



REQUEST FOR QUOTATION (RFQ)

To: Interested Companies	DATE: January 12, 2022
	REFERENCE: RFQ-UNDP-IMT-2022-001 “Subscribing in a platform to provide a corporate digital workspace for visual collaboration (visual boards) ”

Dear Sir / Madam:

We kindly request you to submit your quotation for **Subscribing in a platform to provide a corporate digital workspace for visual collaboration (visual boards)** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotation must be submitted on or before the deadline indicated by UNDP in the eTendering system. Quotations must be submitted in the online eTendering 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 the below credentials and follow the registration steps as specified in the system user guide.

Username: event.guest

Password: why2change

Your Quotation must be expressed in **English** language and valid for a minimum period of **90 days**.

In the course of preparing your Quotation It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Quotations submitted must be free from any form of virus or corrupted contents, or the quotations shall be rejected. Should you have any questions please email:

United Nations Development Programme
Birhanu Degu Gebeyaw
cpu.bids@undp.org

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Terms of Delivery Place of Destination	Subscribing in a platform to provide a corporate digital workspace for visual collaboration (visual boards)
Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation ²	All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes
Deadline for the Submission of Quotation	15:00 hour, Thursday, January 27, 2022 New York City Time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ³	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the requirements in Annex 1; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Payment Terms	Payment against invoice of the subscription fee.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements indicated in the terms of reference in annex 1 and lowest price ⁴ <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier

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

² This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

³ First 2 items in this list are mandatory for the provision of the service

⁴ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services/Face Sheet
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFQ ⁵	<input checked="" type="checkbox"/> Annex I: Terms of Reference <input checked="" type="checkbox"/> Annex II: Form for Submission of Quotation <input checked="" type="checkbox"/> General Terms and Conditions http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ⁶	Birhanu Degu Gebeyaw Procurement Analyst, Procurement Services Unit, BMS/UNDP cpu.bids@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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

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

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

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

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

without question the General Terms and Conditions of UNDP indicated above -
<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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

Thank you and we look forward to receiving your quotation.

DocuSigned by:



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Sincerely yours,

Ali Tahsin Jumah

Chief, Central Procurement Unit

Annex I

Terms of Reference

A. Adopting a digital workspace/platform for visual collaboration

B. Project Description

UNDP is an operational backbone to the UN system: providing payroll, financial transactions, common premises, treasury investment, procurement, legal services to UN agencies. UNDP provides IT support for 13 UN entities with 40,000 United Nations and external users of the UNDP's Atlas ERP system, as well as information and communication technology (ICT) and application solutions for the United Nations field presence. To support the UNDP Digital Strategy 2022-2025 and enable the digital transformation of the organization, the Office of Information and Technology Management (ITM) is tasked with developing and operating the enabling corporate technology platforms and providing related services that power the IT transformation including: (1) advice, administration and acceleration services to deliver maximum business value of IT platforms; (2) a global service desk operation; (3) and outreach services to promote knowledge sharing and effective, agile planning and governance of technology development and utilization.

Subscribing in a platform to provide a corporate digital workspace for visual collaboration (visual boards). The need is for a platform with tools which enable innovative teams to think and collaborate visually to solve important problems. People benefit from this platform to speed and ease of use in creating diagrams, which are popular in design thinking and agile methodologies, as well as tools to facilitate more impactful meetings and workshops.

This tool will add to the set of corporate collaboration tools ITM provides to the users to empower working remotely and collaborate with different country offices.

C. Scope of Work

Subscription to an online tool/platform that provides set of templates:

- a) Provide a platform that allows for a creative space and thinking during the design process, while scaling processes and best practices across teams.
- b) Utilize a digital-first approach to increase productivity and engagement with a remote team through synchronous and asynchronous collaboration.
- c) Visually enable agile methods of collaboration and project management in a streamlined co-creation space for clear prioritization and programming.
- d) Deliver methodologies that are core to innovation and transformation while scaling education, best practices, and creative processes across business units.

D. Expected Outputs

- a) Visual boards to allow collaboration between different teams, different members or stakeholders
- b) Ability to invite guests without the need to create a paid account
- c) Ability to invite visitors without the need to create a paid account
- d) Ability to share a link to the boards with multiple guests and visitors without the need to create a paid account
- e) Available templates to be reused
- f) Integration with SSO
- g) Ability to export content

E. Institutional Arrangement

- a) The subscription will be managed by ITM/PMO team. The company will liaise with ITM/PMO Team during implementation.
- b) Subscribing to the enterprise plan will allow us to review the subscription and pricing on yearly manner and adjust as needed
- c) The company will provide support services which should be included with no additional cost on global level
- d) The company will provide a series of training to end users and admin based on scheduled plan with the admin. Also provide online training materials, guidance and webinars at no additional cost

F. Duration of the Work

- a) Yearly online subscription to the enterprise plan
- b) 3 Years agreement
- c) Expected start date is 1 March 2022.

G. Duty Station

- a) Online subscription

H. Scope of Bid Price and Schedule of Payments

- a) Yearly online subscription to the enterprise plan

I. Technical Evaluation Criteria

Qualifications of the Successful Contractor (Pass /Fail)

Please note that the offer that do not meet the minimum technical requirements indicated below will be directly disqualified.

- a) The tool to allow integration with SSO.
- b) Allows integration with DevOps and other tools .
- c) Allows links to visitors and guests (nonmembers without the need of membership).
- d) Allows the ability to export boards and content in different format.
- e) Allows users interaction and collaboration at the same time.
- f) Allows search.
- g) Integrates with MS Teams.
- h) Administration portal.
- i) The company to understand the UN benefits and immunity and agrees on them.
- j) Providing training to UNDP explaining more how the tool works and how users can benefit most from.
- k) System availability 24/7.

Annex II

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in **Tables 1, 2 and 3** in conformity with the specification and requirements of UNDP as per RFQ Reference: RFQ-UNDP-IMT-2022-001 "Subscribing in a platform to provide a corporate digital workspace for visual collaboration (visual boards)

TABLE 1: Price table

#	Description	Subscription fee Year 1 (USD)	Subscription fee Year 2 (USD)	Subscription fee Year 3 (USD)	Comments
1.1	Digital workspace for visual collaboration (visual boards) subscription fee per member*				
1.2	Additional Charges (USD), Please explain				

* Estimated volume is 200 members. UNDP does not warrant any quantity of service shall be ordered during the term of the LTA and reserves the right to request all or some of the services outlined above.

TABLE 2- Volume Discount

	Description	201-500 member per year	500+ member per year
2.1	Proposers are also requested to indicate the percentage of volume discount their company will be able to provide UNDP if the following would be reached during the contract period:		

TABLE 3: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Mandatory/ Optional	Your Responses		
		Yes, we will comply	No, we cannot comply	Bidders Comment
Technical responsiveness/Full compliance to requirements as per Annex1 and below (PLEASE SUBMIT A TECHNICAL PROPOSAL)				
The tool allows integration with SSO	Mandatory			
Allows integration with DevOps and other tools	Mandatory			
Allows links to visitors and guests (nonmembers without the need of membership)	Mandatory			
Allows the ability to export boards and content in different format	Mandatory			
Allows users interaction and collaboration at the same time	Mandatory			
Allows search	Mandatory			
Integrates with MS Teams	Mandatory			
Administration portal	Mandatory			
The company to understand the UN benefits and immunity and agrees on them	Mandatory			

Providing training to UNDP explaining more how the tool works and how users can benefit most from	Mandatory			
System availability 24/7	Mandatory			
Administrative Requirements				
Legally registered entity (business registration required)	Mandatory			
Validity of Quotation, 90 days	Mandatory			
The vendor is not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.	Mandatory			
Full acceptance of the Contract General Terms and Conditions.	Mandatory			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]
[Designation] & [Date]*