REQUEST FOR QUOTATION (RFQ)
(Services)

NAME & ADDRESS OF FIRM

DATE: December 6, 2021

REFERENCE: RFQ - 86483

Dear Sir / Madam:

We kindly request you to submit your quotation for a Think Tank to Conduct a Review of UNDP Performance, to feed into the Formative Evaluation of UNDP’s Integration of Leaving No One Behind Principles, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before December 16, 2021 and via (choose appropriate box) ☒ e-mail, ☐ courier mail or ☐ facsimile to the address below:

United Nations Development Programme
Independent Evaluation Office
ieo.procurement@undp.org

Quotations submitted by email must be virus-free and no more than 2 email transmissions. They must be free from any form of corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.
<table>
<thead>
<tr>
<th><strong>Exact Address/es of Delivery Location/s (identify all, if multiple)</strong></th>
<th>Quotations are to be submitted via the IEO Procurement email: <a href="mailto:ieo.procurement@undp.org">ieo.procurement@undp.org</a></th>
</tr>
</thead>
</table>
| **Preferred Currency of Quotation** | ☒ United States Dollars  
☐ Euro  
☐ Local Currency: [pls. specify] |
| **Tax on Price Quotation** | ☒ Service provider is responsible for all applicable taxes on fees |
| **Deadline for the Submission of Quotation** | 5:00pm Eastern Standard Time, 16 December 2021 |
| **All documentations, including catalogs, instructions and operating manuals, shall be in this language** | ☒ English  
☐ French  
☐ Spanish  
☐ Others |
| **Documents to be submitted** | ☒ Duly Accomplished Form as provided in Annex 2, and required documents in accordance with the terms of reference in Annex 1;  
☒ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;  
☐ Others |
| **Period of Validity of Quotes starting the Submission Date** | ☒ 60 days  
☒ 90 days  
☐ 120 days |
| | In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. |
| **Payment Terms** | Payment will be made in tranches, as detailed in Annex 1 of this document, pending satisfactory performance/delivery. |
| **Evaluation Criteria [check as many as applicable]** | ☒ Technical responsiveness/Full compliance to requirements and lowest price  
☐ Full acceptance of the PO/Contract General Terms and Conditions  
☐ Others |
| **UNDP will award to:** | ☒ One and only one supplier  
☐ One or more Supplier, depending on the following factors |
| **Type of Contract to be Signed** | ☒ Purchase Order  
☐ Contract Face Sheet (Goods and-or Services) UNDP  
☐ Other Type/s of Contract [pls. specify] |

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP’s issuance of Purchase Order.
Contract General Terms and Conditions

☐ General Terms and Conditions for contracts (goods and/or services)
☒ General Terms and Conditions for de minimis contracts (services only, less than $50,000)

Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

Conditions for Release of Payment

☒ Written Acceptance of Goods/Services based on full compliance with RFQ requirements
☐ Others [pls. specify]

Annexes to this RFQ

☒ Terms of reference (Annex 1)
☒ Form for Submission of Quotation (Annex 2)
☒ General Terms and Conditions / Special Conditions
☐ Others [pls. specify, if any]

Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

Contact Information for Inquiries (Written inquiries only)

IEO Procurement
ieo.procurement@undp.org

Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods/Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

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

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2 This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.
Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated you can find detailed information about vendor protest procedures in the following link: https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct

Thank you and we look forward to receiving your quotation.

Sincerely yours,

*Tina Tordjman-Nebe*

*Senior Evaluation Specialist*

*December 6, 2021*