



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP/RFQ/22/2022	Date: 04 July 2022
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of **Design and Development of Web Portal** as detailed in Annex 1 (Terms of Reference) 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 – Terms of Reference

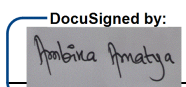
Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:  \_\_\_\_\_  
 Name: Ambika Amatya  
 Title: Head of Procurement Unit  
 Date: 04 July 2022

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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>
<b>Deadline for the Submission of Quotation</b>	<p><b>18 July 2022, 5:00PM Nepal Standard Time</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> <b>Dedicated Email Address</b></p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <b>procurement.np@undp.org</b></p> <ul style="list-style-type: none"> <li>File Format: PDF Format</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Max. File Size per transmission: 35 MB</li> <li>Mandatory subject of email: UNDP/RFQ/22/2022 – Design and Development of Web Portal</li> <li>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”.</li> <li>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>The bidder should receive an email acknowledging email receipt.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>Insert BU Code and Event ID number</li> </ul> <p>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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>Cost of preparation of quotation</b>	<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>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></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</p>

	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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a>
<b>Gifts and Hospitality</b>	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 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.
<b>Conflict of Interest</b>	<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>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> <b>Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</b></p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<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>
<b>Currency of Quotation</b>	Quotations shall be in Nepalese Rupees for local services.

<b>Joint Venture, Consortium or Association</b>	<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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids 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"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<b>Duties and taxes</b>	<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"/> <b>be inclusive of VAT and other applicable indirect taxes</b></p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> <b>Annex 2: Quotation Submission Form duly completed and signed</b></p> <p><input checked="" type="checkbox"/> <b>Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</b></p> <p><input type="checkbox"/> Specifications, Catalogues/Brochures of the offered vehicle</p> <p><input checked="" type="checkbox"/> <b>Company Profile.</b></p> <p><input checked="" type="checkbox"/> <b>Registration certificate, VAT Registration and Latest Tax Clearance certificate;</b></p> <p><input checked="" type="checkbox"/> <b>List and value of projects performed for the last three years plus client's contact details who may be contacted for further information on those contracts;</b></p> <p><input type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</p> <p><input type="checkbox"/> <b>Statement of satisfactory Performance (Certificates) from the top two clients in terms of Contract value in similar field;</b></p> <p><input checked="" type="checkbox"/> <b>Completed and signed CVs for the proposed key Personnel;</b></p> <p><input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer)</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>

<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
<b>Payment Terms</b>	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> <b>Other : Payment will be made as per the payment terms mentioned in the ToR</b>
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> <b>Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</b> <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>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.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated through a bulletin
<b>Evaluation method</b>	<input checked="" type="checkbox"/> <b>The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</b> <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> <b>Full compliance with all requirements as specified in Annex 1</b> <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <a href="#">Click or tap here to enter text.</a>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <b>Purchase Order</b> <input checked="" type="checkbox"/> <b><a href="#">Contract Face Sheet</a> (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.)</b> <input type="checkbox"/> <b><a href="#">Contract for Works</a></b>

	<input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	25 July 2022
<b>Publication of Contract Award</b>	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.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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

#### UNITED NATIONS DEVELOPMENT PROGRAMME

#### Accelerator Lab

#### Design and Development of Webportal

**Duty Station:** Kathmandu, Nepal

**Duration:** 80 working days (spread over a period of 4 months)

#### Background:

The UNDP Accelerator Lab in Nepal is working together with the sub-national governments, like-minded organizations (I/NGOs), academia and the private sectors to reduce the development gaps and support the Government of Nepal on achieving its development priorities. Among the various development challenges that the country is facing, the Accelerator Lab Nepal is currently focusing on 2 areas: Unemployment and Unplanned Urbanization.

In 2021 UNDP and Nepal Academy of Science and Technology (NAST) signed an MOU to jointly design solutions to counter the societal impacts of COVID-19 and rapid urbanization. Under the broader sectorial challenge of Urbanization, one of the pressing problems we are witnessing is the huge demand of food supply for urban inhabitants. The current food system in the cities cannot meet the growing food demand sustainably. With urbanization, food insecurity arises and modern urban agriculture systems could be a means to decrease food supply risks. Thus, national and local governments need to become more strategic in responding to the challenges and opportunities posed by rapid urbanization by formulating a national urbanization strategy and better coordinated actions by all the stakeholders involved in the private sector.

For urban areas to produce food itself and maintain greenery, the concept of Food Green City (FGC) has been established by integrating urban agriculture with urban planning for addressing socio-economic and environmental issues. The underlying benefit of this project is to improve the quality of local food products that are without pesticides, seasonal, fresh, prevent waste and could be delivered in a more sustainable and less carbon intensive way. So far, NAST has signed MOU with 16 municipalities all over Nepal to roll out the concept of FGC. This concept is designed to be operationalized through this portal which will be able to collect, store and track the datasets, archive and disseminate information of all things related to urban produce, urban agriculture, creating greener cities, managing expert roster and inventory of services. It will also include the operational calendar, weather and soil suitability, information on pests and diseases, and best management of each crop, fruit, or vegetable.

The overall portal features will be finalized jointly by NAST and UNDP.

### Objectives of the Assignment:

The primary objective of this assignment is to design and develop a portal inclusive of the following components:

1. **GIS enabled interactive FGC map of Nepal:** This component will involve the GIS mapping of FGCs (16 municipalities) of Nepal and display overall information of the municipality including the boundaries, elevation profiles, FGC activities of the area etc.
2. **Public Page and dedicated webpages for the municipalities:** This would include a public page with details of FGC initiatives, vision and mission of FGC, details of the FGC in Nepal etc. And dedicated webpages for each municipalities where contents exclusive to their FGC model would be displayed.
3. **Crops, Fruits, Vegetable and green initiative Database:** Based on available data, a module will be built with a list of various crops grown, crop calendar, pest and diseases management practices and organic farming diseases control through bio-pesticides. Along with green activities such as tree plantation etc.
4. **Experts Database:** This component will establish a roster of experts in different fields related to FGC. Through the portal a 2-way communication/ interactive channel will be developed where the farmers and general public can drop in their agriculture related queries and the expert would be able to provide suggestions to the queries from the portal.
5. **Inventory of Services:** The availability of data on seed stores, agro-equipment, fertilizers and market centers will be kept in the maps, so the general public can get the information easily.

### Scope of Work

The vendor will develop a FGC webportal in accordance with NAST and UNDP. This will entail creating a dedicated online information platform which effectively capture and share information on the urban agriculture practices, initiatives, proper land-use planning, tree plantation etc.

1. **Consultations with NAST and UNDP on website content, functionality and web-architecture and design and graphics including:**
  - General information on the FGC, locations, GIS mapping, focal contact details, vision, mission etc.
  - Easily accessible content relating to database of crops, crop calendar, database and profile of experts, public information etc.
  - 2-way query and feedback generation section.
  - Simple but interactive design suitable for slow internet connections and access from mobiles.  
(\*content in terms of information for the webportal will be provided to the designer)
2. **Design, development and launch of the website**
  - Development of the back-end database
  - Development of templates
  - Development of live demo for consultation purposes
  - Development of final user-friendly design and ensure its effective testing
  - Uploading of source code information to servers

### 3. Advise on necessary procedures and mechanisms for management of data on the website and training

- Recommend procedures to update website and content management
- Recommend procedures to check accuracy of links and uploaded documents, review content and remove/replace outdated initiatives/ announcements etc.
- Provide training on recommended procedures.

### 4. Support and maintenance

- Provide technical support, quality control for a period of 3 months after the handover of the webportal to NAST.

### 5. Source code handover

- Full source code and database shall be handed over to NAST.

## Expected Outcome and Deliverables

Listed below is estimated timeline, subject to negotiation for minor changes based on the proposal. This contract will be based on fixed-output deliverables:

S.N.	Deliverables/ Outputs	Estimated time to complete	Estimated Payment (%)
1.	Final portal specifications based on consultations with NAST and UNDP	5 days	10%
2.	Completion of database and template development	15 days	10%
3.	Fully functioning live demo of web-portal	15 days	25%
4.	Fully functioning web-portal for NAST, source code uploaded onto the government servers.	25 days	35%
5.	Documented procedures for content management, and report of on the job training on content management for IT focals of municipalities and NAST support staff.	15 days	10%
6.	Post- service maintenance and support (valid for 3 months)	5 days (to be charged on a demand basis)	10%

### Minimum Quality Assurance Criteria for the Website

- **Language:** The webportal should be available in English with translation feature to Nepali.
- **Design:** Clean user interface and consistent page layout, particular attention should be paid to navigability and search capabilities
- **Features:** Easy content management and interface with other government website; ability to restrict content to certain users; interactive features relating to updating FC initiatives, fully searchable, with hyperlinking; links to other government websites and web-portals; site-map and provision for terms and conditions, privacy policy, contact details, document library documents accessible in standard formats (html or pdf), integrates a 2-way feedback element; metadata included where appropriate.

## Required Qualification

### Qualifications

- Degree in computer engineering
- Certificate in web-design is mandatory

### Experience

- Minimum 3 year of relevant experience
- Strong experience in web-design and web application development
- Strong experience in website design, upgrade, maintenance and management
- Experience designing high traffic websites, websites for large companies or government institutions

### Competencies

- Fluent in English and Nepali
- Sound communication skills

## Duty Station, Travel and Deadline

Duty Station: Kathmandu

## Institutional Arrangements

The deliverables will be reviewed and approved by UNDP and NAST. The website will be developed in close coordination with UNDP (Accelerator Lab) and NAST and the designer will be required to present the progress and feature of the website on a weekly basis. The vendor must arrange travel related costs by themselves.

## Payment Schedules

The payment will be made as per the submission of the deliverables following the deadlines mentioned above.

**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:	UNDP/RFQ/22/2022	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	<input type="checkbox"/> Yes <input type="checkbox"/> No

institutions promoting such issues (If yes, provide a Copy)				
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.			
<b>Previous relevant experience: 3 contracts</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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"/>	<b>Prohibitions, Sanctions:</b> 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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> 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:	UNDP/RFQ/22/2022	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 a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation: Nepalese Rupees (NPR)**

S.N.	Description of Deliverables	Qty	Unit Rate (NPR)	TOTAL (NPR)
1.	Final portal specifications based on consultations with NAST and UNDP	1		
2.	Completion of database and template development	1		
3.	Fully functioning live demo of web-portal	1		
4.	Fully functioning web-portal for NAST, source code uploaded onto the government servers.	1		
5.	Documented procedures for content management, and report of on the job training on content management for IT focals of municipalities and NAST support staff.	1		
6.	Post- service maintenance and support (valid for 3 months)	1		
<b>Total Price</b>				
<b>VAT 13%</b>				
<b>TOTAL PRICE WITH VAT</b>				

**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	<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.
Other requirements [pls. specify]	<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.