



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: MDV/RFQ/22/14	Date: 07 July 2022
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or 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:   
Name: Shafag Naaz Athif  
Title: Operations Manager  
Date: 07 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>21 July 2022, 00:00 am, EDT (New York)</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> <ul style="list-style-type: none"> <li><input type="checkbox"/> E-tendering</li> <li><input checked="" type="checkbox"/> Dedicated Email Address – proc.mv@undp.org</li> <li><input type="checkbox"/> Courier / Hand delivery</li> <li><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></li> </ul> <p>Bid submission address: UNDP Maldives Registry; Tel: +9607906127, email: proc.mv@undp.org</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</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: 10 MB</li> <li>▪ Mandatory subject of email: <i>MDV/RFQ/22/14 - Venue and Catering services for Practice Parliament</i></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>

	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 <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 checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input 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 type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</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 quoted in <b>Maldivian Rufiyaa (MVR)</b>

<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> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</li> <li><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</li> </ul>
<b>Language of quotation</b>	<b>English</b> , Including documentation including catalogues, instructions and operating manuals.
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><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</li> <li><input checked="" type="checkbox"/> Company Profile.</li> <li><input checked="" type="checkbox"/> Registration certificate; including articles of incorporation, or equivalent document with the most updated information if bidder is not a corporation.</li> <li><input checked="" type="checkbox"/> Tax registration certificate</li> <li><input checked="" type="checkbox"/> List and value of projects performed for the last 05 years plus client's contact details who may be contacted for further information on those contracts;</li> <li><input checked="" 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;</li> <li><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 03 clients in terms of Contract value in similar field;</li> </ul>
<b>Quotation validity period</b>	Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation.

<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"/> Not permitted <input type="checkbox"/> Permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted <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, UNDP Maldives 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 checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
<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 checked="" type="checkbox"/> Completion of deliverables <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:proc.mv@undp.org">proc.mv@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 05 days before the submission deadline. Responses to request for clarification will be communicated via email by 17 July 2022
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
<b>Evaluation criteria</b>	<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 type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
<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 Maldives 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"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]

<b>Expected date for contract award.</b>	07 August 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.

### Terms of Reference

<b>Location:</b>	Maldives
<b>Consultancy Title:</b>	Firm to provide venue and catering services for Practice Parliament for Youth & Women (batch 2)
<b>Type of Contract:</b>	Institutional Contract
<b>Languages required:</b>	Dhivehi/English
<b>Contract period:</b>	8 Days (21,24,25,26 August and 4, 7, 8, 9 September 2022)
<b>Project Title:</b>	Empowered Resilient Communities
<b>Prompt ID:</b>	<a href="#">MDV-0000189119</a>

### A - BACKGROUND

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. UNDP is on the ground in about 170 countries and territories, working with national counterparts on solutions to global and national development challenges. In the programme countries, UNDP supports stabilization, state-building, governance and development priorities in partnership with the host governments, the United Nations system, the development partners and other partners to help the country to achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shock.

UNDP has been a trusted development partner of the Maldives for more than 40 years, helping to achieve the eradication of poverty, reduction of inequalities and exclusion in areas such governance, environment protection, climate change mitigation and adaptation. In each of its thematic areas of work, UNDP at the request of its national partners provides relevant policy advisory support, technical assistance, advocacy, and knowledge to help Maldives achieve its global commitment on Sustainable Development Goals (SDG). With Maldives's transition to Middle Income Country Status, Official Development Assistance from traditional donor sources has been on the continuous decline. UNDP is therefore working with its national partners to identify and tap into alternative and innovative financing mechanisms for development. This process involves broadening outreach and forging wide-ranging partnerships with stakeholders - including other UN agencies, the government, the private sector, philanthropic Foundations, multi-lateral and bi-lateral donors and International Finance Institutions to advance the country's development strategies and objectives.

Maldives has made considerable gains on the economic and human development front in recent years. However, important challenges remain particularly in terms of inclusive participation, accountability, transparency and rights-based approaches in development and governance processes. The equal participation of women in decision-making bodies have been ensured by the Maldives Constitution and laws as well as the international conventions that Maldives is party to. This is supported by commitment from member states to remove barriers that hinder women's participation and to actively promote and ensure their representation and meaningful participation in all governance structures including in the elected and appointed bodies. However, women continue to be underrepresented from decision making processes at local and national level.

In Maldives, only 4 women were elected to the Parliament in 2019 <sup>1</sup> and 39 women were elected to local councils out of a total 653 members elected in 2017.<sup>2</sup> However, the amendments to the Decentralization Act have since improved these numbers with the establishment of the 33% quota for women in island and city councils. For the Local Council Elections in 2021, 388 women were elected to island councils indicating the effectiveness of these measures in boosting the participation of women in decision making roles.<sup>3</sup>

The amendments to the Decentralization Act also strengthen the role of Women's Development Committees as advisory bodies to the local councils. However, during consultations held by UNDP with various stakeholders in 2020, many women identified that there was a substantial need for ongoing capacity development and training programmes for women active in the political arena to build their skills and knowledge to contest for elected positions even between election cycles.

Maldivian youth are driven, creative, and passionate about the communities they live in. UNDP Maldives

Against this background, UNDP in partnership with the People's Majlis implemented a Practice Parliament series in 2021 with the aim of providing opportunities for women and young people to build their capacity and confidence to participate in democratic processes, become change makers in their communities and eventually, contest for elected positions. Building on the success of last year's programme, UNDP and the People's Majlis is currently seeking to hire the venue for the Practice Parliament Program for Youth and Women.

Practice Parliament for Youth is planned to be held from 21 -27 August 2022

Practice Parliament for Women (batch 2) is planned to be held from 4 – 10 September 2022

## **B - DUTIES AND RESPONSIBILITIES**

The Practice Parliament for Youth and Women (batch 2) will host 40 participants from across the Maldives for each program. Venue and catering services are required to cater for the participants and facilitators. Venue must be a PWD friendly or accessible venue.

### **Scope of Work**

The purpose of the Terms of Reference is to provide the service specification for arranging the venue hire and catering services. The firm/vendor will be in-charge of providing the venue hire and catering services to the specified criteria below.

### **Expected Outputs and Deliverables**

The table below outlines the required deliverables from the vendor:

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<sup>1</sup> Election Commission of Maldives (2019) *Statistics Report: Parliamentary Elections 2019*

<sup>2</sup> Election Commission of Maldives (2017) *Statistical Report of Local Council Elections 2017*.

<sup>3</sup> Election Commission of Maldives



	Service Description	Qty	Service Specification for both Practice Parliament for Youth and Women (batch 2)	
1	Full day Hall hire	8 days	<ul style="list-style-type: none"><li>- Podium for opening day (21 August and 4 September)</li><li>- 2 sensitive Microphone</li><li>- Floor space (accommodating 45 participants)</li><li>- Projector, screen &amp; sound system (covering the full training space)</li><li>- Wi fi - High speed internet connection</li><li>- Free flow water/coffee/tea</li></ul> <p>Dates: 21 Aug, 24 Aug, 25 Aug, 26 Aug Dates: 04 Sept, 07 Sept, 08 Sept, 09 Sept</p>	
2	Seating arrangement	8 days	<ul style="list-style-type: none"><li>- workshop style</li></ul>	
3	Participants table	8 days	<ul style="list-style-type: none"><li>- 7 Round tables</li><li>- For each table, 6 chairs to be arranged</li></ul>	
4	Organizers table	8 days	<ul style="list-style-type: none"><li>- 2 Rectangular tables</li><li>- For this table, 4 chairs to be arranged</li></ul>	
Practice Parliament for Youth				
5	Meals & Refreshments	4 days,	<div>21 Aug      Morning tea (55 pax), lunch and evening tea (50 pax)</div> <div>24 Aug      Morning tea (50 pax), lunch and evening tea (50 pax)</div> <div>25 Aug      Morning and evening tea, lunch (50 pax)</div> <div>26 Aug      Evening tea (50 pax)</div> <div>-</div>	
Practice Parliament for Women (batch 2)				
6	Meals & Refreshments	4 days	<div>04 Sept      Morning tea (55 pax), lunch and evening tea (50 pax)</div> <div>07 Sept      Morning tea (50 pax), lunch and evening tea (50 pax)</div> <div>08 Sept      Morning and evening tea, lunch (50 pax)</div> <div>09 Sept      Evening (50 pax)</div>	

### C -PAYMENT TERMS

The method of payment is **output-based lump-sum scheme**. The total amount quoted shall be **all-inclusive lump sum** and include all costs components required to perform the deliverables identified in the TOR. The contract price will be fixed output-based price regardless of extension of the herein specified duration.

The payments shall be released upon submitting the required deliverables/outputs with satisfactory by the Programme Manger/Focal Point as per agreement for each report in accordance with a set time schedule to be agreed in the contract.

Deliverables	Target due date	Percentage	Review and Approvals Required
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<p>Delivery of all Service (as indicated below) requested for Practice Parliament for Youth</p> <p>-Full day Hall hire (podium, microphones, floors space, projector, screen, sound system, high speed wi-fi, free flow of water/coffee/tea)</p> <p>-Seating arrangements</p> <p>Participants table</p> <p>-Organizers table</p> <p>-Meals &amp; Refreshment for 50 pax as indicated in the expected deliverable section above.</p>	27 August 2022	50%	Program Manager/Focal point from UNDP Maldives
<p>Delivery of all Service (as indicated below) requested for Practice Parliament for Women (batch 2)</p> <p>-Full day Hall hire (podium, microphones, floors space, projector, screen, sound system, high speed wi-fi, free flow of water/coffee/tea)</p> <p>-Seating arrangements</p> <p>Participants table</p> <p>-Organizers table</p> <p>-Meals &amp; Refreshment for 50 pax as indicated in the expected deliverable section above.</p>	10 September 2022	50%	Program Manager/Focal point from UNDP Maldives

**Note: Payments will be based on invoices on achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification of acceptance by the UNDP. The applicant must factor in all possible costs in their “All Inclusive Lump Sum Fee”. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consulting firm.**

## **D - REQUIRED SKILLS AND EXPERIENCE**

### **Documentation required.**

Interested firms must submit the following documents/information to demonstrate their qualifications.

- 1. Business registration certificate**
- 2. Please include TAX registration**
- 3. Reference documents from past events and services**
- 4. Financial proposal**
  - Financial proposal (inclusive of all costs with the breakdown). Quotation to reflect the specifications requested for in the TOR.

Financial proposal that indicates the lump sum rate/fee of the vendor in Maldivian Rufiyaa only.

**Incomplete proposals may not be considered.**

**ANNEX 1: SCHEDULE OF REQUIREMENTS****Technical Specifications for Goods:**

Item No	Minimum technical requirements	Unit	Quantity
1	Full day Hall hire <ul style="list-style-type: none"> <li>- Podium for opening day (21 August and 4 September)</li> <li>- 2 sensitive Microphone</li> <li>- Floor space (accommodating 45 participants)</li> <li>- Projector, screen &amp; sound system (covering the full training space)</li> <li>- Wi fi - High speed internet connection</li> <li>- Free flow water/coffee/tea</li> </ul> Dates: 21 Aug, 24 Aug, 25 Aug, 26 Aug Dates: 04 Sept, 07 Sept, 08 Sept, 09 Sept	1	08
2	Seating arrangement - workshop style	1	08
3	Participants table <ul style="list-style-type: none"> <li>- 7 Round ta</li> <li>- For each table, 6 chairs to be arranged</li> </ul>	1	08
4	Organizers table <ul style="list-style-type: none"> <li>- 2 Rectangular tables</li> <li>- For this table, 4 chairs to be arranged</li> </ul>	1	08
<b>Practice Parliament for Youth</b>			
5	Meals & Refreshments 21 Aug Morning tea (55 pax), lunch and evening tea (50 pax) 24 Aug Morning tea (50 pax), lunch and evening tea (50 pax) 25 Aug Morning and evening tea, lunch (50 pax) 26 Aug Evening tea (50 pax)	1	04
<b>Practice Parliament for Women (batch 2)</b>			
6	Meals & Refreshments 04 Sept Morning tea (55 pax), lunch and evening tea (50 pax) 07 Sept Morning tea (50 pax), lunch and evening tea (50 pax) 08 Sept Morning and evening tea, lunch (50 pax) 09 Sept Evening (50 pax)	1	04

**Delivery Requirements**

<b>Delivery Requirements</b>	
<b>Delivery date and time</b>	Bidder shall deliver the goods <a href="#">Click or tap here to enter text.</a> after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	<a href="#">Click or tap here to enter text.</a>
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	<a href="#">Click or tap here to enter text.</a>
<b>Distribution of shipping documents (if using freight forwarder)</b>	<a href="#">Click or tap here to enter text.</a>
<b>Packing Requirements</b>	<a href="#">Click or tap here to enter text.</a>
<b>Training on Operations and Maintenance</b>	<a href="#">Click or tap here to enter text.</a>
<b>Warranty Period</b>	<a href="#">Click or tap here to enter text.</a>
<b>After-sales service and local service support requirements</b>	<a href="#">Click or tap here to enter text.</a>
<b>Preferred Mode of Transport</b>	Choose an item.

**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:	MDV/RFQ/22/14	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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" 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"/>	<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.
<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.

Yes	No	
<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 - GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid 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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

<b>Currency of the Quotation:</b> Click or tap here to enter text.					
<b>INCOTERMS:</b> Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
Other Charges (specify)					
<b>Total Final and All-inclusive Price</b>					

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<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.

**Other Information:**

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	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.	
<b>Exact name and address of company</b> <b>Company Name</b> Click or tap here to enter text. <b>Address:</b> Click or tap here to enter text. Click or tap here to enter text. <b>Phone No.:</b> Click or tap here to enter text. <b>Email Address:</b> Click or tap here to enter text.	<b>Authorized Signature:</b> <b>Date:</b> Click or tap here to enter text. <b>Name:</b> Click or tap here to enter text. <b>Functional Title of Authorised Signatory:</b> Click or tap here to enter text. <b>Email Address:</b> Click or tap here to enter text.