



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RBAS-RFQ-008-2022	Date: 05 April 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **Provision of Event/Retreat Facilitation Services** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements


Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

Thank you and we look forward to receiving your quotations.

Issued by:

DocuSigned by:

Signature: 8B88C18CEE3643B

Name: Huda Khattab

Title: Operations Manager

Date: 05 April 2022

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SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>12 April, 2022 at 17:00 Hours (Amman Local Time)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: proc.contract.rscjo@undp.org</p> <ul style="list-style-type: none"> ▪ File 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. ▪ Max. File Size per transmission: 7 MB ▪ Mandatory subject of email: RBAS-RFQ-008-2022- "Event/Retreat Facilitation Services" ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall</p>

	reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [3 days]
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
Currency of Quotation	Quotations shall be quoted in US Dollars
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.

	<p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>									
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>									
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>									
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 2 years plus 3 client’s contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field;or provide list of references with contact details</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel (Facilitator/ Team leader, Designer/visualizer, Facilitator)</p>									
Quotation validity period	<p>Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation.</p>									
Price variation	<table><tr><th>Expected Outputs and Deliverables</th><th>Targeted Due Dates</th><th>Payment Term(s)/ Schedule</th></tr><tr><td>1- Advisory services & development of final workshop agenda</td><td rowspan="2">05.05.2022</td><td rowspan="2">40% after satisfactory completion and acceptance of deliverable no. 1 & 2</td></tr><tr><td>2- Development of preparatory workshop materials</td></tr></table>			Expected Outputs and Deliverables	Targeted Due Dates	Payment Term(s)/ Schedule	1- Advisory services & development of final workshop agenda	05.05.2022	40% after satisfactory completion and acceptance of deliverable no. 1 & 2	2- Development of preparatory workshop materials
Expected Outputs and Deliverables	Targeted Due Dates	Payment Term(s)/ Schedule								
1- Advisory services & development of final workshop agenda	05.05.2022	40% after satisfactory completion and acceptance of deliverable no. 1 & 2								
2- Development of preparatory workshop materials										

	3- Provision of a team for running & facilitating sessions during the 3-day workshop	17-19.05.2022	50% after satisfactory completion and acceptance of deliverable no. 3
	4- Provision of brief workshop report & final set of visuals created	26.05.2022	10% after satisfactory completion and acceptance of deliverable no. 4
No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received, .			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted		
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted		
Payment Terms			
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Submission of Original invoice		
Contact Person for correspondence, notifications and clarifications	E-mail address: Primary Contact (sent email "TO"): Abeer Awawdeh, Procurement Associate Abeer.awawdeh@undp.org Secondary Contact (Copied in the e-mail "CC"): Hanan Abu Baker, Procurement Analyst Hanan.abubaker@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.		
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated via e-mail		
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer		
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Submission of all mandatory documents as mentioned in the RFQ <input checked="" type="checkbox"/> Comply with table 3 under Annex 3. <input checked="" type="checkbox"/> Meeting Qualification of Company & personnel as specified in Annex 1		
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order		
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.		

Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)
Expected date for contract award.	30 April 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of Reference (TOR)

UNV Regional Office for the Arab States (ROAS) Team Retreat 2022

A. Background

2020 and 2021 were challenging years due to the COVID-19 pandemic which had a global impact on the way of living, working and the economy. The UNV Regional Office Arab States (UNV ROAS) has overall manoeuvred well through the pandemic and deployed the largest number of volunteers in the organization's history with 1141 UN volunteers deployed in 2020 and 1350 in 2021. Still, impact and effects of the pandemic were also felt by the team, which is in addition working in a very diverse and challenging region, with FUs often serving in complex and harsh conditions.

The UNV ROAS is planning to conduct a 3-day retreat in the form of a workshop (hereinafter: workshop) that will gather the regional office team, field units (FUs), Non-FUs, and UNV colleagues associated with Arab States Region to regroup, reflect, and celebrate teamwork and joint achievements during 2020 & 2021.

Apart from teambuilding, emphasis will be put on deepening a joint understanding of the UNV Strategic Framework (2022-25) and of global/regional priorities, deepening of partnership building skills of UNV ROAS field staff, learning on innovation, engaging in innovative ways of communication and partnerships and peer to peer learning. Overall, the workshop also serves the purpose to recognize and celebrate the team achievement during 2020 & 2021.

B. Workshop Objectives

- Foster common vision and common understanding of UNV SF (2022-25) and of UNVs strategy of positioning within the UN system
- Deepen understanding of UNV's identity in the UN landscape, and deepen partnership building skills and practical skills for UNV mobilization work
- Engage in joint learning on innovation and innovative communication/story telling
- Teambuilding within the region and across UNV to boost effective engagement and collaboration
- Peer to peer exchange, listening and mutual learning from experiences and good practices (outreach, partnerships, delivery)

To facilitate the workshop and prepare and deliver jointly with the ROAS staff the retreat, ROAS looks for an experienced contractor that will be able to engage participants in relevant team building activities, facilitate joined and proactive discussion and exploration of the SF with participants, through use of innovative sessions design/ facilitation methods and visualisation.

The workshop is planned to take place in mid May 2022. Location will be Antalya, Turkey. Total number of UNV related participants for the region, UNV HQ and other office is approximately 40.

C. Scope of Services

Against the objectives of the retreat, the contractor shall deliver the following services:

<p>Advisory services, comprehensive workshop design and implementation, introduction of innovation and innovative practices (including, for example, use of visualisation methods, use of user-centred approaches, co-creation)</p> <p>Specifically -</p> <ul style="list-style-type: none"> • <i>Advise to and collaboration with UNV ROAS team</i> (provision of advice on strategic innovation, workshop design, workshop agenda/curriculum design) and <i>development of agreed workshop agenda</i> (including teambuilding activities supporting workshop objectives integrated in the program flow) <ul style="list-style-type: none"> ○ Methods: online meetings and discussions, presentations, documents, emails...
<ul style="list-style-type: none"> • Design and preparation of <i>preparatory workshop materials</i> with the UNV ROAS team before the workshop <ul style="list-style-type: none"> ○ Method: mini preparatory workshop, online meetings and discussion, presentations, visualisation, documents emails...
<ul style="list-style-type: none"> • Provision of a team for <i>running & facilitating core sessions during the 3-day workshop</i> based on agreed workshop agenda. (Developed visualisation materials should be post workshop finalised in a format which can be used by UNV ROAS teams for promotion, storytelling, and volunteer mobilisation). <ul style="list-style-type: none"> ○ Methods: workshop facilitation, visualisation, facilitation of storytelling, teambuilding, peer learning listening activities...
<p>UNV senior staff will actively take part in the workshop preparation and workshop delivery and will as needed co-facilitate specific sessions (SF framework, partnerships), with detailed modalities and role sharing to be agreed during preparation of the workshop.</p>

D. Reporting

The Contractor shall provide UNDP with a brief and concise report on the delivery of the retreat, including key highlights and lessons learnt, within one week of the completion of the Event.

E. Service Standards

1. The Contractor shall provide polite, responsive, and efficient service always to fulfil the UNV's requirements. As a service objective, telephone calls and emails should be answered promptly.
2. The contractor will be assessed for the performance of its services and delivery of its products in accordance prescribed minimum performance standards described in Clause K below.
3. Contractor shall provide the following core service hours: Sunday – Thursday between 8.00 am and 6.00 pm and during event arrangement.
4. Contractor(s) shall assign personnel/focal point for each event to facilitate and handle all event arrangements and to be in site during event period.

F. Quality Control for the Services

1. The Contractor shall monitor the quality of the services provided to the UNDP on a regular and continual basis. These procedures shall include a self-inspection system covering all the services to be performed in the Contract, and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service furnished to the UNV. UNDP shall be notified of any deficiencies found and corrective action taken.
2. The UNDP reserves the right to conduct their own quality control surveys to ensure the adequacy of the services and to compare unit rates for services with existing in the market.
3. The Contractor warrants that the personnel assigned to handle the UNV's arrangements shall have a strong event management, design and facilitation skills and experience and shall constantly be trained to be kept up to date.

G. Personnel Required

The contractor shall nominate an experienced team of at least 3 persons, comprising of a

- Facilitator/ Team leader (at least 5yrs professional work experience; university degree, fluent in oral and written English)
- Designer/visualizer (at least 5yrs of professional work experience, university degree, fluent in oral and written English)
- Facilitator (at least 5yrs of professional experience, university degree, fluent in oral and written English)

All contractor personnel should have previous experience with the facilitation of similar workshops for international clients.

The contractor shall designate a focal point/ appointed team leader who will be present during the workshop period and lead the team. Equally for the pre-event communication and planning process the focal point will be directly responsible for delivering the items and services listed under section C.

H. Requirements for the Contractor(s)

The Contractor should have:

1. At least 5 years of proven experience and strong track record in *designing and facilitating corporate workshop and sessions for international customers/ international organization, Government, private sector and ideally the United Nations.*
2. At least 5 years of proven experience and track record in *ideation, design, and implementation of innovative workshop programs*, that apply strategic review/thinking, visualisation, user centred design, co-creation, storytelling, and teambuilding.
3. At least 5 years proven experience in development of communication and branding strategies and communication materials.
4. Experience in holding at least 2 median scale events for the last three years (30-50 participants).

I. Provision of offer by the contractor to UNDP

Based on the outline of objective and scope of services as above, the contractor shall provide UNDP with the following documents

- Quotation Submission Form duly completed and signed
- Technical and Financial Offer duly completed and signed and in accordance with the schedule of requirements (including a cost breakdown (hourly/ daily rates of personnel, any other cost items)
- CVs of proposed personnel
- Company Profile
- List and value of projects performed for the last 2 years plus 3 clients' contact details who may be contacted for further information on those contracts.

J. SCHEDULE OF PAYMENTS

Expected Outputs and Deliverables	Expected No. of Working Day(s) for each deliverable	Targeted Due Dates	Payment Term(s)/ Schedule
Advisory services & development of final workshop agenda	3 WD	05.05.2022	40% after satisfactory completion and acceptance of deliverable no. 1 & 2
Development of preparatory workshop materials			
Provision of a team for running & facilitating sessions during the 3-day workshop	3 WD (retreat) 2 WD (preparation) 1 WD (post retreat)	17-19.05.2022	50% after satisfactory completion and acceptance of deliverable no. 3
Provision of brief workshop report & final set of visuals created		26.05.2022	10% after satisfactory completion and acceptance of deliverable no. 4

ANNEX 2: QUOTATION SUBMISSION FORM

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RBAS-RFQ-008-2022	Date: Click or tap to enter a date.

Company Profile

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

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

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

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

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RBAS-RFQ-008-2022	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
- *a brief methodology, approach and implementation plan;*
- *team composition and CVs of key personnel*

Financial Offer

Provide unit price and total price for each line item per year for the provision of the services stated in the Terms of Reference your technical offer. The fees should include all costs of preparing and delivering the Services.

Table 1 - Currency of Quotation: US Dollars

SN	Deliverables <i>[list them as referred to in the RFP]</i>	No. of Persons	Time (Persons day)	Professional Fees	Other Costs	Total (All inclusive)
1	Advisory services & development of final workshop agenda					
2	Development of preparatory workshop materials					
3	Provision of a team for running & facilitating sessions during the 3-day workshop					
4	Provision of brief workshop report & final set of visuals created					
	Total Quotation (All inclusive)					

Table 2- Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			

Other expenses				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Table 3- Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation-120 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of All Provisions of the UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full compliance to requirements (TOR) under Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
At least 5 years of proven experience and strong track record in designing and facilitating corporate workshop and sessions for international customers	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Meeting minimum qualifications for key personnel as requested in ANNEX 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Exact name and address of company
 Company Name: Click or tap here to enter text.
 Address: Click or tap here to enter text.
 Click or tap here to enter text.
 Phone No.: Click or tap here to enter text.
 Email Address: Click or tap here to enter text.

Authorized Signature:
 Date: Click or tap here to enter text.
 Name: Click or tap here to enter text.
 Functional Title of Authorised Signatory: Click or tap here to enter text.
 Email Address: Click or tap here to enter text.