

## REQUEST FOR QUOTATION (RFQ) (Goods and Standard services)

|  |                                |
|--|--------------------------------|
| <b>TO INTERESTED VENDORS/COMPANIES</b> | <b>DATE: February 22, 2023</b> |
|  | <b>REFERENCE: 97546</b>        |

Dear Sir / Madam:

We kindly request you to submit your quotation for customizing your platform to allow our users to publish, manage and monitor call for proposals, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before March 8, 2023 and via (choose appropriate box)  
☒ *e-mail*, ☐ *courier mail* or ☐ *facsimile* to the address below:

**United Nations Capital Development Fund (UNCDF)**

Two UN Plaza, 26th Floor, New York, NY 10017

Christiane Kamdem

Christiane.kamdem@uncdf.org

Quotations submitted by email must be limited to a maximum of 3MB, virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNCDF after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

|   |  |  |
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| Exact Address/es of Delivery Location/s (identify all, if multiple)   | UNCDF staff and partners   |  |
| Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNCDF)</i> | <input checked="" type="checkbox"/> 5 days from the issuance of the Purchase Order (PO)<br><input type="checkbox"/> As per Delivery Schedule attached <i>[if delivery will be staggered]</i><br>Time : N/A<br>Time Zone of Reference : EST   |  |
| Delivery Schedule   | <input type="checkbox"/> Required<br><input checked="" type="checkbox"/> Not Required  |  |
| Mode of Transport   | <input type="checkbox"/> AIR<br><input type="checkbox"/> SEA   | <input type="checkbox"/> LAND<br><input checked="" type="checkbox"/> OTHER Online / digital delivery |
| Preferred Currency of Quotation <sup>1</sup>  | <input checked="" type="checkbox"/> United States Dollars<br><input type="checkbox"/> Euro<br><input type="checkbox"/> Local Currency : <i>[pls. specify]</i>  |  |
| Value Added Tax on Price Quotation <sup>2</sup>   | <input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes<br><input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes  |  |
| After-sales services required   | <input type="checkbox"/> Warranty on Parts and Labor for minimum period of <i>Click to type</i><br><input checked="" type="checkbox"/> Technical Support – dedicated line<br><input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair<br><input type="checkbox"/> Others <i>[pls. specify]</i>  |  |
| Deadline for the Submission of Quotation  | COB, <b>Wednesday, March 08, 2023</b> and EST  |  |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language         | <input checked="" type="checkbox"/> English<br><input type="checkbox"/> French<br><input type="checkbox"/> Spanish<br><input type="checkbox"/> Others <i>[pls. specify, including dialects, if needed]</i>   |  |
| Documents to be submitted <sup>3</sup>  | <input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;<br><input checked="" type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;<br><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.);<br><input checked="" type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);<br><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;<br><input type="checkbox"/> Others <i>[pls. specify as many as required]</i> |  |
|   | <input type="checkbox"/> 60 days   |  |

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNCDF preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNCDF's issuance of Purchase Order.

<sup>2</sup> This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNCDF CO/BU requiring the goods.

<sup>3</sup> First 2 items in this list are mandatory for the supply of imported goods

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| Period of Validity of Quotes starting the Submission Date   | <input checked="" type="checkbox"/> 90 days<br><input type="checkbox"/> 120 days<br><br>In exceptional circumstances, UNCDF may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.   |
| Partial Quotes  | <input checked="" type="checkbox"/> Not permitted<br><input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>  |
| Payment Terms <sup>4</sup>                                  | <input checked="" type="checkbox"/> 100% upon complete delivery of services<br><input type="checkbox"/> Others <i>[pls. specify]</i>   |
| Liquidated Damages  | <input checked="" type="checkbox"/> Will not be imposed<br><input type="checkbox"/> Will be imposed under the following conditions :<br>Percentage of contract price per day of delay : _____<br>Max. no. of days of delay : _____<br>After which UNCDF may terminate the contract.  |
| Evaluation Criteria<br><i>[check as many as applicable]</i> | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>5</sup><br>Comprehensiveness of after-sales services<br><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i><br><input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <sup>6</sup><br><input type="checkbox"/> Others <i>[pls. specify]</i> |
| UNCDF will award to:  | <input checked="" type="checkbox"/> One and only one supplier<br><input type="checkbox"/> One or more Supplier, depending on the following factors:<br><i>[Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Suppliers</u>]</i>  |
| Type of Contract to be Signed                               | <input checked="" type="checkbox"/> Purchase Order   |

<sup>4</sup> UNCDF preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNCDF shall require the vendor to submit a bank guarantee or bank cheque payable to UNCDF, in the same amount as the advanced payment made by UNCDF to the vendor.

<sup>5</sup> UNCDF reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

<sup>6</sup> This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

|                                       |   |
|---------------------------------------|---|
|                                       | <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNCDF (this template is also utilised for Long-Term Agreement <sup>7</sup> and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i><br><input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>   |
| Contract General Terms and Conditions | <input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)<br><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)<br><br>Applicable Terms and Conditions are available at<br><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>   |
| Special conditions of Contract        | <input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 15 days<br><input type="checkbox"/> Others <i>[pls. specify]</i>   |
| Conditions for Release of Payment     | <input checked="" type="checkbox"/> Complete Installation and customization<br><input checked="" type="checkbox"/> Passing all Testing <i>[specify standard, if possible]</i><br><input type="checkbox"/> Completion of Training on Operation and Maintenance <i>[specify no. of trainees, and location of training, if possible]</i><br><input type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements<br><input checked="" type="checkbox"/> Others - Users can fully access the platform; data from our existing platform are accessible  |
| Annexes to this RFQ <sup>8</sup>      | <input type="checkbox"/> Specifications of the Goods Required (Annex 1)<br><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)<br><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions:<br><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a><br><input checked="" type="checkbox"/> Others detailed TOR<br><br>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. |

<sup>7</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

<sup>8</sup> Where the information is available in the web, a URL for the information may simply be provided.

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| Contact Person for Inquiries<br>(Written inquiries only) <sup>9</sup> | <i>Christiane Kamdem</i><br><i>Business Intelligence Analyst</i><br><i>Christiane.kamdem@uncdf.org</i><br>Any delay in UNCDF's response shall be not used as a reason for extending the deadline for submission, unless UNCDF determines that such an extension is necessary and communicates a new deadline to the Proposers. |
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Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNCDF requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNCDF. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNCDF's re-computation and correction of errors, its quotation will be rejected.

After UNCDF has identified the lowest price offer, UNCDF reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNCDF's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNCDF after it has received the quotation. At the time of award of Contract or Purchase Order, UNCDF 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNCDF indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNCDF is not bound to accept any quotation, nor award a contract/Purchase Order, nor 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.

Please be advised that UNCDF's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement

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<sup>9</sup> This contact person and address is officially designated by UNCDF. If inquiries are sent to other person/s or address/es, even if they are UNCDF staff, UNCDF shall have no obligation to respond nor can UNCDF confirm that the query was received.

process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNCDF encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNCDF 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.

UNCDF implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNCDF, as well as third parties involved in UNCDF activities. UNCDF expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**  
*UNCDF Procurement*

## Technical Specifications

| Items to be Supplied*                      | Quantity | Description / Specifications of Goods  | Latest Delivery Date |
|--|----------|--|----------------------|
| <b>Annual subscription to the platform</b> | <b>1</b> | Annual subscription to the platform ( Please refer to TOR for specific requirements).<br>Includes up to 100 programs, unlimited applicants, and unlimited reviewers & admins, access to integrations, unlimited technical support, dedicated Customer Success Manager with phone line and email access, and full initial setup for up to 5 programs. |                      |
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*\*Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

*UNCDF Procurement*

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>10</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>11</sup>)*

We, the undersigned, hereby accept in full the UNCDF General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNCDF as per RFQ Reference No. \_\_\_\_\_:

**TABLE 1 : Offer to Supply Standard services Compliant with Technical Specifications and Requirements for two (2) years**

| Item No.   | Description/Specification of Goods/Standard services | Quantity | Latest Delivery Date | Unit Price | Total Price per Item |
|--|--|----------|----------------------|------------|----------------------|
|  |  |          |                      |            |                      |
|  |  |          |                      |            |                      |
|  |  |          |                      |            |                      |
|  |  |          |                      |            |                      |
|  |  |          |                      |            |                      |
| <b>Total Prices</b>                                  |  |          |                      |            |                      |
| Add : Other Charges (pls. specify)                   |  |          |                      |            |                      |
| <b>Total Final and All-Inclusive Price Quotation</b> |  |          |                      |            |                      |

**TABLE 2 : Estimated Operating Costs (if applicable)**

| List of Consumable Item/s<br>(Include fast moving parts, if any) | Estimated Average Consumption | Unit of Measure | Unit Price | Total Price per Item |
|--|-------------------------------|-----------------|------------|----------------------|
|  |                               |                 |            |                      |
|  |                               |                 |            |                      |
|  |                               |                 |            |                      |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*  
*[Designation]*  
*[Date]*

<sup>10</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>11</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes