# SECTION 3: DATA SHEET (DS)

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Proposers. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Proposers.

| **Ref. Article in Section 2** |  | **Specific Instructions / Requirements** |
| --- | --- | --- |
| 1. | Scope | The reference number of this Request for Proposal (RFP) is UNDP-MNE-00032  The services include the supply of *“Upgrade of the Single Information System for Electronic Data Exchange and development of new e-Government portal”* in as further described in Section 5 of this RFP. |
| 2. | Eligible proposers | Proposers from all countries are eligible to participate in this proposal process. |
| 3. | Clarification of solicitation documents | Any request for clarification of solicitation documents must be sent directly I the system through message functionality.  **ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER** |
| Deadline for submitting requests for clarifications / questions:  10 March 2023. (tentative) |
| supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system. |
| 4. | Language | All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in English |
| 5. | Partial proposals | Submitting proposals for parts or sub-parts of the TOR is:  Not allowed |
| 6. | Currencies | Prices shall be quoted only in the currency indicated in the system. |
| 7. | Duties and taxes | All prices shall:  Be exclusive of VAT and other applicable indirect taxes. |
| 8. | Proposal validity period | 90 days |
| 9. | Proposal security | Required in the amount of 15,000 EUR  The proposal security will be in the same currency as stipulated in Article 14:(Currencies).  Acceptable forms of proposal security  Proposal security form template set out in Section 7  Any bank-issued cheque / cashier’s cheque / certified cheque |
| 10. | Alternative proposals | Shall not be considered. |
| 11. | Pre-proposal conference | Will be conducted  Time and time zone: CET  Date : 24 February 2023 at 11 :00 AM  Venue : UNDP office – UN Eco House, Podgorica, MNE  (Also, for on-line participants ZOOM link will be provided)  The focal point for the arrangement is:  Telephone: +382 20 447 400  E-mail: procurement.me@undp.org  The pre-proposal conference is:  mandatory  not mandatory  Minutes of the pre-proposal conference will be disseminated directly in the system. |
| 12. | Site inspection | A site inspection will not be held. |
| 13. | Instructions for proposal submission | Proposals must be submitted directly in the online system.  Allowable manner of submitting proposals:  The Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements and/or line items/deliverables. Non-compliance with this instruction may result in rejection of the proposal received.   * File Format: pdf * File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language. * All files must be free of viruses and not corrupted*.* * Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: UNDP Office, UN Eco House, stanka dragojevica bb, Podgorica, Montenegro * It is recommended that the entire Proposal be consolidated into as few attachments as possible. * The proposer should receive an email acknowledging receipt of the proposal by the system. |
| 14. | Deadline for proposal submission | Deadline for proposal submission is indicated in the portal. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails.  14th March 2023 |
| 15. | Proposal Opening | Public proposal opening will not be conducted. |
| 16. | Evaluation of technical and financial proposals | Evaluation will be based on:  Lowest price method (selects the lowest evaluated financial proposal of the technically responsive Proposers)  Combined scoring method using a distribution of 70%-30% Technical proposal - financial proposal  Other Click or tap here to enter text.  The maximum number of technical points is detailed in Section 4: Evaluation Criteria  To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation. |
| 17. | Right to vary requirement at time of award | The maximum percentage by which quantities may be increased is n/a  The maximum percentage by which quantities may be decreased is n/a% |
| 18. | Contract award to one or more proposer | UNDP will award a contract to:  One Bidder Only |
| 19. | Type of contract to be awarded | Face Sheet  http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html  See Section 6: for sample contract. |
| 20. | Expected date for commencement of contract | 03 April 2023 |
| 21. | Conditions of contract to apply | GCC at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html  See Section 6. |
| 22. | Performance Security | Required in the amount of 10% of contract value  The performance security shall be submitted within 5 days after receipt of the contract.  The performance security will be in the same currency as stipulated in Article 14 (Currencies).  The Performance Security shall be in the form of a Bank Guarantee as set out in Section 6. |
| 23.. | Advance payment | Not Allowed |
| 24. | Liquidated damages | Will not be imposed |
| 25. | Other information related to the RFP |  |

# 