



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/UNDP/IICPSD/2022/01	Date: 05 January 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for provision of services **for Roadmap for the Implementation of Business Call to Action's Capacity Building for the Replication and Adaptation of Inclusive Business Models** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data


Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by: 
Signature: _____
Name: Irina Grozick
Title: Procurement Analyst
Date: 05-Jan-2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>17.00 Istanbul time, January 19, 2022</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: procurement.iicpsd@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 10 GB ▪ Mandatory subject of email: UNDP_01_2022 ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall</p>

	reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted only in:</p> <p><input checked="" type="checkbox"/> US dollars (USD)</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

	Bids from Joint Ventures, Consortia and Associations will not be accepted for this tender.
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> <p>Quotations from Bidders - non-residents of the Republic of Belarus, should be exclusive of VAT. If the quotation is submitted by the resident of the Republic of Belarus, VAT, if applicable, must be included in the quotation. Bidders' quotations will be compared excluding VAT.</p>
Language of quotation	<p>Language of the quotation – English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed;</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Copy of the Registration Certificate;</p> <p><input checked="" type="checkbox"/> List and value of <u>ongoing</u> Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project (indicated in Annex 2);</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from top 2 clients in terms of Contract value in similar field.</p>
Quotation validity period	Quotations shall remain valid for 60 (sixty) calendar days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>

Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other Payments will be made in 4 stages in accordance with Section V of Annex 1 within 10 banking days from the date of fulfillment of the following conditions: a) receiving from the Contractor a report on the Stage completed; b) approval of the report by UNDP; c) signing the Acceptance Certificate for the services rendered.
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: irina.grozick@undp.org . Attention: <u>Quotations shall not be submitted to this address</u> but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 (three) working days before the submission deadline. Responses to request for clarification will be communicated in written by e-mail .
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Terms and Conditions for de minimis contracts <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	30 January 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.

Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Business Call to Action's Roadmap for the Implementation of Business Call to Action's Capacity Building for the Replication and Adaptation of Inclusive Business Models

Project:	Roadmap for the Implementation of Business Call to Action's Capacity Building for the Replication and Adaptation of Inclusive Business Models
Language Required:	English
Duration:	Estimated from end of January 2022 to April 2022 (max. 3 months)
Location:	remotely

I. BACKGROUND

Business Call to Action (further- BCtA) is a unique multilateral alliance among donor governments and agencies with the United Nations Development Programme hosting the secretariat. BCtA aims to accelerate progress towards the Sustainable Development Goals (SDGs) by challenging and supporting companies to develop inclusive business (IB) models that offer the potential for both commercial success and development impact. BCtA aims to enhance the visibility, credibility, scale and effectiveness of IBs as market-based solutions to contribute to the achievement of the SDGs and benefit those at the base of the economic pyramid (BoP).

BCtA's value proposition is to drive the IB agenda globally by engaging the private sector, governments and the development community in joint efforts towards inclusive economic growth and social impact. BCtA members are market leaders and innovators, committed to developing commercially viable business ventures that engage people living at the BoP as consumers, producers, suppliers, and distributors of goods and services. Worldwide, 280 companies have responded to our call to action by making commitments to improve the lives and livelihoods of millions through commercially viable business ventures.

A number of these businesses operate specifically in sectors related to the delivery of essential "COVID-19-relevant" services using digitally enabled resilient models. These businesses apply proven models designed to serve the income-poor across multiple geographies and include platforms that deliver technology-enabled cost-effective healthcare, ensure farm productivity and farmer income, or provide livelihood skills development through e-learning, as well as low-cost infrastructure that provides access to affordable internet services.

As part of its Phase III operations, BCtA seeks to transition its service offerings starting from 2021. This phase will focus on delivering an inclusive innovation-through-replication methodology by adapting existing and proven inclusive business models to suit the needs of new geographies and contexts and supporting the establishment of businesses in these areas. The proven viability of these models to serve the income-poor will limit the necessary implementation time and risk associated with their application, whilst ensuring that innovative approaches reach a scale that reflects their ability to sustainably solve development challenges. By adopting inclusive innovation-through-replication journeys, BCtA aims to support governments to deploy proven solutions through inclusive innovation processes, thereby serving increasingly poor populations in shrinking fiscal space while mitigating the risk that is inherent within innovation.

This service will first be established in partnership with UNDP Country Offices and Regional Bureaux to advance private sector- and government-led replication and adaptation of inclusive business models. It will combine a micro-level bilateral approach, working directly with inclusive businesses to replicate and scale existing successful models, with a macro-level network approach based on high-level advocacy. This latter activity consists of working with governments and in-country institutions to improve the environment in which IBs operate and assist governments to promote the development of IB ecosystems and choose the elements of private sector-led progress towards the SDGs that they wish to prioritize given their particular developmental challenges.

BCtA's primary goal in adopting this operational mechanism is to build a more resilient and inclusive future in the health sector, promoting the achievement of all the 17 SDGs through the lens of SDG 1. Specifically, the programme aims to achieve the following:

- Support the resilience, continuity and scale-up of pro-poor technology-enabled agritech businesses to enable them to fill development gaps;
- Propagate government-led inclusive innovation processes in the technology-enabled agriculture sector where risks are mitigated by using the successes of BCtA member companies' models as a starting point;
- Promote COVID-19 relevance and COVID-19 resilience by replicating and adapting proven models of the digitally enabled delivery of essential services;
- Support the adaptation of inclusive innovations across areas of operation and countries
- Ensure that technological progress and digital transformation in the agriculture sector include low-income groups not only as consumers, but also reduce the inequalities in accessing, developing and implementing innovative ideas.

II. PURPOSE AND OBJECTIVE OF THE METHODOLOGY

The project outlined in this document forms a major part of BCtA's operations implementing proven, innovative and market-based inclusive business models to advance progress towards the 17 SDGs. As part of this approach, BCtA intends to engage inclusive businesses currently implementing proven models that are self-sustainable, effective in improving the living standards and opportunities provided to low-income populations and possess the potential to be replicated and adapted in new locations or markets to reach scale. These companies will provide technical assistance services to newly established businesses that implement solutions in the same sectors, but in different markets or geographies, supporting their journeys in establishing and growing new inclusive business models. This replication and adaptation process will be facilitated and coordinated by BCtA and its partners, together with the contracted company, in order to raise the impact of inclusive business and place the private sector at the center of the effort to achieve the 2030 Agenda.

The selection of the geographies and markets in which models will be replicated shall be based upon country-specific sector diagnosis studies and roadmaps for the public-private collaboration for delivering private sector-led development solutions, as delivered by the Responsible Party(ies) selected under this Terms of Reference (ToR). These studies will therefore inform BCtA and UNDP country offices' collaborative approach regarding the identification of the most appropriate and potentially impactful mechanisms by which replicating countries can contribute to the advancement of the social and economic security of BoP individuals through the establishment of innovative but proven businesses models in countries. This assessment will be based upon the in-country dynamics, opportunities and threats identified by the engaged Contractor, including the assessment of sectoral

characteristics, regulatory frameworks and market structures that underpin the expected impact of specific inclusive business models.

The former will review the agriculture sector in Tunisia as a promising candidate sector for the replication of inclusive business models that have been shown to be successful in solving development problems in other sectors or geographies and have the potential to be established in other locations.

The roadmap for government collaboration in inclusive replication will identify an appropriate methodology for progressing the initiative in the agriculture sector of Tunisia, with a focus on the Medenine region. It will define concrete shared goals to be achieved by BCtA and government partners (as well as and establish realistic timelines for each stage in the replication process) and will establish the characteristics that are necessary in replicating businesses in order to achieve successful replication on the basis of outcomes established by the sector diagnosis according to development needs and present service delivery gaps recognized by the local government and other development partners. The roadmap should also outline the basis for establishing a 'match-making' process between replicating businesses and the local government that selects companies that fill identified development gaps most effectively.

III. Scope of the Assignment

It is expected that the Contractor will produce roadmap that will establish a basis for BCtA to implement an innovation-through-replication programme in Tunisia's agriculture sector according to the framework outlined in Section [IV] of this document. The deliverables will be presented to the BCtA Secretariat, donors, interested private sector actors, and the international development community in line with BCtA's commitment to sharing knowledge-based contributions to the inclusive business ecosystem.

The deliverables will form key parts of BCtA's innovation-through-replication journey, informing stakeholders about promising areas and markets for replication, forming the basis upon which replication sectors and geographies, and thus framing the selection of companies that will be replicated to accord with these sectors and geographies.

IV. Supporting Materials and Expected Research Approach

In drafting the roadmaps, the selected Contractor will have access to the following supporting materials and networks:

- BCtA materials and information about BCtA's Innovation-through-Replication Project (including the concept note and methodology outlines)
- The BCtA team's knowledge and experience of the inclusive business ecosystem and the factors that provide an enabling environment for inclusive business growth and increased social impact
- UNDP and BCtA's partners at the country level.

The selected Contractor will also be expected to engage local stakeholders in the country and sector of relevance and base final analyses and recommendations upon local stakeholders' inputs. These local stakeholders should include, but not be limited to the following organizations and institutions operating in the sector and geography of interest: (1) existing inclusive businesses, (2) local and national business networks, (3) government institutions

and regulatory bodies, (4) in-country impact investors and business accelerators, (5) local development institutions, and (6) prominent think-tanks, platforms, or knowledge creators in private sector innovation. The selected Contractor will be expected to identify and initiate bilateral conversations with relevant stakeholders independently but with input received from the UNDP Tunisia office. Organizations to be interviewed will be decided upon through collaboration between the relevant UNDP country office, BCtA and the Responsible Party.

V. Expected Deliverables

The deliverables consist of one task: a roadmap for replicating sector-specific solutions with Governments. This deliverable should be structured according to the following frameworks (outlined as tables of contents).

Deliverable: Roadmap for replicating sector-specific solutions with governments

1. Roadmap rationale

- i. Relevance of a sector specific roadmap to deliver innovative and inclusive services in partnership with the government
- ii. Key government priorities in private sector-led development
- iii. Brief description of development and sectoral challenges this roadmap aims to solve
- iv. Opportunities identified for the local government and for the private sector's delivery of services to the underserved population
- v. Existing projects in the country (if applicable)

2. Roadmap's building blocks

- i. Opportunities for an innovation journey involving mission-driven enterprises, governments, and key local stakeholders
- ii. Identification of innovative solutions for increasing access to essential services for the underserved and providing services on behalf of local governments
- iii. Potential impact (sector and sub-sector specific)
 - Potential number of low-income individuals served
 - Potential number of SMEs involved
 - Potential number of jobs created

3. Recommendations and ways forward

- i. Implementation approach
- ii. Criteria for identifying business models that can deploy innovative solutions (effectiveness, adaptation levers and replicability levers)

These deliverables are expected to be produced according to the following deadlines:

Due Date	Deliverables Description	Percentage of Payment Due upon Validation
Within two (2) weeks from the contract start date	The delivery of a preliminary draft report to BCtA containing technical and analytical analysis from secondary data and a detailed work plan	25%

Within four (4) weeks from the contract start date	The delivery of a final technical and analytical report to BCtA containing analysis of the secondary data	25%
Within six (6) weeks from the contract start date	The delivery of a presentation on key findings to the BCtA team and BCtA's programmatic partners	25%
Within eight (8) weeks from the contract start date	The delivery of a final roadmap report to BCtA The delivery of a presentation on key findings to the BCtA team and to the entrepreneurs involved in BCtA's Inclusive Innovation Journey programme	25%

Payments will be made in 4 stages following the review of the deliverables by the BCtA team leader, validation of expected quality and signing of UNDP Funding Authorization and Certification of Expenditures (FACE) forms by both Parties.

VI. IMPLEMENTATION PERIOD

The activities should be completed within the period of 3 months, from end of January 2022 to April 2022.

VII. DUTY STATION AND TRAVEL

The selected Contractor will be home-based with no travel envisaged.

VIII. REQUIRED COMPETENCIES AND PERSONNEL

- 1) Minimum two years of experience of working with governments, development finance institutions or UN agencies or organizations
- 2) Minimum one years of experience of conducting research in the agriculture sector
- 3) Minimum two years of previous experience of conducting research with the base of the economic pyramid (BoP) as a subject of study
- 4) The availability of a team of minimum two individuals – a Team Leader and an Inclusive Innovation Specialist. These individuals should possess the following competencies and experience:

Team Leader:

- Bachelor's Degree or higher in a subject related to business administration, business development, marketing, or related areas
- Minimum five years of experience in the development field (private sector-led development, sustainability, and inclusive growth)
- Track record of producing high-quality and in-depth analytical reports and publications (private sector, multilateral organizations or UN agencies)

Inclusive Innovation Specialist:

- Bachelor's Degree or higher in a subject related to business administration, business development, marketing or related areas
- Minimum one year of experience in the area of private sector-led development, sustainability, and inclusive growth

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/UNDP/IICPSD/2022/01	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
List and value of <u>ongoing</u> Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project	
Name of previous contracts	Client & Reference Contact Details including e-mail Contract Value Period of activity Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/UNDP/IICPSD/2022/01	Date: Click or tap to enter a date.

Technical Offer

1. Confirmation of minimum 2 years of experience of working with governments, development finance institutions or UN agencies

List only the experience for which the Bidder was legally contracted as a company. Assignments implemented by individual experts within the framework of contracts concluded with them or within the framework of contracts concluded with other companies shall not be listed and will not be considered as the relevant experience of the Bidder.

Table 1

Subject of work with governments, development finance institutions or UN agencies (lines can be added or removed as needed)	Period of work	The name of the Client
1.		
2.		
3.		
4.		
5.		
6.		
7.		

2. Confirmation of at least 1 year of experience of conducting research in the agriculture sector

List only those projects for which the Bidder was legally contracted as a company. Assignments implemented by individual experts within the framework of contracts concluded with them or within the framework of contracts concluded with other companies shall not be listed and will not be considered as the relevant experience of the Bidder.

Table 2

Subject of research in agriculture sector (lines can be added or removed as needed)	Period of work	Description of work/project (can be in the form of an attachment to the Technical and Financial Proposal and / or a link to the project)	The name of the employing organization
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1.			
2.			
3.			
4.			
5.			
6.			
7.			

3. Confirmation of at least 2 years of experience of previous experience of conducting research with the base of the economic pyramid (BoP) as a subject of study

List only those projects for which the Bidder was legally contracted as a company. Assignments implemented by individual experts within the framework of contracts concluded with them or within the framework of contracts concluded with other companies shall not be listed and will not be considered as the relevant experience of the Bidder.

Table 3

Subject of research with BoP as a subject of study <i>(lines can be added or removed as needed)</i>	Period of work	Description of work/project (can be in the form of an attachment to the Technical and Financial Proposal and / or a link to the project)	The name of the employing organization
1.			
2.			
3.			
4.			
5.			
6.			
7.			

4. Confirmation of the availability of the required number of personnel with sufficient qualifications to perform works under the contract, to include, at a minimum: A Team Leader and an Inclusive Innovation Specialist

Table 3

Requirements to the Bidder's personnel	Confirmation of the Bidder's compliance to the requirements <i>(fill in each column specifying the required information, supporting documents may be requested additionally)</i>	Compliance of the Bidder's personnel with the requirements

Team lead <ul style="list-style-type: none"> – Bachelor’s Degree or higher in a subject related to business administration, business development, marketing, or related areas – Minimum five years of experience in the development field (private sector-led development, sustainability, and inclusive growth) – Track record of producing high-quality and in-depth analytical reports and publications (private sector, multilateral organizations or UN agencies) 	<p>[specify the name of the university and the subject of study]</p> <p>[specify the related experience]</p> <p>[specify the reports and publications]</p>	<p>Yes/No*</p> <p>Yes/No*</p> <p>Yes/No*</p>
Inclusive Innovation Specialist <ul style="list-style-type: none"> – - Bachelor’s Degree or higher in a subject related to business administration, business development, marketing or related areas – - Minimum one year of experience in the area of private sector-led development, sustainability, and inclusive growth 	<p>[specify the name of the university and the subject of study]</p> <p>[specify the related experience]</p>	<p>Yes/No*</p> <p>Yes/No*</p>

Financial Offer

Provide a lump sum for the provision of the services stated in the Schedule of Requirements. **The lump sum should include all costs of preparing and delivering the Services.** All daily rates shall be based on an eight-hour working day.

Table 1. Currency of Quotation: *USD*

Ref	Description of Deliverables/Stages	% of the Total Contract price**	Total Price (excluding VAT)	Dates of delivery of Services*
1.	The delivery of a preliminary draft report to BCtA containing technical and analytical analysis from secondary data and a detailed work plan	25%		Within two (2) weeks from the contract start date
2.	The delivery of a final technical and analytical report to BCtA containing analysis of the secondary data	25%		Within four (4) weeks from the contract start date
3.	The delivery of a presentation on key findings to the BCtA team and BCtA's programmatic partners	25%		Within six (6) weeks from the contract start date
4.	The delivery of a final roadmap report to BCtA The delivery of a presentation on key findings to the BCtA team and to the entrepreneurs involved in BCtA's Inclusive Innovation Journey programme	25%		Within eight (8) weeks from the contract start date
Total Price		100%		

*All the Stages shall be completed not later than April 2022

** % of each Stage of work is fixed and shall not be changed.

Table 2. Breakdown of Fees

Personnel / other elements	UOM	Q-ty	Unit Price, excluding VAT, USD	Total Price, excluding VAT, USD
Personnel expenses				
Team lead	Working day			
Inclusive Innovation Specialist	Working day			
Additional personnel, if needed (<i>please list or delete</i>)	Working day			

Other expenses <i>(delete unnecessary)</i>				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: <i>(please specify)</i>				
Total				

*** The Total Price in Table 1 shall coincide with the Total Price in Table 2**

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time (not later than April 2022)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms (in stages in accordance with Section V "Expected Deliverables" of Annex 1 within 10 banking days from the date of receiving from the Contractor a report on the Stage completed; approval of the report by UNDP and signing the Acceptance Certificate for the services rendered)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Quotation remains valid for 60 (sixty) calendar days from the deadline for the submission of Quotation.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the General Terms and Conditions for de minimis contracts	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Copy of company's Registration Certificate is attached	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Statements of satisfactory Performance (Certificates) from top 2 clients in terms of Contract value in similar field are attached	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.