

The Service Provider shall provide payment of Per Diem, transportation cost and terminals to participants as per UNDP instructed amount in line with UNDP's rules and regulations. UNDP will reimburse the payments upon submitting the supporting documents of receipts of payments. Payment of Per Diem, transportation and terminals shall be enveloped for each participant.

## c. **Key Performance Indicators and Requirements to the Services**

### 1. **General Service Requirements:**

- a. The response time to UNDP order/query shall not exceed 48 hours and the detailed quote for requested venues/events shall be provided accordingly.
- b. The Service Provider shall provide polite, responsive and efficient service at all times to fulfill the UNDP requirements. As a service objective, telephone calls/text messages/e-mails should be answered promptly. When it is necessary to place calls on hold, they should not be kept on hold for more than a few (i.e. five) minutes and call-back, when necessary, should be made within 1 (one) hour.
- c. The Service Provider shall organize the required services at the proposed agreed time.
- d. The Service Provider shall assign at least one focal point to provide the needed support during the event as per UNDP's instructions.
- e. The Service Provider's employees shall perform their functions in a highly efficient and professional manner in line with UNDP's requirements.
- f. The Service Provider shall nominate clearly the supervisor(s) responsible for the overall management of UNDP account.
- g. Availability of support 24/7 for the UNDP Manager/Focal point.

### 2. **Event Arrangement and Provision Supplementary Services Requirements:**

- a. Upon instructions from UNDP the Service Provider shall make the booking of the venue of the event in a timely manner – that is usually within 2 working days from receipt of order and submit the booking confirmation to UNDP.
- b. Conference Package to be provided as per instructions, sustainable and recyclable materials to be used for the products included in the package till a maximum possible extent.
- c. The Service Provider shall arrange to hire qualified interpreters/translators.
- d. The Service Provider shall arrange for fully functioning and 'day of event' support for all electrical equipment needed for the event, including audio-visual equipment, wireless microphones, teleconferencing equipment, audio interpretation systems (booth, sound system, receivers, etc.).
- e. The Service Provider shall arrange for quality workshop materials and stationery (such as banners,

flags data shows, decoration, signs, photography and notepads etc.) as required in-service request.

- f. The Service Provider shall arrange catering of various types, including coffee/tea breaks, lunchbox or catering services for the hot or cold lunch buffet, aperitifs, dinner buffet, full seating or standing according to UNDP's instructions.
- g. The Service Provider shall provide, according to UNDP instructions/Terms of Reference or Service request qualified external moderators, facilitators, entertainers for specialized events.
- h. The Service Provider shall provide qualified professional video recording/photography services for the event as per UNDP's instructions.

### **3. Requirements for catering services:**

- a. Catering services will be ordered in the majority of cases for UNDP when placing an order for an event. Catering services in-house or sub-contracted shall ensure quality food and drinks according to all public health and safety standards required for foodservice, qualified and properly trained kitchen and food service staff, in clean and suitably equipped dining facilities.
- b. Catering services shall further be able to provide options for participants who have dietary restrictions.
- c. The use of single-use plastics should be limited.

### **4. Accommodation arrangements requirements:**

- a. Accommodation shall be arranged in hotels that correspond to the requirements stated in UNDP orders, single standard room or superior room, at least breakfast and wi-fi included.
- b. It is generally advised that the hotel chosen for accommodation has the necessary conference facilities.
- c. Dinner and/or lunch should be provided according to the specific type as requested by UNDP (optional).
- d. Accommodation shall be at the same event venue or a hotel nearby considering the transportation arrangement if requested by UNDP.
- e. The Service Provider shall make reservations of accommodations for the participants and provide confirming reservations list to UNDP.
- f. Security requirement to the hotel/venue.
  - Hotel/venue should not be located in the vicinity of government premises and other locations where the demonstrations and large public gatherings usually occur.
  - Hotel/venue should have its own security service, who are deployed both on the perimeter of the hotel and inside the building as well.
  - Hotel/venue should have CCTV with at least 2 weeks recording capacity working 24/7, monitoring the exterior and interior of the hotel. There should be dedicated staff for monitoring the CCTV, ideally also on 24/7 basis.
  - Hotel/venue should have a sufficient number of First Aid kits and at least one defibrillator (AED). Hotel/venue staff should be trained on the first aid. First aid kits must be regularly checked and replenished as needed.

### **5. Transportation Arrangements Requirements:**

- a. The Service Provider shall provide safe, stress-free (drivers are professional, participants can easily identify drivers upon arrival, drivers willing to assist with luggage, drivers are polite toward all



passengers regardless, no on-the-spot cash payments are required from participants), and appropriate, on-time airport pick up /transfer for the participants in required standard, such as bus, taxi, or car hire or suitable vehicle for VIP etc.

- b. The Service Provider shall provide safe and appropriate transportation from the venue of accommodation for, outside visit, or evening and social events etc., according to schedules and timing requested by the UNDP in a timely manner.
- c. All vehicles and drivers should be insured. Drivers should have not less than 5 years of experience driving the required type of vehicle requested.
- d. All vehicles provided should be clean and well maintained.
- e. The service provider should be able to provide mini-bus.

#### **6. Requirements to translation/interpretation and supplementary services:**

UNDP may request a Service Provider to arrange Tok Pisin/English and English/Tok Pisin sequential or simultaneous translation/interpretation, together with equipment for simultaneous interpretation including delivery and installation, engineer support.

*The Contractor, therefore, shall clearly identify its capacity to provide the latter service and furnish information on its existing roster of interpreters (including CVs) in its proposal.*

#### **7. Requirements for reimbursement of travel costs and distribution Per Diems (if required):**

- a. UNDP may request the Service Provider to reimburse travel costs (amount of reimbursement depends on the actual travel cost incurred) to participants in each particular case (the exact amount and the list of names with figures will be attached to each particular request).
- b. Certification documents as proof of incurred expenses for travel are a must.
- c. The Service Provider shall upon request pay Per Diem to the participants attending a meeting in accordance with the UNDP rules and regulations. The Service Provider shall monitor participants check-in, which should be taken into consideration when paying the Per Diems.

#### **8. Requirements for personal:**

- a. The Service Provider guarantees that the personnel assigned to handle the UNDP's event arrangements shall be fully qualified, trained, have strong logistic, administrative and communication skills and shall receive periodic training as required.
- b. The Service Provider shall assign adequate numbers of personnel to provide fully satisfactory services according to the volume/number of participants, types of services/requirements to fulfill its obligations under the Contract with the UNDP. In general, the Contractor shall assign the relevant personnel according to their technical know-how and reliability.
- c. The Service Provider shall assign a senior representative experienced in providing corporate event management services to oversee the event management services provided to the UNDP and to ensure full compliance with all requirements of the Contract with the UNDP.
- d. The Contractor's employees shall perform their functions in a highly efficient and professional manner maintaining full confidentiality of all UNDP events.
- e. The Contractor should demonstrate that the following roles and functions can be fully met:
  - *Project Manager. Minimum experience and qualifications requirements are stipulated in Section 4.*
  - *Events Manager/s. Each event shall have a dedicated events manager(s) who will be responsible for coordinating with the requesting UNDP entity as well as the inputs provided to the event).*

*Please provide CVs for at least one event manager. Minimum experience and qualifications requirements are stipulated in Section 4.*

**11. Other Requirements:**

- I. The Service Provider should negotiate the best possible deals for UNDP with hotels and other sub-vendors where UNDP shall have access to such deals.
- II. Any commissions provided by the hotels and other sub-vendors to the Services Providers should be passed into UNDP. The Service Provider's sole income for the services under the LTA should be the management fee. If found otherwise, UNDP may terminate the LTA.
- III. Any information provided to the Service Provider in terms of location of the event, number of participants, and their personal data and any other related information shall be dealt with strict confidentiality.

**12. Reporting requirements**

The Contractor shall provide the respective procuring UNDP with management information reports consisting, at a minimum, of the following:

- I. The Contractor shall establish and monitor on a regular and continual basis the quality of event management services provided to the UNDP.
- II. The UNDP reserves the right to conduct the own quality control of the services provided as well as documentation or other spot check and, if required, suggest the possible improvements to the Contractor.
- III. The Service Provider shall maintain a customer feedback record for every venue based on feedback received from UNDP, both positive and negative.

**d. Price and Schedule of Payments**

With the framework of the mentioned projects, the selected company is expected to provide event management services, including arranging transport, meals, venue and accommodation rental. Please, note that UNDP doesn't warrant any specific volume under the LTA.

- a) The payment will be done to the Company after successful completion of each event with possibility of maximum 20% of advance payment before each order.
- b) The Service Provider agrees that no services are provided for any events without an authorized commitment from the UNDP. During events, should any services be requested which are not included in the authorized financial commitment from the UNDP, the UNDP agreement to pay for these services must be provided by the UNDP in advance.

## Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in a separate sealed envelope/password protected email)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) 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;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

**Please attach the following documents:**

- Company Profile, which should not exceed ten (10) pages.
- Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder.
- Statement of Satisfactory Performance (reference letters) from the Top 3 Clients in terms of Contract Value the past 2 years. Reference letters from international organizations, development partners and government institutions will be considered as an advantage.
- List of corporate clients highlighting similar contracts for clients of comparable business nature and/or size as UNDP/UN.
- List of events conducted within the past 2 years, relevant in scope and nature to the current TOR.
- List of hotels/venues with which contract relations are established and discounts are available.
- Information about sustainable practices currently set in forth by the bidder (if available);
- Green policy implemented on an organizational level (if available);
- Sustainable strategy elaborated for service provision in frames of this LTA (if available);
- Events related waste recycling procedures description (if available);
- Proof of gender parity in the organization (if available);
- Quality assurance mechanism description including a complaint and grievance system.
- Current Organogram and List of the equipment / supporting services available.
- Should part of the work under this ToR be sub-contracted, the Proposer should provide documents and experience related information concerning the sub-contractor. Sub-contracting arrangements in this case must be clearly described in the Technical Proposal.
- CVs of responsible staff highlighting experiences in servicing similar contracts.
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years.
- Duly signed Technical and Financial proposals as per Forms A, B, F and G. Financial proposal must be in a separate file and password protected.
-

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfilment of the provisions of the contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client:  Address of Client:  Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client:  Address of Client:  Matter in dispute:	

	Party who initiated the dispute:  Status of dispute:  Party awarded if resolved:	
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## Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 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

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

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.

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- Please describe the conference package.
- Please list direct agreements with hotels and conference venues your company has and general approach to booking venues and accommodations.
- Please list catering services agreements.
- Please provide information on how transportation services are expected to be provided.
- Please provide information on how translation services are expected to be provided.
- Please demonstrate how your company will deal with incoming requests for events management where several requests are required in more than one place.
- Please describe which event management services would be subcontracted.
- System of unforeseen situations management that might affect the continuation or even the commencement of a certain event on time (example).

- Please elaborate on the risk mitigation system, presence of the personnel/monitoring system(s) to manage events, a system of ensuring the quality of services provided.

## SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

## SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<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]
<b>References</b>	<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, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

## Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Proposer is required to prepare the Financial Proposal in a password protected file, separated from the rest of the RFP as indicated in the Instruction to Proposers, separately for each lot. The format of financial proposal is provided as Form G should be provided in two files: pdf format duly signed and a separate xls. file filled in, provided as a separate annex. Both files should be password protected.

Considering the specific of service provision, the financial evaluation will be provided based on the weighted service fee. Weight coefficients applied to each fee are based on the share of the service in the structure of consumption based on forecast analysis. Bidder should indicate their service fee that will be fixed during the contract duration. During the contract length, before placing PO for particular event, UNDP verify that the rates for accommodation and other supporting services are within market rates.

Type of fee	% fee	Weight coefficient	Weighted fee	Comments
	Please indicate fee	Weight coefficients applied to each fee is based on the share of the service in the structure of consumption based on forecast analysis	To be calculated automatically	
Standard conference package fee (full day): 2 x Coffee Breaks, Lunch and/or Dinner, Meeting hall, standard package/ below 99 people on event		0.3	0	The package should include: - LCD Projector with Screen - Standard Sound System - 2 Standing/ Wireless Microphones - 2 Cable extension - 2 Flip Chart with Marker - Stationery - Mineral Water - WIFI Internet in meeting room
Standard conference package fee (full day) 2x Coffee Breaks, Lunch and/or Dinner, standard package, Meeting hall/100-200 people on event		0.3	0	
Standard conference package fee (full day): 2 x Coffee Breaks, Lunch/ Dinner, standard package, Meeting hall/above 201 people on event		0.1	0	
Hotel Accommodation booking fee		0.2	0	



				(Standard or Superior Room)
Single fee for supporting services		0.2	0	Transportation, printing etc.
<b>Total weighted fee</b>	-	-	<b>0</b>	

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

*[Designation]*

*[Date]*