



RFQ Reference: RFQ/UNDP/SPOI/187791/029/2022 - Provision of Workforce and Staffing for UNDP's Green Commodity Programme (GCP)	Date: 16 September 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:  
A blue ink signature of Martin Stephanus Kurnia.  
21B257514E5748B...

Signature: \_\_\_\_\_

Name: Martin Stephanus Kurnia

Title: Procurement Analyst

Date: 16-Sept-22

**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>Please Refer to the Deadline on E-tendering System</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 checked="" type="checkbox"/> E-tendering</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> </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> <p>Bid submission address: <b>Event ID: 0000013666</b></p> <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="https://www.undp.org/procurement/business/resources-for-bidders">https://www.undp.org/procurement/business/resources-for-bidders</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 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_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<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 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.</p>

<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 checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 14 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 IDR for local bidders or USD for international bidders
<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> <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>
<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 type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>English except for any legal document issued by the Local Government e.g. certificates, notarial deed, etc.</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"/> 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"/> Valid Registration certificate;</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 5 (five) years plus client's contact details (email address, name and phone number) who may be contacted for further information on those contracts;</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 checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 90 calendar days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>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.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <a href="#">Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</a></p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>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"</p>
<b>Payment Terms</b>	<p><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other: Monthly Basis upon submission of original invoice and duly signed Time Sheet</p>

<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"/> 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:Fathia.shabrina@undp.org">Fathia.shabrina@undp.org</a> ; <a href="mailto:yusef.millah@undp.org">yusef.millah@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 2 (two) days before the submission deadline. Responses to request for clarification will be communicated through email and websites
<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 checked="" type="checkbox"/> Others: submission and acceptance for all required document
<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 type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <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.) <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>	November 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 (TOR)**

#### ***Provision of Workforce and Staffing for UNDP's Green Commodity Programme (GCP) Programme***

##### **I. BACKGROUND**

As the world's largest producer of palm oil, Indonesia has received much attention in recent years, particularly from the global community, concerning the sustainability of palm oil production. To promote sustainable palm oil production and practices in Indonesia, the Ministry of Agriculture and the UNDP have collaborated under the Sustainable Palm Oil Initiative (SPOI), aiming at improving the capacity of oil palm smallholders and conserve natural resources. As the cardinal means of action through a multi-stakeholder dialogue approach, a National Action Plan on Sustainable Palm Oil (NAP SPO) document has been produced, consisting of five namely: (1) strengthening of data, coordination, and infrastructure; (2) increasing smallholders capacity and capability (3) environmental management and monitoring, (4) plantation governance and dispute settlement; and (5) to support the acceleration of the Indonesian Sustainable Palm Oil (ISPO) certification implementation and increase palm oil product market access.

Upon enactment of the NAP SPO through Presidential Instruction No. 6/2019, the Coordinating Ministry of Economic Affairs has taken a coordinative measure to implement the NAP SPO. In early 2020, the Coordinating Minister of Economic Affairs has signed the decree regarding the formation of the NAP SPO National Implementing Team, which consists of line ministries representatives. To support the daily work of the Implementation Team, a Secretariat has been established through Deputy Minister for Food and Agribusiness Decree in 2020, chaired by the Director of Processing and Marketing of Plantation Product (PPHP) of the Ministry of Agriculture and located at the Directorate General of Estate Crops, Ministry of Agriculture premises. The Secretariat itself consists of representatives from the Ministry of Agriculture, the Coordinating Ministry of Economic Affairs, and the Ministry of Home Affairs. To ensure that the coordination of NAP SPO implementation runs well as mandated by the Presidential Instruction, dedicated professionals are required within the NAP SPO Secretariat. Hence, the project is hiring an outsourcing firm (THE FIRM) to manage the provision of the NAP SPO Secretariat Staff.

##### **II. PURPOSE**

The overall purpose and objective of this RFQ are to provide competent and professional personnel, including all provisions that comply with the labour law and regulations in Indonesia, which will assist the NAP SPO Implementation Team Secretariat and UNDP in coordinating the implementation, monitoring, and reporting of the NAP SPO. The work will include maintaining communication with ministries and institutions as mandated by the Presidential Instruction and engagement to private sectors and civil society organizations (CSO).

In order to contribute to this objective, THE FIRM will provide:

- a. 1 (one) Senior Advisor for the period of 10 (ten) months from November 2022 to August 2023, who will be based in

Jakarta;

- b. 1 (one) National Platform Analyst, for the period of 10 (ten) months from November 2022 to August 2023, who will be based in Jakarta;
- c. 1 (one) Platform Support Specialist, for the period of 10 (ten) months from November 2022 to August 2023, who will be home based;
- d. 1 (one) Senior Strategic Partnership Advisor, for the period of 10 (ten) months from November 2022 to August 2023, who will be based in Jakarta;
- e. 1 (one) Administration Clerk for for the period of 10 (ten) months from November 2022 to August 2023, who will be based in Jakarta;
- f. 1 (one) Program Assistant for NAP SPO Secretariat for the period of 10 (ten) months from November 2022 to August 2023, who will be based in Jakarta;
- g. 1 (one) Stakeholder Engagement for NAP SPO Secretariat, for the period of 10 (ten) months from November 2022 to August 2023, who will be based in Jakarta;
- h. 1 (one) Finance and Administration for NAP SPO Secretariat, for the period of 10 (ten) months from November 2022 to August 2023, who will be based in Jakarta

### III. SCOPE OF WORK

THE FIRM will help UNDP increase visibility and process efficiencies, stabilize work outcomes, and optimize business results in locating the right candidate. THE FIRM should be able to source professionals for the level specified in the ToRs for the respective personnel. The scope will start from finding talented, well-qualified people in each respective place. Additionally, the personnel will work with UNDP through THE FIRM contracts. Nevertheless, THE FIRM will put a higher priority, where appropriate, for the candidates recommended by UNDP, with clear justification from UNDP.

THE FIRM shall conduct searches for qualified candidates for positions required by UNDP, as specified in terms of reference. Searches shall include a wide range of speciality practices including, but not limited to, advanced technology, education/ not-for-profit/associations, financial services, healthcare products, healthcare provider/ managed care and professional services.

THE FIRM will outsource the personnel to UNDP on a full-time basis. There will be a separate individual contract for each personnel hired by THE FIRM for UNDP. The UNDP will pay THE FIRM for deliverables rendered and accepted by UNDP. THE FIRM should pay the personnel and comply with Government of Indonesia rules and regulations.

Actions required in the process include, but are not limited to:

**A. Identify Qualified Candidates based on the Terms of References provided by UNDP for respective positions.** THE FIRM shall use their resources to undertake an intensive search to find candidates whose qualifications match the position requirements on the Position Specification.

**B. Submit the personnel proposal.** THE FIRM will qualify candidates by resume review to obtain a thorough understanding of their accomplishments, capabilities, and potential. A comprehensive CV describing past work

experiences, education, and required supporting documentation will be presented to UNDP on each candidate THE FIRM recommends.

**C. Conduct Reference Checks on Successful Candidates.** THE FIRM shall verify education, work experience, professional licenses, and certifications, and, if necessary, professional references prior to the interview process, as requested by UNDP. THE FIRM shall present a summary of findings to UNDP. For the sake of confidentiality, reference checks will only be performed on those candidates whom UNDP determines are of substantial interest.

**D. Hiring and managing the candidate and outsource as personnel to UNDP.** THE FIRM shall hire the personnel for the position and outsource them to UNDP as full-time individual personnel who will work based on the roles and responsibilities specified in their ToRs for the positions and the agreed terms of reference. THE FIRM shall assist in negotiating an offer in consultation with UNDP with the preferred candidate and should pay the personnel and comply with Government of Indonesia rules and regulations on manpower.

#### **IV. QUALIFICATIONS OF THE FIRM:**

THE FIRM shall have the following qualifications:

1. Minimum experience with 5 projects in human resource mobilization/management/outourcing within the last 5 years.
2. Minimum have completed 3 project providing services of human resource mobilization/management/outourcing.
3. Company with valid business registration to perform the services.
4. Financially sound and stable, evidenced by accurate financial statements for at least the past three years of operation.

THE FIRM shall also have the following competencies

1. Practice and enforces the minimum, if not exceeding, provision of the Indonesia Labour Code.
2. Acknowledging that UNDP Indonesia reserve the right to select the personnel.

THE FIRM shall also have 1 (one) dedicated Talent Manager to:

1. Search for any potential workforce candidates,
2. Directly supervise their administrative and legal conformity before and during employment,
3. serve as the focal point between UNDP and THE FIRM.
4. The CV of the Talent Manager has to be attached

Competence and skills of the Talent Manager:

1. Bachelor's degree in law, psychology, economy, social science, administration, or other related fields.



2. Minimum 3 years of combination working experience in the field of workforce, headhunting, resource mobilization, event management, admin and finance.

**V. DURATION OF CONTRACT:**

The contract period is 10 (ten) months, starting in November 2022 until August 2023.

**VI. EVALUATION METHODOLOGY**

In addition to compliance to bidder's qualification Bidder proposal will be evaluated based on the pricing of the hiring of the following personnel:

Term of Reference of Administration Clerk	TOR is attached
The Gross Salary of Administration Clerk	Rp. 6,587,925/month
1. Gross salary is to be paid on a monthly basis 2. On top of the take-home pay, the person will receive benefits according to the Government of Indonesia's labour rules and regulations (i.e., BPJS Ketenagakerjaan, BPJS Kesehatan, THR, days off, UU Cipta Kerja etc.) 3. Transportation allowance is inclusive. 4. The company will need to pre-finance the personnel as part of the management fee.	

Term of Reference of Senior Advisor	TOR is attached
The Gross Salary of the Senior Advisor	Rp. 68,333,308/month
1. Gross salary is to be paid on a monthly basis 2. On top of the take-home pay, the person will receive benefits according to the Government of Indonesia's labour rules and regulations (i.e., BPJS Ketenagakerjaan, BPJS Kesehatan, THR, days off, UU Cipta Kerja etc.) 3. Transportation allowance is inclusive. 4. The company will need to pre-finance the personnel as part of the management fee.	

Term of Reference of National Platform Specialist	TOR is attached
The Gross Salary of the National Platform Specialist	Rp. 34,568,875 /month
1. Gross salary is to be paid on a monthly basis 2. On top of the take-home pay, the person will receive benefits according to the Government of Indonesia's labour rules and regulations (i.e., BPJS Ketenagakerjaan, BPJS Kesehatan, THR, days off, UU Cipta Kerja etc.) 3. Transportation allowance is inclusive. 4. The company will need to pre-finance the personnel as part of the management fee.	

Term of Reference of Platform Support Specialist	TOR is attached
The Gross Salary of the Platform Support Specialist	Rp. 22,529,400 /month (17 Days)
<ol style="list-style-type: none"> <li>1. Gross salary is to be paid on a monthly basis</li> <li>2. On top of the take-home pay, the person will receive benefits according to the Government of Indonesia's labour rules and regulations (i.e., BPJS Ketenagakerjaan, BPJS Kesehatan, THR, days off, UU Cipta Kerja etc.)</li> <li>3. Transportation allowance is inclusive.</li> <li>4. The company will need to pre-finance the personnel as part of the management fee.</li> </ol>	

Term of Reference of Senior Strategic Partnership Advisor	TOR is attached
The Gross Salary of the Senior Strategic Partnership Advisor	Rp. 42,888,875 /month (9 Days)
<ol style="list-style-type: none"> <li>1. Gross salary is to be paid on a monthly basis</li> <li>2. On top of the take-home pay, the person will receive benefits according to the Government of Indonesia's labour rules and regulations (i.e., BPJS Ketenagakerjaan, BPJS Kesehatan, THR, days off, UU Cipta Kerja etc.)</li> <li>3. Transportation allowance is inclusive.</li> <li>4. The company will need to pre-finance the personnel as part of the management fee.</li> </ol>	

Term of Reference of Program Assistant for NAP SPO Secretariat	TOR is attached
The Gross Salary of Program Specialist for NAP SPO Secretariat	Rp. 9,527,558/month
<ol style="list-style-type: none"> <li>1. Gross salary is to be paid on a monthly basis</li> <li>2. On top of the take-home pay, the person will receive benefits according to the Government of Indonesia's labour rules and regulations (i.e., BPJS Ketenagakerjaan, BPJS Kesehatan, THR, days off, UU Cipta Kerja etc.)</li> <li>3. Transportation allowance is inclusive.</li> <li>4. The company will need to pre-finance the personnel as part of the management fee.</li> </ol>	

Term of Reference of Stakeholder Engagement Specialist for NAP SPO Secretariat	TOR is attached
The Gross Salary of the Stakeholder Engagement Specialist for NAP SPO Secretariat	Rp. 9,527,558/month
<ol style="list-style-type: none"> <li>1. Gross salary is to be paid on a monthly basis</li> </ol>	

2. On top of the take-home pay, the person will receive benefits according to the Government of Indonesia's labour rules and regulations (i.e., BPJS Ketenagakerjaan, BPJS Kesehatan, THR, days off, UU Cipta Kerja etc.)
3. Transportation allowance is inclusive.
4. The company will need to pre-finance the personnel as part of the management fee.

Term of Reference of Finance and Administration Specialist for NAP SPO Secretariat	TOR is attached
The Gross Salary of the Finance and Administration Specialist for NAP SPO Secretariat	Rp. 6,587,925/month
<ol style="list-style-type: none"> <li>1. Gross salary is to be paid on a monthly basis</li> <li>2. On top of the take-home pay, the person will receive benefits according to the Government of Indonesia's labour rules and regulations (i.e., BPJS Ketenagakerjaan, BPJS Kesehatan, THR, days off, UU Cipta Kerja etc.)</li> <li>3. Transportation allowance is inclusive.</li> <li>4. The company will need to pre-finance the personnel as part of the management fee.</li> </ol>	

#### **VII. PAYMENT TERMS**

THE FIRM must perform pre-financing for all services outlined in the TOR. The payment terms will be paid on monthly basis upon submission of original invoice and time sheet. The request for payment from the company must be certified by the Authorized Personnel of the SPOI Project at UNDP.

**Delivery Requirements**

<b>Delivery Requirements</b>	
<b>Delivery date and time</b>	Bidder shall deliver the service by August 2022 after Contract signature by both parties.
<b>Delivery Terms (INCOTERMS 2020)</b>	N/A
<b>Customs clearance (must be linked to INCOTERM)</b>	N/A
<b>Exact Address(es) of Delivery Location(s)</b>	Ministry of Agriculture Building, Jakarta
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	N/A
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	N/A
<b>After-sales service and local service support requirements</b>	N/A
<b>Preferred Mode of Transport</b>	N/A

## 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:	Click or tap here to enter text.	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"/>	<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 - 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:	Click or tap here to enter text.	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:** Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.	Monthly Payment upon submission of original invoice and duly signed time sheet	
Total Price		

**Breakdown of Fees**

Personnel / other elements	UOM	Qty	Monthly Salary	THR Prorate	Compensation	BPJS Ketenagakerjaan	BPJS Kesehatan	Total Price
<b>Personnel</b>								
Talent Manager	days	40 days for 10 months						
The take-home pay of the Administration Clerk	months	10	IDR 6,587,925					IDR
The take-home pay of the Senior Advisor	months	10	IDR 68,333,308					IDR
The take-home pay of the National Platform Analyst	months	10	IDR 34,568,875					IDR
The take-home pay of the Platform Support Specialist	months	10	IDR 22,529,400					IDR
The take-home pay of the Senior Strategic Partnership Advisor	months	10	IDR 42,888,875					IDR



The take-home pay of Program Specialist for NAP SPO Secretariat	months	10	IDR 9,527,558					
The take-home pay of the Stakeholder Engagement Specialist for NAP SPO Secretariat	months	10	IDR 9,527,558					
The take-home pay of the Finance and Administration Specialist for NAP SPO Secretariat	months	10	IDR 6,587,925					
<b>Management Fee</b>								
<b>Other expenses</b>								
Other Costs: (if any, please specify)								
<b>Total</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.
Compliance to requirement in Annex 1	<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.