

United Nations Development Programme



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Resilient nations.*

REQUEST FOR PROPOSAL

Provision of Security Services to UN Agencies in the PNG

RFP No.: RFP-PNG-001-2022

Project: UN Agencies (Common Service Project)

Country: Papua New Guinea

Issued on: 6 January 2022

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HTTPS://ETENDERING.PARTNERAGENCIES.ORG; USING YOUR USERNAME AND PASSWORD. IF YOU HAVE NOT REGISTERED IN THE SYSTEM BEFORE, YOU CAN REGISTER NOW BY LOGGING IN USING. 4	4
USERNAME: EVENT.GUEST	4
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Section 1. Letter of Invitation

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
 - o Form G: Financial Proposal Form
 - o Form H: Form of Proposal Security

Proposals shall be submitted on or before 5.00 p.m. (PNG local time) on Sunday, February 06, 2022. Proposals may be submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link: <https://etendering.partneragencies.org>; using your username and password. If you have not registered in the system before, you can register now by logging in using

Username: event.guest

Password: why2change

and follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents (*with file name less than 60 characters*) in pdf format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or

“FINANCIAL PROPOSAL”, as appropriate. Each document shall include the Proposer’s name and address. **The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial Proposal.**

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE ‘LINE ITEMS’ IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the Contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

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 Proposal. 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, in the following link:
<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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:
<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :
https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

C40F96F4E6A34B5
Operations Manager
06 January 2022



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 https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</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 (www.ungm.org). 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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</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 https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscscc/conduct_english.pdf</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> <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.</p>

4. Conflict of Interests	<p>4.1 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"> 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>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.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> 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 b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <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.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>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.</p> <p>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</p>
6. Cost of Preparation of Proposal	<p>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.</p>
7. Language	<p>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.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>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.</p>
10. Technical Proposal Format and Content	<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>
11. Financial Proposals	<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>
12. Proposal Security	<p>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) 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 Proposal 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"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;

	<p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <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>
13. Currencies	<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> <p>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</p> <p>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.</p>
14. Joint Venture, Consortium or Association	<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> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <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</p>

	be available within one firm.
15. Only One Proposal	<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"> 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 c) they have the same legal representative for purposes of this RFP; or 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; 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 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.
16. Proposal Validity Period	<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 Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<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>
18. Clarification of Proposal	<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 endeavor 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>
19. Amendment of Proposals	<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</p>

	<p>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>
20. Alternative Proposals	<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>
21. Pre-Bid Conference	<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 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>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<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>
Hard copy (manual) submission	<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"> 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. 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"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

<p>Email Submission</p> <p>eTendering submission</p>	<p>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.</p> <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> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. 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>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 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. c) Documents which are required to be in original form (e.g. Proposal Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. 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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<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>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<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</p>

	<p>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 Canceling, Editing, and re-submitting the proposal directly in the system. It is 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>
25. Proposal Opening	<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>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<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>
27. Evaluation of Proposals	<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"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<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>
29. Evaluation of Eligibility and Qualification	<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"> 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;

	<ul style="list-style-type: none"> f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) 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; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<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 style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>

31. Due Diligence	<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"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; 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; 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; 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; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<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>
33. Responsiveness of Proposal	<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>
34. Nonconformities, Repairable Errors and Omissions	<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 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"> 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

	<p>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;</p> <p>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</p> <p>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.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	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.
36. Award Criteria	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.
37. Debriefing	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.
38. Right to Vary Requirements at the Time of Award	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.
39. Contract Signature	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.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default 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.
42. Bank Guarantee for Advanced Payment	<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 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&action=default</p>
43. Liquidated Damages	<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>
44. Payment Provisions	<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 effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<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: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<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 staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

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 Time: 02:00 PM PNG time Date: January 27, 2022 2:00 PM</p> <p>Venue: Online Via Zoom application Meeting ID: https://undp.zoom.us/j/88656246465</p> <p>The UNDP focal point for the arrangement is: E-mail: procurement.pg@undp.org</p>
5	10	Proposal Validity Period	90 days
6	14	Proposal Security ¹	Not Required

¹ Following the uprise of COVID-19, changes in some policies of Banking institutes in PNG resulted challenges obtaining assistance with Bid Security/ Financial instruments in due time. Hence, the requirement has been waived.

7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollars (USD) or PNG Kina (PGK) For evaluation purpose currency conversion would be based on UN Operational Rate of Exchange of the bid submission date, available at http://treasury.un.org/operationalrates/OperationalRates.aspx
11	31	Deadline for submitting requests for clarifications/questions	<u>02:00 PM (PNG Local Time) on 27 January 2022</u>
12	31	Contact Details for submitting clarifications/questions	UNDP Procurement Unit, Port Moresby, PNG E-mail address: procurement.pg@undp.org Reference of Email: RFP-PNG-001-2022– Security Services LTAs
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to e-Tendering <input checked="" type="checkbox"/> Uploaded in the system. Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system. Also will be posted on UNDP PNG website: https://www.pg.undp.org/content/papua_new_guinea/en/home/procurement.html
14	23	Deadline for Submission	As indicated in e-Tendering system. Note that system time zone is in EST/EDT (New York) time zone. <u>PLEASE NOTE:</u> 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

			<p>submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system.</p> <p>2. Submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist</p>
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<p>As indicated in e-Tendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p><u>PLEASE NOTE:</u></p> <p>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.</p> <p>2. Submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist</p>
16	22	Electronic submission (e-Tendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ 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. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 35 MB
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>March 15, 2022</i>

19		Maximum expected duration of contract	For a period of 3 years at UN Agencies' discretion; performance of the contractor will be assessed on a yearly basis.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Security Services (Annex-1)
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	<p>UNDP, on behalf of all UN Agencies present in Papua New Guinea, will enter into a Contract for Security Services as a result of this procurement process under the following conditions:</p> <ol style="list-style-type: none"> 1. The Supplier/Contractor shall provide the types of services, goods and/or deliverables, quoted in this bidding process as and when negotiated by UNDP which shall be reflected in the Contract for Security Services in the form attached hereto as the Model Contract for Security Services. 2. Such Services and/or goods shall be at prices listed in the Price Schedule. The prices shall remain fixed for each of the three years as agreed by the parties. 3. UNDP does not warranty that any quantity of Goods and /or Services will be purchased during the term of this agreement, which shall be for three years. 4. Each respective UN Agency will sign their own contract format from the outcome of this procurement process;

Section 4. Evaluation Criteria

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:

- Appropriate signatures
- Company Profile not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured
- Minimum documents provided (Form A to Form H)
- Financial Proposals submitted separately
- Bid Validity
- Proposal Security and it's compliance with the validity period

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
ELIGIBILITY		
Legal Status	Vendor is a legally registered with PNG Security Industries Authority (SIA)	Form B: Bidder Information Form
Eligibility	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 RFP.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP.	Form A: Technical Proposal Submission Form
Bankruptcy	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
QUALIFICATION		
History of Non-Performing Contracts²	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

² 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.

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience <i>(For JV/Consortium/ Association, all Parties cumulatively should meet requirement).</i>	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 01 (one) contracts of similar value, nature and complexity implemented over the last 05 years.	Form D: Qualification Form
	Statement of Satisfactory Performance from the Top 3 (three) Clients in terms	
	Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references	Form D: Qualification Form
ICoC Certification	Abiding by the International Code of Conduct for Private Security Service Providers (ICoC)	Provide Evidence
Financial Standing <i>(For JV/Consortium/ Association, all Parties cumulatively should meet requirement).</i>	Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years (2018 & 2019) and/or Bank Certified Financial statements for the same period	Form D: Qualification Form
Team Composition	Structure of the team, including the names, position in the team and CVs of Key personnel;	Provide Structure and Form E: Format of Technical Proposal

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	400
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	80
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	100
1.3	Relevance of: <ul style="list-style-type: none"> specialized knowledge experience of providing Security Services in the region/country previous experience with UN/ major multilateral/ or bilateral programmes 	120
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Details on how the different service elements shall be organized, controlled and delivered	50
2.3	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.4	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
2.5	Offeror demonstrates the ability to respond and manage a variety of emergency situations. Offeror should provide flowcharts, standard operating procedures, organogram, case histories, training and exercise reports, etc., with emphasis on Quick Reaction Force and 24/7 Operations Center capabilities and coordination with client and host nation security/safety organizations (e.g. police, fire, medical, military, etc.)	70
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Project Manager (1 CV)		110
	- General Experience	30	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	30	
	- Language Qualifications	10	
3.2 b	Team Leaders (2 CVs)		120
	- General Experience	40	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	20	
	- Language Qualifications	10	
3.2 c	Supervisor (2 CVs)		110
	- General Experience	40	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	10	
	- Language Qualifications	10	
Total Section 3			400

Post-qualification criteria:

During evaluation stage, UN technical assessment team may choose to make a site visit to the premises of the proposer to assess their capability and validate Offerors' Proposals to conduct the following:

Site Visit Assessment includes, but not limited to the following:	
No	Items to be assessed
1.7a	Offeror conducts a comprehensive background check of personnel before hiring; results maintained in personnel file.
1.7b	Offeror conducts initial and annual drug screening of personnel; results maintained in personnel file.
1.7c	Offeror conducts physical examination and records results in personnel file.
1.8	Offeror maintains an operations center to provide clients with a 24/7 response.

1.9a	<p>Offeror has Training syllabus, training records for the followings:</p> <ol style="list-style-type: none"> 1) Code of Conduct 2) Physical Training 3) Use of Force Rules of Engagement 4) Self Defense and Baton 5) Hostile Surveillance 6) Perimeter Intrusion Alarm and CCTV operation 7) Pedestrian Access Control and Screening Procedures (includes pat down, visual search, use of X-Ray, Walk Thru Metal Detector, Handheld Metal Detector, etc.) 8) Vehicle Access Control and Screening procedures (includes visual search and use of mirror search) 9) Communication Operations (VHF/UHF radios and Sat Phone) 10) Fire Safety/Prevention, use of fire detection and firefighting equipment. 11) Suspicious Package - Actions On 12) Bomb Threat - Actions On 13) Building Evacuation 14) Basic First Aid 15) Road Safety, Vehicle Escort, Offensive Driving (QRF)
1.9b	Offeror has adequate training facilities (e.g., training rooms, training fields, equipment, etc.)
1.9c	Offeror conducts initial and bi-annual recurring training on topics listed in 1.9a above.
1.9d	Offeror provides professional uniforms to clearly identify employees are acting in a security capacity and identifies the company.
1.9d	Offeror provides professional uniforms to clearly identify employees are acting in a security capacity and identifies the company.
1.9e	Offeror provides personnel w/relevant security equipment for assigned post (e.g., handheld radio, flashlight, technical screening equipment, QRF vehicle etc.)

Section 5. Terms of Reference

A. Project Title: UN Agencies and Sister Concerns in Papua New Guinea

B. Project Description

The United Nations Development Programme (UNDP), on behalf of all UN Agencies present in Papua New Guinea (PNG), intends to secure the services of a professional contractor/s to provide, manage and operate security services, at the UN Agencies facilities across PNG. An Inter-Agency Contract will be awarded to the selected contractor/s for three years, at the discretion of the relevant UN Agencies; performance of the contractor will be assessed on a yearly basis. This contract/s will be awarded, through a competitive selection process, to the service provider/s that can clearly demonstrate through a written proposal a high degree of experience, ability, competency and best practice in security services.

UNDP has spent US\$2.38 mil and US\$1.89 mil in 2019 and 2020 respectively for the relevant security services.

C. Scope of Services, Expected Outputs and Target Completion

UNDP PNG is seeking the services of professional companies that can provide the following security services for the United Nations throughout PNG:

- 1) The primary mission of the Service Provider is to provide protection to UN employees and dependents, facilities, residences and other assets as per the UN Designated Official (DO)/Security Management Team (SMT) approved Security Risk Measures (SRM).
- 2) The Service Provider will provide gender balanced security guards and conduct security improvement work as per the DO/SMT approved RSM requirements.
- 3) The Service Provider is to be registered with the PNG Security Industry Authority (SIA).
- 4) The Service Provider must be able to establish, monitor and maintain a 24/7 Security Communications Systems, with primary and emergency power systems, comprising the following:
 - a. Four UHF security radio networks complete with repeater towers to allow effective UHF communications throughout Port Moresby on all four UHF networks;
 - b. A fully trained and qualified radio operator based in the United Nations Security Operations Center (UNSOC) (i.e., UN Radio Room) on 24/7 basis; the radio operator will be a fully trained and qualified security systems tracker, operating and monitoring vehicle and personnel tracking systems, based in the UNSOC on a 24/7 basis, to track and report all requests for security emergency support from UN personnel and eligible dependents.
- 5) The Service Provider must provide a fully trained and qualified unarmed 24/7 quick reaction force (QRF) dedicated to the protection of UN personnel and eligible dependents, facilities, residences, and other assets, within the established UN rules of engagement and PNG national law. QRF to coordinate closely with the United Nations Department of Safety and Security (UNDSS) PNG and liaise with PNG national security and safety authorities, when responding to emergency situations.

- 6) The selected Service Provider shall be recommended by UNDSS for additional security services that have been requested by United Nations Agencies; The cost of such additional services shall be borne by the requestor.
- 7) The Service Provider will provide a fully trained and qualified Project Manager that will work closely with the DO and SMT through the UNDSS Office in PNG. UNDSS PNG is the main body for taking tactical security decisions (strategic decisions are made by SMT), therefore the Service Provider, Project Manager, and UN Radio Room must immediately inform UNDSS of all matters impacting or potentially impacting UN personnel, property, programmes and activities in PNG.
- 8) The Service Provider shall provide operational patrol vehicles (4WD pickup) equipped as per para 10 b and c below-
- 9) The Service Provider (or the JV/Consortium) should be able to operate in Provinces where UNSMS PNG Offices are located: Lae (IOM), Popondetta (IOM), Kimbe (IOM), Manus (IOM), Buka, ARB (UNDP, IOM, and UNWOMEN), Wewak, Enga and Mendi, four months after the contract has been signed. Future expansions of offices are likely, and the Service Provider (or the JV/Consortium) should be able to deal with the expansion, wherein they will be provided with a 14-day advance notice.
- 10) Quick Reaction Force (QRF):

Mission: On 24/7 basis: to monitor the four UN radio networks, to broadcast security advisories, provide unarmed escorts to UN personnel and dependents, to conduct security patrols around UN offices and residences, to provide security on sensitive areas, to respond to security alerts in less than ten minutes.

- a. The SMT will exercise operational and tactical control, through the UNDSS Security Advisor (SA), of on-duty Service Provider personnel (e.g., response to emergency situations, approving escort requests, etc.) in coordination with the Service Provider's project manager. The Service Provider will maintain administrative and logistical support responsibilities (e.g., training, equipping, scheduling, etc.).
- b. The QRF will be constituted of two radio operators in the UN Radio Room, and two QRF teams each consisting of one team leader, one driver, and one unarmed guard. Gender balanced team will be highly desirable during the day duties.
- c. QRF teams will be mounted on two vehicles, equipped with searchlights, loud speakers, emergency medical kit, portable stretcher, 2kg powder fire extinguisher, reserve water, reserve fuel, towing equipment and jump-start kit.
- d. QRF vehicles must be equipped with mobile radios, permitting contact between QRF, Sierra Base and Company HQ.
- e. To remain on stand-by and be prepared to respond to any alarm raised by UN via 24/7 radio room.
- f. To provide unarmed escort of official UN missions into/through challenging areas as requested by individual agencies. Any use of QRF escort for official or private movements shall be cleared in advance through UNDSS PNG.
- g. To conduct patrols between offices, compounds and residences (on UN personnel request).
- h. To provide the DO/SMT with real time information, through the UNDSS SA, about the prevailing security situation and deploy to areas that pose present or potential risk to UN

personnel and/or UN premises/property.

- i. To operate a 24/7 UN Radio Room that will: Monitor the four UN channels (Security, Calling, Chatting and SMT); to broadcast security information/advisories to UN personnel over multiple communication means, and offer immediate assistance to UN personnel and dependents. To relay alarm and request for assistance from UN personnel, guide on site the QRF and act as intermediary between UN personnel calling for help and various security actors (police, medical, and others).
- j. Members of the QRF will receive the same equipment as that of the static guards, receive the same training, plus road safety, vehicle convoy/escort procedures and offensive driving techniques.
- k. The company will keep record of the training in point j" and organize frequent re-fresher training.

11) Electronic surveillance, alarm system and back-up radio network:

- a. On request of an UN Agency, Funds Programme or UN personnel, to be able to provide electronic surveillance systems, including installation maintenance, monitoring and immediate inspection of the site in case of incidents (alarm activated).
- b. Monitoring to be organized from company HQ, in an armored and protected room, with 24/7 back-up power for at least 48 hours.
- c. Company Radio Room will act as back-up for the UN radio room in case there is a communication failure.
- d. Company Radio Room will be able to maintain contact with the QRF, all guards post, the QRF and to monitor the four UN radio networks.

12) Security Improvement work:

- a. On request of an UN Agency, Funds Programme or UN personnel, to be able to conduct security improvement works (as per SRM and RSM when applicable) including installation of any kind of solid door, metal bars, security locks, and shatter resistant film and ballistic films (as per client requirements and as per SRM and RSM when applicable).
- b. The selected Service Provider will be the only recommended company to conduct RSM

13) Monitoring and Evaluation

- a. Disciplinary Methods: The Service Provider will undertake, and document disciplinary measures recommended by the UN against any Service Provider employee whose conduct is considered unsatisfactory. In situations where disciplinary measures result in security personnel being replaced, the UN must be informed of any new recruitment made by the Service Provider.
- b. Replacements: The Service Provider shall hold enough fully trained and qualified standby security personnel, at no additional cost, to cover any absences.
- c. Performance Indicator: Performance indicators will be established to track the Service Provider compliance with the contract (in turn prepared with reference to tender documentation). Potential performance indicators include, but are not limited to:

- i. no-show rate;
 - ii. missed guard tours;
 - iii. missed supervisory visits;
 - iv. customer complaints;
 - v. misuse of force/use of firearms;
 - vi. violations of established procedures;
 - vii. violations of international humanitarian and human rights laws;
 - viii. violations of international or national laws governing the private security industry;
 - ix. violations of company or industry code of conduct or ethics and
 - x. involvement of any UN personnel, management team members in sexual harassment, abuse or gender-based violence
 - xi. violations of the terms of the contract.
- 14) During the period of the contract, the Service Provider should provide quarterly performance report based on the above indicators or when it is appropriate and lawful to do so, clients should facilitate the exchange of information about unlawful activity and abuses committed by private Service providers.

D. Required Qualifications/Information for Service Provider:

- 1) Working Hours and Compulsory Time Off:
Security personnel may not be on-duty for longer than 12-hours in a 24-hour period and must receive one continuous 48-hour break (paid) off-duty in every 7 days.
- 2) The Duties of the Project Manager will include:
- a. The Project Manager, in relation with DO/SMT through the UNDSS Office will:
 - i. Develop and implement operating procedures, pre-deployment and refresher training, specific to UN requirements.
 - ii. Develop mutually agreed quality assurance methodology.
 - iii. Develop and implement a specific recruitment selection and assignment policies and procedures for personnel for UN duties; procedures and guidelines for all key emergencies.
 - b. Project Manager, in relation with supervisors, will ensure that guards have a period of rest between every shift. He or She will take all measures to ensure that shifts will never exceed 12 hours (drop-off, duty take-over, duty hand-over and return to base included). Furthermore, the service provider will consider additional facilities for female guards in terms of allocation of duty hours, special break time for lactating mothers,
 - c. Project Manager will ensure that guards get a break of 48 continuous hours per week.
 - d. Project Manager will organize rotations of guards between posts every five weeks. For multiple guard-posts, no more than 50 % will be rotated at a single time.
 - e. Project Manager will be based in UNSOC and remain readily available to the DO/UNDSS during normal UN office hours (0800 – 1700, M-F). Outside normal UN office hours, the Project Manager to be on-call to the DO/UNDSS for emergencies and crisis management response. The Project Manager will be solely dedicated to the management of this TOR, thus will not be assigned other responsibilities by the Service Provider for projects outside the scope of this TOR.

3) The Duties of the Team Lead will include:

- a. Every Guard post will be under tactical command of one Team Leader.
- b. The Team leader will be responsible to ensure that all guards are present; guards have an impeccable uniform, and that equipment is available and operational.
- c. The Team Leader will remind the key emergency procedures and essential communication drills before each shift. The Team Leader will keep the logbook and record every event.
- d. The Team Leader will monitor the guards to ensure they remain disciplined, they are fully aware of the performance criteria and the consequences thereof in failing to meet them; follow and respect procedures, are attentive to their post and maintain a professional appearance.
- e. The Team Leader will report all disciplinary issues to the Supervisor.

4) The Duties of the Supervisors will include:

- a. The Service Provider will select a certain number of senior UN personnel that will be dedicated to the supervision of all Guards Posts at UN Offices and Residences.
- b. The Supervisor will be working on shifts to ensure a 24/7 presence.
- c. The Supervisor will organize radio-checks between every guard-posts, the QRF teams and the QRF every 20 minutes; radio-checks between the QRF teams, the QRF and the Service Provider HQ every 30 minutes.
- d. A Supervisor will visit all guards post every two hours. Visits and remarks will be entered in the post's logbook that will be presented for signature to the agency security focal point on weekly basis and to the Project Manager on daily basis.
- e. The Supervisor will control the presentation of the guards, presence of the equipment and its status. The Supervisor will also control the knowledge of the guards about key security procedures. The Supervisor will take immediate corrective actions if deemed necessary.
- f. Vehicles used for Supervisor function, mobile patrol or rapid response by the reaction force must be equipped with mobile radios.

E. Institutional Arrangement

RESPONSIBILITY OF THE SUCCESSFUL PROPOSER

Company:

The service provider shall be properly registered in terms of the laws of PNG and shall be fully compliant with national security industry regulations and will obtain all the necessary certifications, import and export licenses, in-country permits and licenses for the security personnel, and all of the required equipment. The provider should be a licensed and approved provider of security services for the UN within PNG.

The service provider will be responsible to provide all uniforms, communications equipment and personal protective equipment necessary for the proper conduct of the services detailed in the contract. This should also include training requirements.

The service provider will be responsible to maintain and ensure the highest degree of morale and wellbeing of their personnel.

The Guards are provided with:

- a) Three sets of clean uniform, including standard hats, shirts, pants, boots, raincoats and warm jackets and watch cap.
- b) Whistle, baton as extension of the physical force, powerful flashlight and notebook plus ballpoint pen, Company ID card with picture and secure hologram.
- c) Every guard-post must be equipped with metal detectors, handset radio, cell phone, small medical kit, logbook and remote-control alarm button.

Planning:

Taking into account the requirement for interoperability between all components of the UN protection forces, the Service Provider will compile, in conjunction with the UNDSS SA, an integrated security plan for each location to which personnel are deployed.

Personnel:

The service provider must provide qualified and experienced gender balanced personnel to accomplish the duties and work as stipulated and required by this Statement of Works. The personnel provided must be employees of the service provider and shall be legally enabled to work within PNG. The service provider shall be able to provide relief personnel to cover for mandatory time-off, holidays or illnesses.

The successful contractor shall provide and maintain each of their personnel with adequate life insurance, medical insurance including medical evacuation, and third-party liability coverage

The use of alcoholic beverages and/or illegal drugs by the service provider personnel, while on duty, is strictly forbidden. The service provider shall immediately remove and replace any employee who is under, or strongly suspected of being under, the influence of alcohol or drugs. Similarly, the personnel deployed for UN duties will fully adhere to the zero-tolerance policy of UN system against sexual harassment and abuse. Please refer to the link:

https://unficyp.unmissions.org/sites/default/files/sea_information_sheet_for_unficyp_website_-_2018_1.pdf

All security personnel shall wear identification badges with a minimum of the service provider's name and the employee's name.

The service provider will provide a weekly status update report, in addition, they will be required to report any identified security deficiency and/or any security incidents immediately to the SA.

The service provider needs to provide refresher training for its employee's assigned to this contact, including first aid.

Mobilization/Demobilization:

- Initial mobilization period for security personnel will be within 30 days
- Demobilization and/mobilization to a different location will be within 30 days from the date of notification
- Final demobilization within 30 days from the end of contract date
- Eviction and replacement will be done within 1 week

RESPONSIBILITY OF UN Agencies

The contractor will be provided with the following:

- Each respective agency focal point will be responsible for management of the deployment of their contracted security personnel;
- Basic furniture, such as, chairs, desks
- Electric kettle
- Access to drinking water, washrooms.

F. Duration of the Work

UNDP intends to award a contract/s to the successful bidder(s) for Three years subject to the quality of the services rendered by the Service Provider and satisfactory performance. After a period of three years the market will be re-opened.

G. Location of Work

Below is an indicative number of UN Agencies current requirement. However, this requirement may change, which will be communicated with the selected contractor as and when necessary.

Posted Guards Roster

Post Nr	Agency	Location	Nr of Guards (Day Shift)	Nr of Guards (Night Shift)	Total
1	UNDP and Agencies	12 th Floor, UN Haus Kina Bank Building, Town	1		1
2	UNDP and Agencies	13 th Floor, Kina Bank Building, Town	1		1
3	UNDP, and Agencies	14 th Floor, UN Haus Kina Bank Building, Town	1		1
4	UNICEF & UNWOMEN	4 th Floor Kina Bank Haus, Town	1	1	2

5	UNICEF	6 th Floor Kina Bank Haus, Town	1	1	2
6	IOM CO	3 rd Floor Cuthbertson Building, Town	1		1
7	WHO CO	3 rd and 4 th floor, AOPI Bldg, Waigani	2	2	4
8	IOM Transit Facility	Section 7, Lot 19, Vaivai Avenue, Boroko	1	1	2
9	UNAIDS CD & IOM CR Residence	Airvos Dr, Town	1	2	3
10	UNAIDS HRGA Residence		1	1	2
11	UN Reception Area Guard post		1		1
	Total		12	8	20

Supervisors

No	Duty	Day Shift	Night Shift	Total
1	Supervisor	1	1	2

UN Radio Room Roster

No	Duty	Day Shift	Night Shift	Total
1	Radio Operator	2	2	4

Quick Reaction Force (QRF) Roster

No	Duty	Day Shift	Night Shift	Total
1	Team Leader	2	2	4
2	Driver	2	2	4
3	Guard only	2	2	4
	Total	6	6	12

The Service Provider must be able to liaise with other security services providers, both governmental and private, to organize security for UN personnel where the company is not operating.

It is anticipated that UN locations during the course of the contract may change. Any changes with regard to number of personnel and/or additional (or fewer) locations will be agreed in writing between UN or UNDP and the Contractor.

Certain conduct cannot be tolerated on the UN premises. The Contractor and the UN shall enforce these conduct requirements strictly such as, but not limited to:

1. Theft, abuse or misuse of supplies or equipment at any location in the facility;
2. Verbal or physical abuse of any person, either employee, visitor or otherwise;
3. Use of, or displaying the effect of, alcohol or drugs during work hours;

4. Failure to follow specific security instructions;
5. Consistent failure to wear the proper and designated work uniform in a clean, well maintained condition.
6. Neglect of duties, including sleeping while on duty, unreasonable delays or failure to carry out assigned tasks, conducting personal affairs during duty hours, and refusing to render assistance or cooperate in upholding the integrity of the work site security.
7. All "No Smoking" ordinances, rules and policies shall be strictly observed in the facility

H. Qualifications of the Successful Service Provider at Various Levels and Key Personnel

[Please note that all personnel must be fully vaccinated against COVID-19 prior to deployment; Certification of vaccination must be submitted prior to deployment by the selected contractor]

The service provider must ensure that all contract employees are qualified to perform the specified job task. All personnel must undergo due diligence and positive vetting before being assigned. Personnel must have a clean record and may not have been convicted of any felony or misdemeanor during a five (5) year period preceding the date of submitting proposals. Police reports attesting to this from the personnel country of origin and/or PNG will be made available to UNDP upon request.

The Proposer shall ensure that all its personnel employed and assigned to perform under any Contract resulting from this solicitation meet or exceed the following minimum requirements.

- Minimum secondary school certificate
- be physically fit and able to perform all general patrol duties, functions and activities;
- be in good general health, without physical defects or abnormalities which would interfere with the performance of duties;
- have binocular vision correctable through the use of glasses/contact lenses to 20/20; and
- have adequate color acuity and be capable of hearing normal conversation at three (3) meters with either ear, without the benefit of a hearing aid.
- Be able to communicate clearly in English

The Company:

The service provider/s must be able to provide proof of the following:

- Must demonstrate at least 5 years of experience in the security industry, particularly in the fields related to this Statement of Works
- Must provide references of satisfactory services provided in the fields of providing armed TCN guards and explosive detection dog teams
- Must provide a communication plan to ensure successful management of the contract.
- Must demonstrate a capability to manage their personnel on the ground, particularly those deployed in the regions
- Must demonstrate that they have an acceptable security-training program and that the personnel offered will have received proper security training.
- Must be able to provide relievers at short notice.
- Must be properly registered in accordance with PNG laws and legislation.
- Must provide details of employment benefits provided to their employees.
- Must ensure that security personnel are given sufficient rest-days, providing an R&R and

rotation schedule.

1. Experience: The Service Provider shall have experience (at least one contract) in the provision of security services to UN agencies and/or diplomatic mission during the past 5 years.
2. References: The Service Provider shall provide a list of current and previous clients that they have signed a contract with. UNDP has the right to contact each reference and request information of the firm's responsiveness to security interest and problems, the quality of the services performed and the dependability of the firm meeting security needs.
3. Guard Selection: The Service Provider shall provide in its proposal CV for the key personnel (i.e. from guards and including team leader and upwards) in the performance of the contract. Firms shall confirm that the key personnel to whom the CV's belong shall not be changed without the approval of UNDP.
4. Financial capacity: The Service Provider must be able to financially sustain the guard awarded the contract. The Service Provider should identify the financial institution it uses for its business. A letter of the financial institution such as Bank, with agreement of the company, should assure that the company is financially solvent and responsible. Companies that do not have adequate financial resources should be considered inadequate and ineligible to bid.
5. Minimum requirements for Security Staff:
 - a) In accordance with the below qualification/criteria, the Service Provider is responsible for selecting candidates for employment. All personnel hired by the Service Provider will be required to go through the approval process, if requested by UNDP.
 - b) The Service Provider shall take all reasonable measures to ensure that Service Provider personnel conform to the highest standards of moral and ethical conduct. UNDSS may, at any time, request in writing the withdrawal or replacement of any personnel of the Service Provider assigned to perform work or services under this Contract. The Service Provider shall, at its own cost and expenses, withdraw or replace such personnel forthwith. A request by UNDSS for withdrawal or replacement of the Service Provider's personnel shall not be deemed a termination of this Contract.
 - c) UN shall not be liable for any action, omission, negligence or misconduct of the Service Provider's employees, agents, servant, or subcontractor nor for any insurance coverage which may be necessary or desirable for the purpose of this Contract, nor for any cost, expenses or claims associated with any illness, injury, death or disability of the Contractor's employees, agent, servants or subcontractors performing work or services in connection with this Contract.

Project Manager (1 CV required):

- a) The selected Service Provider will provide a Project Manager that will work in close relation with the DO and SMT through the UNDSS Office in PNG.
- b) The Project Manager must satisfy the following minimum requirements:
 1. Previous experience in managing a guard force.
 2. Command experience (sergeant or above) in a police officer, military or similar organization.
 3. Must have an experience of at least five years in managing security guard forces.
 4. Committed on full term of contract.

5. Citizen of the country or possesses a valid work visa if foreign nationality.
6. Fluent in English language.
7. Minimum five (5) years' experience as team leader for a security team
8. Age: 21 to 45 years old, depending on tasks required
9. Sex: Either male or female candidates should be accepted. (Female candidates are encouraged to apply).
10. Health: In good general health without physical defects or abnormalities, which would interfere with the performance of any guard duty.
11. Physical conditions: Able to perform physical tasks associated with the guard duties to which he/she is assigned.
12. Drug dependency and medication: Shall not be dependent on alcohol or other drugs. If using prescribed medication, it shall not hinder the performance of assigned guard duties.
13. Education and literacy: Completion of secondary school is required and sufficient.
14. Understanding guards' orders and maintain guard logs and reports in English.
15. Radio Communication: Able to operate UHF, HF radios and sat phone.
16. Security Items: Able to operate X-ray scanner, metal detectors etc.
17. First Aid: Basic First Aid trained.
18. Trained in various fire extinguisher and fire control.
19. Physical Security: must be knowledgeable about physical security systems and deterrents, how to operate emergency generator, knowledge of alarm and CCTV systems.
20. Must have ability to follow instructions, communications effectively, being reliable, dependable, firm, courteous and tactful. Must be able to comprehend orders and directives quickly. Ability to take clear and decisive action especially during emergency situations.
21. The officers shall be properly trained and licensed, in accordance with local laws, to perform security services.

Team Leaders (2 CVs required):

1. Must have basic knowledge & understanding of working as a Diplomatic Security.
2. Must have an experience of at least three (3) years as a roving patrol.
3. Committed on full term of contract
4. Communicate both written and orally in the English language
5. Able to supervise QRF personnel and vehicle.
6. Minimum five (5) years' experience as team leader for a security team.
7. Health: In good general health without physical effects or abnormalities, which would interfere with the performance of any guard duty
8. Physical conditions: Able to perform physical tasks associated with the Team Leader duties to which he/she is assigned to.
9. Drug dependency and medication: Shall not be dependent on alcohol or other drugs. If using prescribed medication, it shall not hinder the performance of assigned Team Leader duties.
10. Minimum Secondary School Education Level.
11. Understanding guards/QRF orders and maintain logs and incidents reports in English
12. Radio Communication: Able to operate UHF, HF radios and sat phone.
13. First Aid: Basic First Aid trained.
14. Trained in various fire extinguisher and fire control
15. Physical Security: Must be knowledgeable about physical security systems and deterrents, how to operate emergency generator, knowledge of alarm systems.

16. Must have ability to follow instructions, communications effectively, being reliable, dependable, firm, courteous and tactful.
17. Must be able to comprehend orders and directives quickly. Ability to take clear and decisive action especially during emergency situations.
18. The team leader shall be properly trained and licensed, in accordance with local laws, to perform security services.
19. Able to work together with colleagues from different cultural backgrounds without prejudice

Supervisors (reporting to the Project Manager) (2 CVs required):

1. Team Supervisor must have previous experience in supervising a guard force.
2. Must have an experience of at least three (3) years as a roving patrol.
3. Committed on full term of contract
4. Must have experience of at least five (5) years supervising a guard location or as a roving patrol supervisor.
5. Has good understanding of English language in both oral and written.
6. Minimum three (3) years' experience as team leader for a security team
7. Health: In good general health without physical effects or abnormalities, which would interfere with the performance of any guard duty
8. Physical conditions: Able to perform physical tasks associated with the guard duties to which he/she is assigned to.
9. Drug dependency and medication: Shall not be dependent on alcohol or other drugs. If using prescribed medication, it shall not hinder the performance of assigned Supervisor duties.
10. Education and literacy: Minimum completion of secondary school level.
11. Understanding guards orders and maintain guard logs and reports in English
12. Radio Communication: Able to operate UHF, HF radios and sat phone.
13. Security Items: Able to operate X-ray scanner, metal detectors etc.
14. First Aid: Basic First Aid trained
15. Trained in various fire extinguisher and fire control
16. Physical Security: Must be knowledgeable about physical security systems and deterrents, how to operate emergency generator, knowledge of alarm systems.
17. Must have ability to follow instructions, communications effectively, being reliable, dependable, firm, courteous and tactful.
18. Must be able to comprehend orders and directives quickly. Ability to take clear and decisive action especially during emergency situations. The officers shall be properly trained and licensed, in accordance with local laws, to perform security services.
19. Able to work together with colleagues from different cultural backgrounds without prejudice

Non-Key Personnel (CVs not required for the proposal)

Guards:

1. Guards must have the back up of a dedicated UN Radio Room, unarmed QRF, and the Service Provider support to dispatch emergency services including fire brigade, RPNGC (police), ambulance, or the services of electricians, lift technicians, plumbers etc.
2. Guards must be examined by a qualified and experienced physician, who must certify that the guard is mentally and physically fit for guard duties.

3. Guards will be selected among the elite personnel from among the Service Provider security personnel.
4. As a minimum, guards must receive pre-deployment and bi-annual training
5. Guards must be fit enough to be able to run 3000 meters in less than 13 minutes. To climb 5 metres on a rope. To walk forward and backward on a beam of 15 cm wide 5 metres long. Sprint and make a long jump of over 2 metres distance and high jump above 1 metre. To run 200 metres in less than 100 seconds while carrying someone of the same weight.
6. The Service Provider must organize the physical test once a year and keep the record of the results.
7. One female guard should be part of every team from 06:00 hours to 18:00 hours (12-hour shift).
8. Guards will be provided with UN requirement training including preparation, submission review and action on incident reports; interaction at UN premises and and residences with UN personnel, UN dependents, dignitaries, implementing partners, vendors and other visitors, etc.; and non-violent conflict resolution.
9. Guards must also understand that it is critical to maintain confidentiality on all issues and matter related to UN, its personnel and their dependents.
10. Guards will receive bi-annual refresher training on above points 4) and 8).
11. Ensure that a visitor's log sheet is maintained at the entrance.
12. Manage difficult or uncooperative visitors and restrain people, if necessary, in accordance with UN rules of engagement and PNG national law.
13. Assist in arranging evacuation drills and handling real emergency events.
14. Assist in inspecting UN premises in the case of a bomb threat.
15. Report the arrival of protesters or demonstrations through the chain of command.
16. Direct UN personnel and visitors to the assembly area in emergencies.
17. Ensure that all the security measurements (Emergency Exits signs, hydrant lights, and other alarms lights) function in the event of an emergency situation.
18. Report immediately to his/her Chief of Team of any difficult visitors, restrained persons, or uncooperative guests.
19. Guards must have the back up of a supervisor who will conduct radio checks every 20 minutes and visit every post every two hours. Visits and remarks will consign in the logbook to be presented for signature to the agency security focal point and to the Project Manager on weekly basis.
20. Guards, including UN Radio Room staff and QRF personnel must satisfy the following minimum requirements:
 - a. Age: 21 to 45 years old, depending on tasks required.
 - b. Sex: Either men or women candidates should be accepted pending meeting physical requirement.
 - c. Health: Free from communicable diseases and in good general health without physical defects or abnormalities, which would interfere with the performance of any guard duty.
 - d. Physical conditions: Able to perform physical tasks associated with the guard duties to which he/she is assigned.
 - e. Drug dependency and medication: Shall not be dependent on alcohol or other drugs. If using prescribed medication, it shall not hinder the performance of assigned guard duties.
 - f. Education and literacy:
 - (1) Completion of second school is required and sufficient
 - (2) Elementary knowledge in English, ability and fluency in Pidgin or Motu
 - g. Knowledge of English (understandable of spoken) language is an extra point
 - h. Understanding guards' orders and maintain guard logs and reports in English.
 - i. Radio Communication: Able to operate UHF handset.
 - j. Security Items: Able to operate CCTV camera's/monitors, X-ray scanner, metal detectors etc.
 - k. Physical Security: Must be knowledgeable about physical security systems and deterrents, how to operate emergency generator, knowledge of alarm systems.

- l. Must have ability to follow instructions, communications effectively, being reliable, dependable, firm, courteous and tactful. Must be able to comprehend orders and directives quickly. Ability to take clear and decisive action especially during emergency situations.
- m. The officers shall be properly trained and licensed, in accordance with local laws, to perform security services.

Radio Operators

1. UNSOC radio operator must have previous experience in Security Control Room.
2. Committed on full term of contract
3. Has good understanding of English language in both oral and written.
4. Must be computer literate, have knowledge in the use of MS applications and Outlook.
5. At least three (3) years' experience in operating CCTV, GPS, Alarm Monitoring, Radio Access Control System and Security Tracking.
6. Health: In good general health without physical effects or abnormalities, which would interfere with the performance of any guard duty
7. Physical conditions: Able to perform physical tasks associated with the guard duties to which he/she is assigned to.
8. Drug dependency and medication: Shall not be dependent on alcohol or other drugs. If using prescribed medication, it shall not hinder the performance of assigned Duties.
9. Education and literacy: Completion of secondary school level.
10. Understanding guards post orders and maintain guard logs and reports in English.
11. Radio Communication: Able to operate UHF, HF radios, sat phone, phones (mobile and landline) and emails.
12. Security Items: Able to operate X-ray scanner, metal detectors etc.
13. First Aid: Basic First Aid trained
14. Trained in various fire extinguisher and fire control
15. Physical Security: Must be knowledgeable about physical security systems and deterrents, how to operate emergency generator, knowledge of alarm systems.
16. Must have ability to follow instructions, communications effectively, being reliable, dependable, firm, courteous and tactful. Must be able to comprehend orders and
17. directives quickly. Ability to take clear and decisive action especially during emergency situations.
18. The officers shall be properly trained and licensed, in accordance with local laws, to perform security services
19. Able to work together with colleagues from different cultural backgrounds without prejudice

QRF Driver:

1. QRF Driver must be examined by a qualified and experienced physician, who must certify that the guard is mentally and physically fit for guard duties.
2. QRF Driver will be selected among the elite personnel from among the Service Provider security personnel.
3. As a minimum, QRF Driver must receive pre-deployment and bi-annual training i.e. road safety, vehicle convoy/escort procedures, offensive driving techniques and First Aid: Basic First Aid training.
4. Education and literacy: Completion of secondary school level.
5. Understanding tasking orders and maintain logs and reports in English.
6. Radio Communication: Able to operate UHF, HF radios, sat phone, phones (mobile and landline) and emails

7. QRF Driver must be fit enough to be able to run 3000 meters in less than 13 minutes. To climb 5 metres on a rope. To walk forward and backward on a beam of 15 cm wide 5 metres long. Sprint and make a long jump of over 2 metres distance and high jump above 1 metre. To run 200 metres in less than 100 seconds while carrying someone of the same weight.
8. The Service Provider must organize the physical test once a year and keep the record of the results.
9. QRF Driver must have a valid driver's license and appropriate class to drive vehicle assigned to UN in Papua New Guinea
10. QRF Driver must also understand that it is critical to maintain confidentiality on all issues and matter related to UN, its personnel and their dependents.
11. QRF Driver will receive bi-annual refresher training on above points 3)
12. Report immediately to his/her Chief of Team of any traffic incidents.

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:

Have you duly completed all the Returnable Bidding Forms?	
▪ 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"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<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

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration for the last 5 years ensuring that the proposer has minimum 5 years of relevant experience ▪ Minimum 01 (one) contracts of similar value, nature and complexity implemented over the last 05 years. ▪ Statement of Satisfactory Performance from the Top 3 (three) Clients in terms ▪ Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references ▪ ICoC Certification ▪ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2

- years (2018 & 2019) and/or Bank Certified Financial
- statements for the same period
- Structure of the team, including the names, position in the team and CVs of Key personnel (1 CV for the Project Manager, 2 CVs for the Team Leader and 2 CVs for the Supervisor)

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]

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

☐ Contract non-performance did not occur for the last 3 years

☐ 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)

☐ No litigation history for the last 3 years

☐ 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:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 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			
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☐ 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, previous experience with UNDP/ major multilateral/ or bilateral programmes

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.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Demonstrate the ability to respond and manage a variety of emergency situations
- 2.8 Any other comments or information regarding the project approach and methodology that will be adopted.

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 of the following 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.
 - a. Project Manager (1 CV required)
 - b. Team Leader (4 CVs required)
 - c. Supervisor (2 CVs required)

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<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]
References	<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 PDF file separate from the rest of the RFP** as indicated in the Instruction to Proposers.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown*

Currency of the Proposal: [Please enter PGK or USD]

SN	Description	Current Requirement # of Units	Price for 1 st Year		Price for 2 nd Year		Price for 3 rd Year		Total Price for 3 years (USD)
			Unit Price	Total	Unit Price	Total	Unit Price	Total	
		a	b	c=a*b	d	e=a*d	f	g=a*f	h= c+e+g
1	Project Manager	1							
2	Team Leaders	4							
3	Supervisors	2							
4	Post Guards (Unarmed) and QRF	24							

SN	Description	Current Requirement # of Units	Price for 1 st Year		Price for 2 nd Year		Price for 3 rd Year		Total Price for 3 years (USD)
			Unit Price	Total	Unit Price	Total	Unit Price	Total	
		a	b	c=a*b	d	e=a*d	f	g=a*f	h= c+e+g
5	Radio Operators	4							
6	Drivers	4							
7	Initial Mobilization Cost for the contract	One-Time Lump Sum			Not Applicable				
	Grand Total for 3 years								

Note: Any recurrent administrative cost, deployment cost for individuals and any other relevant reimbursable cost should be factored into the unit rates of line-items 1-8 above.

The contractor shall quote annual cost (12 months) for each unit of line item 1-8. The yearly costs for each year will be divided by 12 to calculate the monthly rates in the LTA. Payments under the LTA shall be based upon actual deployment at the request of the UN Agencies and the monthly rates.

The initial one-time, one-off mobilization cost is to be quoted for the contract as a whole in accordance with the quantities and locations indicated in the TOR. No separate mobilization cost will be applicable under the LTA if the contractor is asked to provide security in any new location throughout Afghanistan.

Form H: Form of Proposal Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]