

# REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP/NGA/2022/153B	Date: 16 December 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:

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

Name: Nonso Orefo

Title: Procurement Analyst

Date: 16 December 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>20th December 2022</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>
<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 (<a href="mailto:bidsubmissions@undp.org">bidsubmissions@undp.org</a>)</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: <a href="#">Click or tap here to enter text.</a></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: 20 MB</li> <li>▪ Mandatory subject of email: <b>Bid for Electric Vehicle</b></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="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders">https://www.undp.org/content/undp/en/home/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</p>

	<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 checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [agreed 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 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>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in United States dollar or Nigerian Naira</p> <p>UNORE exchange shall apply.</p>

	: <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>
<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. 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. 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 type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</li> <li><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</li> </ul>
<b>Language of quotation</b>	<p><b>English</b></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> <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"/> Appendix I: Compliance Response Form duly completed and signed</li> <li><input checked="" type="checkbox"/> Company Profile</li> <li><input checked="" type="checkbox"/> Registration certificate</li> <li><input checked="" type="checkbox"/> List and value of projects performed for the last 3 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 three clients in terms of Contract value in similar field</li> </ul> <p>In addition, bidders are required to provide the following as part of the technical offer, presenting 7 separate attachments:</p>

	<input checked="" type="checkbox"/> Warranty Arrangement documents <input checked="" type="checkbox"/> Datasheets and certificates of the required standards <input checked="" type="checkbox"/> Bill of Materials (BoM) <input checked="" type="checkbox"/> Topics and content to be covered during training <input checked="" type="checkbox"/> Details on freight and logistics plan in terms of timelines, delivery time and production time <input checked="" type="checkbox"/> Risk assessment and Mitigation plan <input checked="" type="checkbox"/> Plan for periodic maintenance, lasting for 3 years. Include the comprehensive details for procedures to be carried out and recommended number of inspections per year  <p>In case the bidder is not a company registered and based in Nigeria, and a local partner is required as per section 3 of the TOR, the following documents shall be included:</p> <ol style="list-style-type: none"> <li>Letter signed by both parties confirming relationship between the supplier and local service provider.</li> <li>Official documentation stating that the Local Partner is a registered business in the country.</li> <li>A detailed profile of the local service provider including documentary evidence of similar services performed by the company.</li> </ol> <p>Bidders are required to provide the following as part of the financial offer (Annex 3):</p> <ol style="list-style-type: none"> <li>Price and Delivery Schedule Form: Fully completed and duly authorized (see Annex 3). Please note all costs should be specified as indicated in the Price and Delivery Schedule Form. Therefore, the price of an item must not be included into another item.</li> </ol>
<b>Quotation validity period</b>	Quotations shall remain valid for 60 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 Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<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 checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Passing all Testing <input checked="" type="checkbox"/> Completion of Training <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>	<p>E-mail address: <a href="mailto:nonso.orefo@undp.org">nonso.orefo@undp.org</a> and copy <a href="mailto:itm.green.energy@undp.org">itm.green.energy@undp.org</a></p> <p>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.</p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated within 2 days
<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 checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time
<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, <a href="#">Click or tap here to enter text.</a> 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 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>	12 December 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.

## UNDP Nigeria Sub Office



### Annex 1 - Terms of Reference Electric Vehicle

*Enhancing power reliability while promoting green energy solutions to create smart UNDP facilities*

**EV Fleet**



2

**EV Battery  
Capacity (kWh)**



64

**Charger  
Capacity (kW)**



Min. 7kW AC

**CO<sub>2</sub> Emissions  
Savings  
(tons/year/car)**



9.28

**Terms of Reference: Electric Vehicle**

<b>REQUEST FOR QUOTATION (RFQ)</b> .....	<b>1</b>
<b>SECTION 1: REQUEST FOR QUOTATION (RFQ)</b> .....	<b>1</b>
<b>SECTION 2: RFQ INSTRUCTIONS AND DATA</b> .....	<b>2</b>
<b>Annex 1 - Terms of Reference Electric Vehicle</b> .....	<b>7</b>
List of Tables .....	9
List of Figures.....	9
Acronyms .....	9
Scope of the Document.....	10
Structure of the Document.....	10
<b>1. Introduction</b> .....	<b>10</b>
1.1 Sustainable Development Goals.....	10
1.2 Smart UN Facilities.....	11
1.3 Seven Step Green Energy Process .....	12
<b>2. Project Description</b> .....	<b>15</b>
<b>3. Statement of Work</b> .....	<b>15</b>
3.1 Vendor.....	15
3.2 After-sales service .....	15
3.3 Technical Requirement.....	15
3.4 Warranty .....	18
<b>4. Tasks and Responsibilities</b> .....	<b>19</b>
<b>5. Documentation</b> .....	<b>20</b>
<b>6. Communications Management Plan</b> .....	<b>22</b>
6.1 Project Team Contact Details.....	23
6.2 Communications Conduct .....	23
<b>7. Delivery Requirement</b> .....	<b>24</b>
<b>Appendix I: Compliance Response Form</b> .....	<b>25</b>
<b>ANNEX 2: QUOTATION SUBMISSION FORM</b> .....	<b>28</b>
<b>ANNEX 3: TECHNICAL AND FINANCIAL OFFER – GOODS AND SERVICES</b> .....	<b>31</b>



## List of Tables

Table 1 - Technical Specifications of the EV .....	16
Table 2 - Warranty Specifications of the EV.....	18
Table 3 - RACI-matrix .....	19
Table 4 - List of involved parties. ....	19
Table 5 - Mandatory tasks and Responsibilities.....	19
Table 6 – Documents after award of contract .....	20
Table 7 – Price Schedule .....	<b>Error! Bookmark not defined.</b>

## List of Figures

Figure 1 - The Global Goals for Sustainable Development.....	11
Figure 2 - Smart UN Facilities Framework .....	12
Figure 3 - Seven Step Green Energy Solution .....	12

## Acronyms

**AI** - Artificial Intelligence  
**COB** - Close of Business  
**CO** - Country Office  
**EV** - Electric Vehicle  
**EVSE** - Electric Vehicle Supply Equipment  
**GHG** - Green House Gas  
**HQ** - Head Quarters  
**ICT** - Information and Communications Technology  
**IoT** - Internet of Things  
**O&M** - Operation and Maintenance  
**ITM** - Information and Technology Management  
**SDGs** - Sustainable Development Goals  
**TOR** - Terms of Reference  
**UAT** - User Acceptance Test  
**UNDG** - United Nations Development Group  
**UNDP** – United Nations Development Programme

# Terms of Reference: Electric Vehicle

## UNDP Nigeria Sub Office

### Scope of the Document

The Terms of Reference (TOR) sets the requirements to facilitate smart and clean energy solutions to secure Borno **sub office (SO)** activities in **UNDP Nigeria Sub Office** by supplying, including after-sales services of 2 electric vehicle (EV). An overall high-quality solution is expected, as the vehicle will be a showcase.

### Structure of the Document

The ToR include the following components:

1. Introduction
2. Project Description
3. Statement of Work
4. Price and Delivery Schedule Forms
5. Project Management and Communication Plan

All the requirements included in this ToR are numbered and boxed.

#### 1. Introduction

UNDP has proposed various greening initiatives with the aim of reducing its global carbon footprint. Such initiatives include energy efficiency measures, installation of solar PV systems for clean energy supply, and not less important transition to an electric vehicle (EV) fleet. An objective of developing e-Mobility is to work with local players in the country for the implementation of these solutions. This is key to success on the organisation's mandate, interconnecting technologies and people in pursuit of economic and social development and inspiring other players to enable widespread adoption. The values and opportunities offered through e-Mobility implementation include:

1. Reduced dependence on fossil fuels
2. Reduced carbon emissions and local pollution throughout UNDP operations;
3. Ensured business continuity;
4. Increased energy efficiency;
5. Increased awareness of environmental benefits of fleet electrification.

#### 1.1 Sustainable Development Goals

The Sustainable Development Goals (SDGs) are the blueprint to achieve a better and more sustainable future for all. They address the global challenges we face, including those related to poverty, inequality, climate,

environmental degradation, prosperity, and peace and justice. The Goals interconnect and in order to leave no one behind, it is important that we achieve each Goal and target by 2030.<sup>1</sup>

As a leading agency in the fight against climate change, UNDP is committed to “walk the talk” by demonstrating that we run our operations in a resources-efficient, sustainable, and accountable way.



*Figure 1 - The Global Goals for Sustainable Development*

Substantial progress has been achieved in making UNDP “greener,” more resilient operations both at Headquarters and in many Country Offices (CO) and Regional Centers. Around the world, our offices are working to minimize the environmental impact associated with operations, from green building renovations and sustainable procurement practices to staff training and bicycling programs. By now, over 20 UNDP CO – out of a total of 167 - have installed or are installing photovoltaic systems to reduce Green House Gas (GHG) emissions and enhance office energy security.

Recently UNDP adopted a ‘Climate Neutrality and Sustainability Plan for Global UNDP Operations’ committing UNDP to reduce GHG emissions by 10% over 5 years and achieving climate neutrality for global operations starting effective 2014<sup>2</sup>.

## 1.2 Smart UN Facilities

The concept of Smart UN Facilities revolves around using data insights and interconnected technologies to transform UN Country Offices and related facilities into “smart” premises; in effect, local capacity to carry out the UN’s goals is augmented.

This is rooted in two aspects, which are manifested in multiple technology systems provided by the Information & Technology Management Unit (ITM):

1. Fourth Industrial Revolution – the advent of connected technologies including robotics, the Internet of Things (IoT), autonomous vehicles.
2. Smart cities – utilization of sensors for data collection, insights, analysis, and subsequent enhancement of services.

<sup>1</sup> About the Sustainable Development Goals

(<https://www.un.org/sustainabledevelopment/sustainabledevelopment-goals/>)

<sup>2</sup> UNDP - Greening the Blue Initiative (<http://www.greeningtheblue.org/what-the-un-is-doing/unitednationsdevelopment-programme-undp>)

In view of the benefits, it leads to make the first step in transitioning into a low-carbon and digital organization through smart integration of various equipment. As it is depicted below, shows the main technologies that set and establish the Smart UN Facilities including:

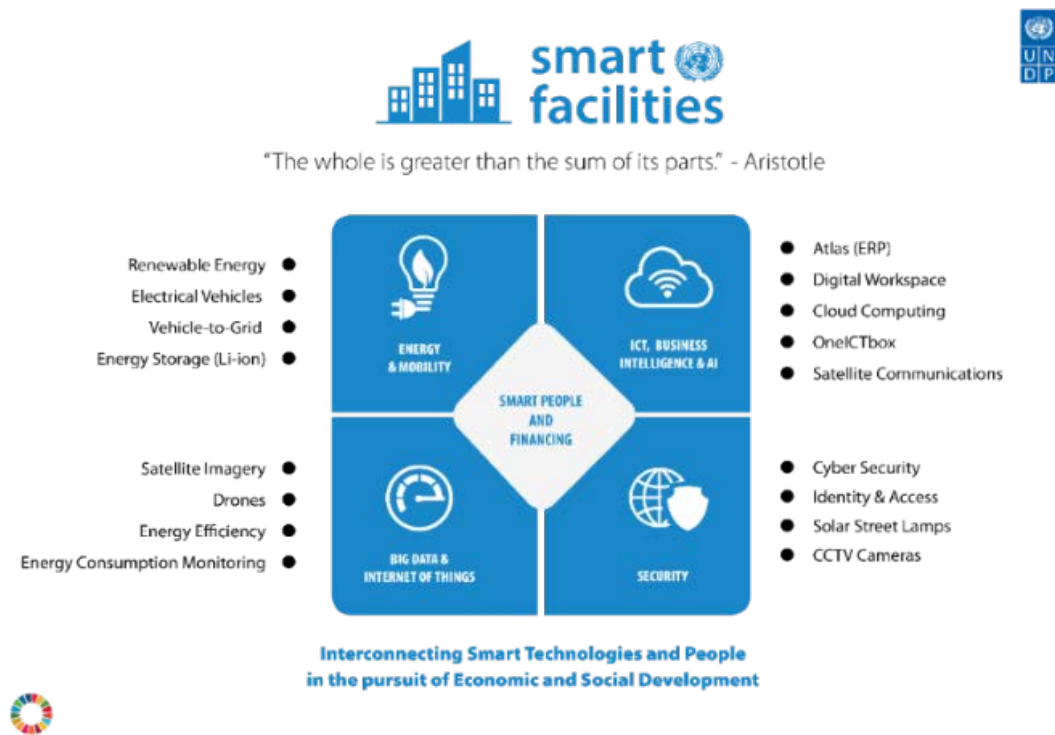


Figure 2 - Smart UN Facilities Framework

1. Energy & Mobility
2. ICT, Business Intelligence & AI
3. Big Data & Internet of Things
4. Security

### 1.3 Seven Step Green Energy Process



Figure 3 - Seven Step Green Energy Solution

Use of the United Nations Development Group (UNDG) recommended 7-Step process will be adopted for the project. The approach is a holistic end-to-end process with preliminary assessment of project practicability and the post-installation operation & maintenance. This is depicted in [Figure 3](#) and elaborated in the subsequent text.

## **Step 1: Preassessment & Vehicle Utilization**

The CO is required to complete a Preliminary Site Survey form, which will provide detailed information on fleet utilization, driving patterns, power source reliability, and electrical installations. Throughout this step, the client will gain a more educated and informed understanding of their vehicle utilization and the benefits stemming from potential EV/EVSE implementation. Information gathered with the Preliminary Site Survey will help identify cost and financial and environmental benefits for the premises while exploring the feasibility of adopting e-Mobility solutions. ITM also carries out local market research to identify available EV brands and models.

## **Step 2: Business Case**

This step serves to provide essential information and data for decision-making. With the information gathered during Step 1, ITM uses In-house tools for financial & environmental analysis to provide project costs, annual savings, payback time and CO2 savings.

A Business Case document is developed by the Green Energy team as an output of Step 2. In-depth technical, environmental, and economic assessments are presented to the client with different EV(s)/EVSE solutions to match premises' interests and actual project feasibility. Throughout this step, the client can make an informed decision on the desired solution, considering estimated investments required and potential long-term savings, among other preliminary essential figures.

## **Step 3: Procurement & Site Preparation**

If following a local procurement process, a Terms of Reference (ToR) for EV(s) and EVSE will be published during this step, reflecting the technical requirements of the project components to ensure high-quality proposals and best value for money. Evaluation of bids/proposals will be carried out jointly between ITM and the CO. At the end of Step 3, and after assessing all offers received, a Purchase Order is signed with the awarded supplier.

## **Step 4: Site-survey – vendor**

Local electrician performs the Site Survey as a result of Step 4. It consists of a comprehensive gathering of all the necessary data required for the vendor to prepare the EVSE installation. Throughout this step, the electrician gains relevant on-ground information to develop the Site Survey Report and final technical design.

## **Step 5: Design**

The Final Technical Design, along with the Site Survey Report, are provided to ensure compliance with all technical requirements stated in Step 3. The client will be aware of the final technical specifications of the e-Mobility solution and the implementation timeline for the project.

## **Step 6: Installation**

The actual installation of the EVSE represents one of the main outputs of this step along with the EV delivery, paving the way to the Operation and Maintenance phase (O&M). During step 6, a User Acceptance Test (UAT) is carried out: a signed checklist confirming full compliance with all pre-established requirements and responsibilities. Soon after installation, however, training for local staff on the usage of EV/EVSE is provided by the vendor to promote the development of the local workforce.

## **Step 7: Operation & Maintenance**

The Green Energy Team will produce a two-pager annual report and share it with the client, highlighting the system's performance, benefits accrued to date, and possible system improvements. As an additional output of this stage, the vendor provides after-sales services for the EV(s) and the EVSE (if needed) to ensure the optimal operation of the solution.

### **Communication and Publicity**

Parallel to the 7-step process of green energy solution, ITM Communications Team and the CO Communications Team carry out the promotions of the successful project within the country and globally through the UN network. This process involves highlighting the benefits of the installed system and spread word about the human impact. Furthermore, this aims at motivating similar installations in other parts of the country.

## 2. Project Description

The goal of this assignment is to select a responsible party (private sector company) based on a competitive process willing to participate in the procurement of an electric vehicle. The responsible party is requested to collaborate with UNDP Nigeria Sub Office, by procuring 2 electric vehicle that meets the requirements listed in **section 4.3**. The vehicle will serve UNDP Sub office's daily operations, a majority of which will be inner-city commute.

UNDP Nigeria Sub Office premises is located on No.6, Magaram Road, Old GRA, Maiduguri, Nigeria.

## 3. Statement of Work

### 3.1 Vendor

The vehicle manufacturer should satisfy the following conditions:

1. At least 5 years of experience in the vehicle network management, electric vehicle market, IT, electric equipment market, services in electric installations or providing services in this area of interest.

### 3.2 After-sales service

The vendor must be able to comply with the requirements for after-sales services and maintenance processes. In case the vendor is not located in Nigeria to allow for a reasonable response time, it must show proof of a formal agreement with a local representative with relevant experience to perform such requirements. This aligns with UNDP's mission of developing local capacity. If the vendor is located in Nigeria only then a local representation is not necessary.

Please include the following in the offer document if an agreement with a local representative:

1. Letter signed by both parties, confirming relationship between vendor and local partner.
2. Profile of the local partner, including documentary evidence of relevant experience and services.
3. Official documentation stating that the Local Partner is a registered business in the country.

Both the vendor and the local partner (if applicable) need to agree on the warranty and maintenance terms discussed in **section 3.3.55 and 3.4 and must be aware of the high-quality expectations for the solution, as the system will serve as a showcase at both national and international levels**. This needs to be proved through a signed document stating the mentioned points. Note that the vendor is responsible for the requirements mentioned in section 3,4 and not the local partner.

As the local partner may be required to go on-site during the O&M phase for maintenance and/or troubleshooting, it should be based in a strategic location within proximity to the Country Office. In case of a critical incident, the local partner (or the vendor itself, if no local partner is needed) shall acknowledge the issue and perform the required activities depending on the identified incident priority.

## 3.3 Technical Requirement

Bidder shall supply and deliver manufacturer's standard for the following specifications of **Electric Vehicle OR EQUIVALENT**, Suitable for use by: **UNDP Nigeria Sub Office**.

Table 1 - Technical Specifications of the EV

No.	Item	Description
3.3.1	<b>General</b>	SUV type.
3.3.2		Left Hand Drive (LHD).
3.3.3		Minimum of five (5) passenger seats.
3.3.4		Minimum top speed of 140 km/h.
3.3.5		Year 2022 model or later
3.3.6	<b>Battery</b>	Battery Electric Vehicle (BEV).
3.3.7		Minimum battery size of 60 kWh.
3.3.8		Minimum driving range of 480 km (according to WLTP rating).
3.3.9		Minimum AC charging capability of 7 kW.
3.3.10	<b>Connector type</b>	Connector Type  Mennekes IEC62196 (Type 2).
3.3.11	<b>Charging cable</b>	Single-phase 230 VAC 50 Hz destination charger for charging at home.
3.3.12	<b>Dimensions</b>	Length $\geq$ 4000 mm
		Width $\geq$ 1700 mm
		Height $\geq$ 1500 mm
		Ground clearance of 150 mm or more.
3.3.13	<b>Wheels/Tyres</b>	i. Standard alloy rims. ii. Minimum of 17 inches in diameter.
3.3.14	<b>Steering</b>	Electric Power Steering
3.3.15	<b>Brakes</b>	i. Disc brakes with regenerative braking mechanism. ii. Electronic parking brake.
3.3.16	<b>Display/Gauges</b>	The system shall include the onboard display with all the gauges, indicators, signals as necessary for efficient operation, functional monitoring that includes (but not limited to) battery charge indicator, temperature, pressure, transmission gauge etc.
3.3.17	<b>Tool Kit</b>	A set of toolkit for general maintenance purposes and tyre repair kit shall be provided.
3.3.18	<b>Other Essentials</b>	The vehicle shall be equipped with the following essential accessories but kindly note that it shall not be limited to the below mentioned items. The vendor could propose more inbuilt options as per the manufacturer's standards.
3.3.19	<b>Climate Control</b>	i. Air Conditioning for cooling and heating. ii. Air Filter
3.3.20	<b>Audio</b>	HD Radio with FM station reception
3.3.21	<b>Seats</b>	Seat, 4-way (or more) manual bucket driver seat
3.3.22		Seat, 2-way (or more) manual bucket front passenger seat



3.3.23		Height-adjustable front and rear head restraints
3.3.24	<b>Windows</b>	Power windows
3.3.25	<b>Instrumentation</b>	Shift position indicator (A/T)
3.3.26		Rear-view camera
3.3.27	<b>Mirrors</b>	Power-folding side mirrors
3.3.28		Rear-view mirror
3.3.29	<b>Lights</b>	Fog lights
3.3.30		Headlight range control
3.3.31		Headlamp
3.3.32	<b>Flooring</b>	Carpeting
3.3.33	<b>Convenience</b>	Front sun visors
3.3.34		12 Volt Accessory Power Outlet
3.3.35		USB port
3.3.36		Smart Key
3.3.37		Push Button Start
3.3.38	<b>Safety</b>	Front airbag for the driver and passenger
3.3.39		Head and side airbag
3.3.40		Front and rear safety belts
3.3.41		Anti-lock braking system (ABS)
3.3.42		Brake assist system (BAS)
3.3.43		Electronic stability control (ESC) or equivalent
3.3.44		Hill assist control (HAC)
3.3.45		Lane-keeping assist system (LKAS)
3.3.46	<b>Security</b>	Park distance control
3.3.47		Engine immobilizer
3.3.48		Anti-theft alarm system
3.3.49	<b>Warning</b>	Power door locks
3.3.50		Door ajar
3.3.51		Front driver and passenger seat belt warning
3.3.52	<b>Exterior Colour</b>	Factory standard UNDP Nigeria Sub Office reserve the right to choose from available factory standard colours during the ordering process.
3.3.53	<b>Interior Colour</b>	Factory standard UNDP Nigeria Sub Office reserve the right to choose from available factory standard colours during the ordering process.
3.3.54	<b>Infotainment and Connectivity</b>	Dynamic cruise control
		Bluetooth® wireless technology for hands-free calling and phonebook downloading capabilities
		Navigation Business
3.3.55	<b>Parts, Repairs and Training Manuals</b>	<p>i. The successful bidder shall supply UNDP Nigeria Sub Office with access to a comprehensive training manual in <b>English</b> which describes:</p> <ul style="list-style-type: none"> <li>- Appropriate use of the vehicle purchased</li> </ul>

		<ul style="list-style-type: none"> <li>- Appropriate charging pattern and use of the vehicle's battery</li> <li>- Inappropriate use/charging patterns that could damage the battery, that is not covered by the warranty of the car and should be avoided</li> <li>- Comprehensive repairs and parts manual which identify the component parts and describes the appropriate process for repairing the vehicle purchased.</li> </ul> <p>ii. Hard copy <u>manuals</u> meeting these requirements must be provided via printed copy, CD or DVD. Where hard copy manuals are provided, at least one copy of the vehicle model type ordered is required and shall be delivered with the vehicle prior to the UNDP Nigeria Sub Office issued payment.</p> <p>iii. All signs and instructions in the vehicle must be in <b>English</b>.</p>
<b>3.3.56</b>	<b>After-sales service</b>	Availability of an authorized service center in Nigeria that can provide corrective and preventive maintenance as well as firmware update.

### 3.4 Warranty

Table 2 - Warranty Specifications of the EV

<b>3.4.1</b>	<b>Warranty</b>	Vehicle-limited warranty covers <b>1 year(s) or 20,000 km/miles.</b>
<b>3.4.2</b>		<b>Powertrain warranty covers 1 year(s) or 20,000 km/miles.</b>
<b>3.4.3</b>		<b>Battery warranty covers 8 years, or 100,000 km/miles.</b>
<b>3.4.4</b>		Towing Service: In the event of a mechanical breakdown normally covered under the Vehicle Warranty, the vehicle should be transported at no cost to the nearest car dealer maintenance garage.
<b>3.4.5</b>		<p>Warranty certification/documentation for the EVs including summary overview of warranty arrangements shall be included in the system documentation.</p> <ul style="list-style-type: none"> <li>i An overview of available warranty extension options for main components shall be provided.</li> <li>ii Any cost associated with warranty replacements during the warranty period will be borne by the supplier.</li> </ul>

## 4. Tasks and Responsibilities

For clarity on roles and responsibilities of UNDP eMobility projects, this section provides the list of major activities and related responsibilities for the different parties. The tasks and responsibilities are presented in the form of a RACI matrix as presented below in Table 3.

Table 3 - RACI-matrix

<b>R</b>	RESPONSIBLE	Person(s) responsible for doing the work
<b>A</b>	ACCOUNTABLE	Person accountable for signing of the work (max.1)
<b>C</b>	CONSULTED	Person consulted before and during the task
<b>I</b>	INFORMED	Person informed of work progress/ completion

All involved parties are listed in Table 4.

Table 4 - List of involved parties.

GET	Green Energy Team
EV VENDOR	EV vendor
EVSE VENDOR	EVSE vendor
CONTRACTOR	Person responsible for EVSE installation
CO	Country Office (end-user)

The overall tasks and responsibilities of all involved parties are indicated in Table 5 following UNDP 7-Step for eMobility projects, while Figure 4 shows the average time for each step.

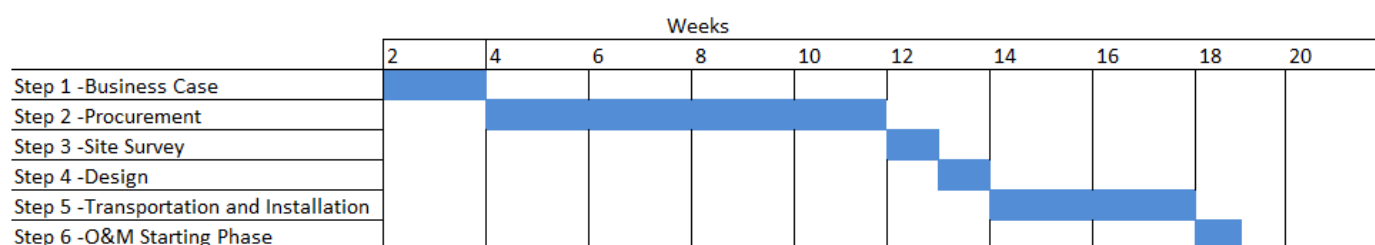


Figure 4 - Documents and Deliverables Timeline

Table 5 - Mandatory tasks and Responsibilities

7-Step Process	Activity	Party	R/A/C/I	Description
Step 4	Contractor selection	GET CO	C/I R/A	CO to contract a local electrician (contractor) for the design and installation of EVSE.
	Site Survey	Contractor GET CO	R/A C I	Contract to conduct site survey to prepare technical design for the installation of EVSE.
Step 5	EVSE single line diagram	Contractor GET CO	R/A C/I I	Contractor to provide a single line diagram and a quote for the required civil works to prepare for the installation of EVSE.

	<b>Final design review</b>	GET CO	R/A I	GET to review and clear the final design submitted by the contractor
<b>Step 6</b>	<b>Civil works and site preparation</b>	Contractor GET CO	R/A C A	Provide civil works for EVSE installation including a) Site preparation b) Installation of mains supply earthing (if not integrated in EVSE).
	<b>Shipment of EV/EVSE</b>	<b>EV/EVSE Vendor</b> GET CO	R A IC	EV and EVSE vendors shall hand over EV and EVSE components to UNDP's freight forwarder according to incoterms
	<b>Customs clearance</b>	GET CO	I R/A	Customs clearance of equipment.
	<b>Verification of items delivered</b>	Contractor GET CO	R C/I A	Verification of equipment delivered.
	<b>Installation</b>	Contractor GET/CO EVSE Vendor	R/A I C	Install and test EVSE. The installation should follow the guidelines of IEC 63049.
	<b>EV/EVSE Training</b>	<b>EV/EVSE Vendor</b> CO GET	R/A I C/I	EV and EVSE training to the end-users (CO) shall be provided by EV and EVSE vendors. CO suggests a training date and mobilizes the staff for training.
	<b>UAT</b>	GET CO <b>EV/EVSE Vendor</b>	A R C	EV and EVSE inspection will be performed during commissioning by GET or the CO focal point. UAT shall be developed in collaboration with GET, following a template and guidelines that will be provided by GET further in the process.
<b>Step 7</b>	<b>Maintenance</b>	GET, CO <b>EV/EVSE Vendor</b>	R/A C	After-sales services shall be provided by the vendor. Vendor technical support and/or helpdesk contact information and procedures of local partners including escalation procedures shall be provided.

## 5. Documentation

After award of contract and formalization of purchase order (PO), the supplier shall deliver all the documents listed in Table 6 by e-mail to UNDP ITM ([itm.green.energy.team@undp.org](mailto:itm.green.energy.team@undp.org)) and copy UNDP Nigeria Sub Office ([sally.musa@undp.org](mailto:sally.musa@undp.org)).

Table 6 – Documents after award of contract

No	Document	Description
5.1	<b>Bill of materials</b>	Complete list of equipment to be supplied.
5.2	<b>Shipping documents</b>	<ul style="list-style-type: none"> <li>i. Invoice</li> <li>ii. Packing list</li> <li>iii. Bill of lading</li> <li>iv. Insurance</li> </ul>

<b>5.3</b>	<b>Warranty documents</b>	<p>Warranty certification/documentation for the electric vehicle, including summary overview of warranty arrangements (technical and logistical).</p> <ul style="list-style-type: none"> <li>i. Overview of available warranty extension options for main components</li> <li>ii. Cost associated with warranty replacements during the warranty period will be borne by the supplier</li> <li>iii. Cost associated with the maintenance and technical support for the electric vehicle during maintenance subscription will be borne by the supplier</li> </ul>
<b>5.4</b>	<b>Testing procedure</b>	List of tests that will be carried out and respective pass/fail criteria.
<b>5.5</b>	<b>User acceptance testing report and proof of performance to UNDP</b>	Results of the individual tests and system performance test as outlined in the testing procedure; sign off by vendor, UNDP ITM and system user; any deviations and pending tasks need to be recorded.
<b>5.6</b>	<b>Training manual/guide</b>	<ul style="list-style-type: none"> <li>i. Provide manuals</li> <li>ii. Include Electric Vehicle Training guide and videos if available</li> </ul>
<b>5.7</b>	<b>O&amp;M Manual and troubleshooting guide</b>	<ul style="list-style-type: none"> <li>i. Electric Vehicle Maintenance and Troubleshooting Essentials Guide for Country Office (day-to-day operations)</li> <li>ii. Description of correct operation and maintenance of the car</li> <li>iii. Troubleshooting in case of errors</li> <li>iv. Preventive and corrective maintenance logs</li> </ul>
<b>5.8</b>	<b>After sales service agreement</b>	Agreement between UNDP country office, vendor and system user, defining the scope of the included maintenance (corrective and preventive) such as changing brake pads, salon filters, air filter and firmware update if needed other and technical support (on-site).
<b>5.9</b>	<b>Maintenance reports</b>	Electric Vehicle Regular Maintenance Technical Report(s).
<b>5.10</b>	<b>Photo and video documentation</b>	<p>Documentation of the car commissioning, and testing, such as:</p> <ul style="list-style-type: none"> <li>i. Training of local staff</li> <li>ii. Overview of the Electric Vehicle</li> </ul>

## 6. Communications Management Plan

This section sets the communication framework for the life of the EVs delivery and implementation. The overall desirable outcome is to keep all parties well informed in a timely fashion to avoid disruption and possible misaligned expectations.

	Communication Activity	Description	Frequency	Format/Channel	Deliverable	Responsible	Accountable	Consulted	Informed
1	Publishing RfQ	Final ToR & RfQ	As needed	e-mail	Final RFQ	GET, CO	CO	Vendors	GET/CO
2	Receipt of bids	Update on progress	Weekly	Meeting	Status update	CO	CO	GET	CO
3	Evaluation	Technical & financial	After submission	e-mail	Final assessment results	CO, GET	GET	-	CO
4	Winner Announcement	Outcome notification	After evaluation	e-mail	Informational message, PO	CO	GET	Vendors	CO
5	Shipping	Shipment of goods	As per provided timeline	e-mail	Invoice, Packing list, Bill of lading, Insurance	Vendor	Vendor	CO, GET	-
6	Customs clearance	Clearance of good at the CO	As needed	In person, e-mail	Clearance confirmation	CO	CO	Vendor	GET
7	Commissioning	Schedule for training, UAT, etc.	End of each installation	e-mail	Signed UAT, checklist, etc.	Vendor, GET	Vendor	CO	-
8	Invoice Payment	Receipting and disbursement	As per agreed plan	e-mail, phone	Invoice, payment confirmation	GET	GET	Vendor	CO
9	System Maintenance	Periodic and general support	As needed	e-mail, phone	Maintenance report	GET, Vendor	Vendor	CO	-

## 6.1 Project Team Contact Details

Name	Designation	E-mail	Phone #
Country Office (CO)	Operations Analyst	<a href="mailto:sally.musa@undp.org">sally.musa@undp.org</a>	+2348037877678
ITM GET (GET)	Project Manager	<a href="mailto:itm.green.energy@undp.org">itm.green.energy@undp.org</a>	+45 45 33 61 14
<<Vendor name>> (Vendor)	Solution provider	Vendor's email TBA	TBA

## 6.2 Communications Conduct

**Meetings:** - Ad-hoc project meetings will be convened whenever there is need for in-depth discussions that cannot be achieved through e-mail or telephone communication. A record of the meeting proceedings will be kept, particularly action points and agreed decisions.

**Email:** - E-mail communication is considered an official record in UNDP and this applies for e-mobility projects as well. Most issues and information with clear cut intents will be communicated through e-mail to the relevant parties. To keep all informed and for audit trail purposes, all parties should be copied as suitable, and the same thread used as much as possible. All circumstances that may impact on delivery timelines should be proactively communicated by the concerned party to allow for timely resolution.

**Informal Communications:** - For successful and timely project implementation, informal communication is a necessary ingredient. Given the nature of the projects, interaction between the parties, informal communication will form a sizable chunk of overall communication in this project. However, caution needs to be exercised to avoid negative consequences at a later stage. All communication that commits either part/stakeholder should be formally documented and communicated according

## 7. Delivery Requirement

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	DPU
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Shall be done by: <input checked="" type="checkbox"/> UNDP Nigeria SO <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	United Nations Development Programme Nigeria Sub Office No 6 Magaram road, Old GRA, Maiduguri, Nigeria  Contact details: Sally Musa sally.musa@undp.org
<b>Distribution of shipping documents (if using freight forwarder)</b>	The country office will proceed to the customs clearance once the supplier provides shipping documents.  Once the shipping documents are shared with the country office, the supplier must await the greenlight of the country office before shipping the items. If items are shipped before green light is given, and in case storage costs, or any additional costs, are charged by Customs Authorities, it will be the responsibility of the supplier to pay for these extra expenses.
<b>Training on Operations and Maintenance</b>	1.All documentation must be in English. 2.Operation manuals must also be provided in English.
<b>Warranty Period</b>	Warranty certification/documentation of the vehicle, including summary overview of warranty arrangements (technical and logistical). i. Overview of available warranty extension options for main components. ii. Cost associated with warranty replacements during the warranty period will be borne by the supplier. iii. Cost associated with the maintenance and technical support for the electric vehicle during maintenance subscription will be borne by the supplier.
<b>Local service support requirements</b>	<b>Local Service Support Requirements:</b> - Supplier is required to have a branch established in Nigeria, and preferably in Abuja. - Supplier must have a local partner who is a legally representative or subsidiary of the brand, not just a sales office.
<b>Preferred Mode of Transport</b>	Air/Land/Sea





<b>Appendix I: Compliance Response Form</b>		<b>Understood</b>	<b>Understood with reservations</b>	<b>Comments</b>	
<b>1. Introduction</b>					
1	<b>Introduction</b>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2	<b>Sustainable Development Goals</b>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2	<b>Smart UN Facilities</b>	<input type="checkbox"/>	<input type="checkbox"/>		
1.3	<b>7-Step Green Energy Process</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>2. Project Description</b>		<input type="checkbox"/>	<input type="checkbox"/>		
<b>3. Statement of Work</b>					
3.1	<b>Vendor</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.2	<b>After-sales service and response time</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>3.3 Technical Requirements</b>		<input type="checkbox"/>	<input type="checkbox"/>		
3.3.1-3.3.4	<b>General</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.5-3.3.8	<b>Battery</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.9	<b>Connector type</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.10	<b>Charging cable</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.11	<b>Dimensions</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.12	<b>Wheels/Tyres</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.13	<b>Steering</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.14	<b>Brakes</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.15	<b>Display/Gauges</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.16	<b>Tool kit</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.17	<b>Other Essentials</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.18	<b>Climate control</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.19	<b>Audio</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.20-3.3.22	<b>Seats</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.23	<b>Windows</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.24-3.3.25	<b>Instrumentation</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.26-3.3.27	<b>Mirrors</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.28-3.3.30	<b>Lights</b>	<input type="checkbox"/>	<input type="checkbox"/>		



3.3.31	<b>Flooring</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.32-3.3.36	<b>Convenience</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.37-3.3.45	<b>Safety</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.46-3.3.48	<b>Security</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.49-3.3.50	<b>Warning</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.51	<b>Exterior Colour</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.52	<b>Interior Colour</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.53	<b>Infotainment and Connectivity</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.54	<b>Parts, Repairs, and Training Manuals</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.55	<b>After-sales Service</b>	<input type="checkbox"/>	<input type="checkbox"/>		
3.4	<b>Warranty</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>4</b>	<b>Tasks and responsibilities</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>5</b>	<b>Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>		
5.1	<b>Bill of materials</b>	<input type="checkbox"/>	<input type="checkbox"/>		
5.2	<b>Shipping documents</b>	<input type="checkbox"/>	<input type="checkbox"/>		
5.3	<b>Warranty documents</b>	<input type="checkbox"/>	<input type="checkbox"/>		
5.4	<b>Testing procedure</b>	<input type="checkbox"/>	<input type="checkbox"/>		
5.5	<b>User acceptance testing report and proof of performance to UNDP</b>	<input type="checkbox"/>	<input type="checkbox"/>		
5.6	<b>Training manual/guide</b>	<input type="checkbox"/>	<input type="checkbox"/>		
5.7	<b>O&amp;M Manual and troubleshooting guide</b>	<input type="checkbox"/>	<input type="checkbox"/>		
5.8	<b>O&amp;M schedule</b>	<input type="checkbox"/>	<input type="checkbox"/>		
5.9	<b>After sales service agreement</b>	<input type="checkbox"/>	<input type="checkbox"/>		
5.10	<b>Maintenance reports</b>	<input type="checkbox"/>	<input type="checkbox"/>		
5.11	<b>Photo and video documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>		

# Who we are

## UNDP ITM/CIAS

### Our Vision

Creating Smart Facilities to build local capacity and inspire a movement.

### Our Mission

To support and guide Country Offices in leveraging technology for efficient delivery on the organization's mandate.

**The Information and Technology Management is the leader in digital transformation, so UNDP can be agile and effective in its global delivery.**

UNDP ITM is headquartered in New York and UN City Copenhagen Denmark, a smart facility which hosts 9 UN agencies and is built with a high focus on sustainability. Our combined efforts provide standardized practices for UNDP country offices to achieve the Sustainable Development Goals and incite other local and international entities to follow our lead.

To illustrate our work, in the wake of the 2014 West Africa Ebola outbreak, country offices in Guinea, Sierra Leone and Liberia could not rely on the grid to meet their energy requirements and diesel shortages restricted access to a sufficient power supply. In order to address this, UNDP ITM leveraged its experience in implementing smart facilities to roll out solar solutions in the affected countries.

Following this outbreak, UNDP ITM has aided the installation of solar panel systems in over 13 countries worldwide.

We look forward to implementing the Smart Facilities concept even further.



## 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	<input type="checkbox"/> Yes <input type="checkbox"/> No



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)				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 3 contracts</b>				
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.



Yes	No	
<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.
<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 AND SERVICES

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> USD					
<b>INCOTERMS:</b> DPU					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Battery Electric Vehicle				
2.	Transportation				
3.	Freight Insurance				
4.	Electric Vehicle Training, UAT, and Commissioning				
5.	After-sales service providing preventive and corrective maintenance by the vendor for 1 year				
6.	<b>Additional 1<sup>3</sup></b> Warranty Extension by 1 year				
Total Price					
Other Charges (specify)					
<b>Total Final and All-inclusive Price (Without additional features)</b>					
<b>Total Final and All-inclusive Price (With additional features)</b>					

<sup>3</sup> All bids shall include quotation for all additional features, and UNDP will make the final decision on whether to include or exclude them of the final service procured.



### 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 <i>[pls. specify]</i>	<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> 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.	<b>Authorized Signature:</b> Date: Click or tap here to enter text. Name: Click or tap here to enter text. <b>Functional Title of Authorised Signatory:</b> Click or tap here to enter text. Email Address: Click or tap here to enter text.