



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: MDV/RFQ/22/16

Date: 29 September 2022

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: _____
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Name: Shafag Naaz Athif
Title: Operations Manager
Date: 29 September 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>13 October 2022, 00:00 AM, EDT (New York time)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 10MB ▪ Mandatory subject of email: MDV/RFQ/22/16 ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code: MDV10 • Event ID number: MDV/RFQ/22/16 <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: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and</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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti
Gifts and Hospitality	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.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its ultimate beneficial owners, 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> <p><u>Qualification Requirements</u></p> <ul style="list-style-type: none"> - The company/hotel shall be officially registered in the Country, with relevant vision and mission.

	<ul style="list-style-type: none"> - The company/hotel shall be tax registered. - The company/hotel needs to have organized at least 3 similar workshops in the past. At least 2 reference letters shall be submitted as evidence. - Previous experience with UN agencies is considered as an advantage.
Currency of Quotation	Quotations shall be quoted in Maldivian Rufiyaa (MVR)
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<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"> 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 b) they have the same legal representative for purposes of this RFQ; or 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; 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 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.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions, and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <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 <input type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed for the last 5 years plus client's contact details who may be contacted for further information on those contracts; <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; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field;

Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<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, Click or tap here to enter text. 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"
Payment Terms	<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.
Conditions for Release of Payment	<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]
Contact Person for correspondence, notifications and clarifications	E-mail address: proc.mv@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via email by 08 October 2022
Evaluation method	<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.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input 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.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, Click or tap here to enter text. reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order

	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	27 October 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Location:	Maldives
Consultancy Title:	Firm to provide venue and catering services for Judicial Training
Type of Contract:	Institutional
Languages required:	Dhivehi/English
Contract period:	3 days (20, 21, 22 October 2022)
Project Title:	Access to equitable justice and human rights enabled (00131184)
Prompt ID:	MDV-0000196732
CHRONO ID:	TOR/2022/13

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.

The Maldives is a young democracy attempting to build on considerable economic and human development gains, but simultaneously still challenged by deep socio-economic, environmental, and political issues. After presidential elections in September 2018, and a peaceful transfer of power, the government has embarked on its judicial reform agenda to strengthen the justice sector to provide enhanced access to justice to the people. As part of this reform agenda, there are ongoing efforts to strengthen the justice sector including on the legal framework, capacity development of the institutions and measures to increase access to justice.

An effective judicial performance evaluation mechanism has the potential to improve the quality of judges resulting in overall efficiency of courts. Together with other mechanisms such as an accountability framework, this instrument can contribute to greater accountability and transparency resulting in increased public trust in the Judiciary. The Judicial Service Commission (JSC) is mandated under the Judges Act with the performance evaluation of judges in the Maldives. UNDP under its Integrated Governance Programme (IGP) has been supporting the JSC to develop and rollout the judicial performance evaluation tools through technical support of an international expert.

The Judicial Performance Evaluation tool being piloted is the first of its kind begin used in the Maldives to evaluate Judges Performance. This system will ensure transparency in the assessment of Judges Performance and build public trusts and confidence in the judicial system. Currently the evaluations of the first batch of Judges under the pilot has been completed.

JSC will be conducting the second and third round of evaluations this year and UNDP will be supporting this process through technical support. To conduct these consequent rounds of evaluations, dedicated training need to be undertaken.

Therefore, UNDP together with JSC is seeking the support of a business/firm to provide accommodation, catering and logistical arrangements to conduct the judicial training.

The training is set to be conducted for three days between 20th, 21st and 22nd October 2022.

B - DUTIES AND RESPONSIBILITIES

The Judicial Training will host 55 participants from the Judicial sector. Accommodation, Venue, Catering services, Sea Transfer or any other form of transportation (required to reach the training venue), are required to cater for the participants and facilitators. Venue must be an accessible venue.

Scope of Work

The purpose of the Terms of Reference is to provide the service specification for arranging the accommodations, transportation, venue hire and catering services in a location outside Male' City but within a maximum of 45 minutes distance to the city via speed boat. The firm/vendor will be in-charge of providing the accommodations, transportation, venue hire and catering services to the specified criteria below.

Required Qualifications:

The company/hotel shall be officially registered in the Country, with relevant vision and mission.

The company/hotel shall be tax registered.

The company/hotel needs to have organized at least 3 similar workshops in the past. At least 2 reference letters shall be submitted as evidence.

Previous experience with UN agencies is considered as an advantage.

Expected Outputs and Deliverables

The table below outlines the required deliverables from the vendor:

No.	Service Description	Qty	Service Specification for Judicial Training
Training Venue Hire Requirements (3 days)			
1	Full day Hall hire for 55 participants	3 days	<ul style="list-style-type: none"> - Podium for opening day - 4 sensitive Microphones - Floor space (accommodating 45 participants) - Projector, screen & sound system (covering the full training space) - Wi fi - High speed internet connection - Free flow water/coffee/tea - Ensure full privacy during training proceedings
2	Seating arrangement	3 days	<ul style="list-style-type: none"> - Workshop style
3	Participants table	3 days	<ul style="list-style-type: none"> - 8 Round tables - For each table, 6 chairs to be arranged
4	Organizers table	3 days	<ul style="list-style-type: none"> - 2 Rectangular tables - For this table, 4 chairs to be arranged
Accommodation Requirements (3 days, 2 nights) – The accommodation facilities should be on either the training venue or within 10 minutes walking distance from the training venue.			
5	Single Room	41 rooms	<ul style="list-style-type: none"> - Single rooms for participants (41 pax) [3 days, 2 nights]
6	Double-Sharing Room	7 rooms	<ul style="list-style-type: none"> - Double-sharing rooms for participants (14 pax) [3 days, 2 nights]
<i>Total no. of pax: 55 participants</i>			
7	Sea Transportation	2 trips	<ul style="list-style-type: none"> - Onwards sea transportation to accommodation venue on 20 October 2022 (55 pax) - Return sea transportation to Male' on 22 October 2022 (55 pax)
	Other Transportation	As required	<ul style="list-style-type: none"> - Other form of transportation (return trips) required to reach the training venue for 55 pax - From the jetty to the accommodation venue and back to the jetty, as required.

Catering Requirements (3 days) – Buffet style, full spread according to each meal-type.				
8	Meals & Refreshments	55 pax	20 Oct	Breakfast, lunch, evening tea and dinner (55 pax)
			21 Oct	Breakfast, lunch, evening tea and dinner (55 pax)
			22 Oct	Breakfast, lunch, and evening tea (55 pax)

C -PAYMENT TERMS

In full consideration for the services performed by the contractor under the terms of this Contract, the United Nation Development Program shall pay the contractor the total offered, and accepted amount of the contract based on actual cost incurred and against submission of original invoices and upon certification that the services have been satisfactorily performed and confirmed UNDP and in one installment.

Deliverables	Target due date	Percentage	Review and Approvals Required
Delivery of all Service (as indicated below) requested for Judicial Training -Full day Hall hire (podium, microphones, floors space, projector, screen, sound system, high speed wi-fi, free flow of water/coffee/tea) -Seating arrangements Participants table -Organizers table -Meals & Refreshment for 55 pax as indicated in the expected deliverable section above. -Accommodation for 55 pax as indicated in the expected deliverable section above -Sea transportation for 55 pax as indicated in the expected deliverable section above - Other form of transportation (required to reach the training venue)	22 October 2022	100%	Program Manager/Focal point from UNDP Maldives

- Payments will be made according to UNDP regulations as explained in the contract documents.
- The contract's total payment is expected to cover travel costs, communication costs, costs of typing and preparing the soft and hard copies of documents and any other relevant administration and logistic preparedness costs regarding this activity.
- All original invoices shall be submitted by the Contractor to UNDP for verification.
- Each payment shall be made by UNDP in MVR within 30 days from receiving UNDP's verification to the bank account under the name of the contractor introduced through submitting the signed and stamped UNDP's Vendor Form, along with registration documents and Bank certificate.
- The contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services, which may result in any costs in excess of the amount of the contract without obtaining the prior written agreement of UNDP.

D - REQUIRED SKILLS AND EXPERIENCE

Documentation required.

Interested individual consultants 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 printing specifications.

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

Incomplete proposals may not be considered.

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

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

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

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

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

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
Training Venue Hire Requirements (3 days)					
1.	Full day Hall hire for 55 participants: -Podium for opening day-4 sensitive Microphones- Floor space (accommodating 45 participants) - Projector, screen & sound system (covering the full training space)-Wi fi - High speed internet connection-Free flow water/coffee/tea-Ensure full privacy during training proceedings	Days	3		
2.	Seating arrangement: workshops style	Days	3		
3.	Participants table: -8 Round tables -For each table, 6 chairs to be arranged	Days	3		
4.	Organizers table -2 Rectangular tables -For this table, 4 chairs to be arranged	Days	3		
Accommodation Requirements (3 days, 2 nights) – The accommodation facilities should be on either the training venue or within 10 minutes walking distance from the training venue.					
5.	Single Room	Rooms	41		
6.	Double-Sharing Room	Rooms	7		
Catering Requirements (3 days) – Buffet style, full spread according to each meal-type.					
7.	Meals & Refreshments 20 Oct- Breakfast, lunch, evening tea and dinner 21 Oct- Breakfast, lunch, evening tea and dinner 22 Oct- Breakfast, lunch, and evening tea	Pax	55		
Transportation Requirements					
Sea Transportation Onwards sea transportation to accommodation venue on 20 October 2022 (55 pax) Return sea transportation to Male' on 22 October 2022 (55 pax)		Trips	2		

Other Transportation, as required Other form of transportation (return trips) required to reach the training venue for 55 pax From the jetty to the accommodation venue and back to the jetty, as required.	Pax	55		
Other Charges (specify)				
Total Final and All-inclusive Price				

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 <i>[pls. specify]</i>	<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.

<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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