

REQUEST FOR PROPOSALS

UNDP/BERA/SIU/RFP/2017/007

Provision Grant-Making Services to UNDP

Bureau for External Relations and Advocacy (BERA)



United Nations Development Programme

New York, November 2017

Section 1. Letter of Invitation

**Subject: Request for Proposal (RFP) – United Nations Development Programme
Provision of Grant Making Services to UNDP, UNDP/BERA/SIU/RFP/2017/007**

Date: 8 November 2017

Dear Sir/Madam,

1. The United Nations Development Programme (UNDP) hereby solicits your proposal for **Provision of Grant Making Services to UNDP**.

The Bureau for External Relations and Advocacy (BERA) of UNDP is issuing this RFP document for the purpose of concluding **Long Term Fiduciary Agreement** with the successful Proposers for a period of three years subject to satisfactory contract performance.

2. While UNDP intends to establish the LTAs there is no fixed committed contract amount and UNDP reserves the right to utilize other sources at its discretion to assure value for money. Once the contract is established with the vendor, orders for specific assignments/Terms of Reference will be placed through a Professional Service Contract and the General Conditions of the Contract will be in force.

3. To enable you to submit a proposal, the following documents are enclosed:

- Section 1 - This Letter of Invitation
- Section 2 - Instructions to Proposers
- Section 3 - Terms of Reference (TOR)
- Section 4 - Proposal Submission Form
- Section 5 - Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 - Technical Proposal Form
- Section 7 - Financial Proposal Form
- Section 8 – Model Contract for Goods and/or Services, including General Terms and Conditions (GTCs)
- Section 9 – Form for Proposal Security [disregard, if not required as per Data Sheet]
- Section 10 – Form for Performance Security [disregard, if not required as per Data Sheet]
- Appendix A – Instructions manual for use of the eTendering system by suppliers
- Appendix B – Terms and Conditions for use of online eTendering system

4. Your offer, comprising of a Technical and Financial Proposal, in separate files, should be submitted in accordance with Section 2, through eTendering online system and by the deadline indicated in <https://etendering.partneragencies.org>.

5. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on **“Accept Invitation”** button preferable no later than **15 November 2017**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

6. If you request additional information, we would endeavor to provide information expeditiously, but any delay

in providing such information will not be considered a reason for extending the submission date of your proposal. Please send your query to cpu.bids@undp.org.

7. Please note that at any time prior to the deadline for submission of Proposals, UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Proposer, modify the Solicitation Documents by amendment, including through provision of supplementary information. Prospective Proposers are, therefore, advised to regularly check the UNDP website <http://www.undp.org/procurement> for amendments.

Yours sincerely,

Ali Tahsin Jumah
Chief, Central Procurement Unit
BMS/Office of Sourcing and Operations
United Nations Development Programme

Section 2: Instruction to Proposers

Definitions

- a) *“Contract”* refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) *“Country”* refers to the country indicated in the Data Sheet.
- c) *“Data Sheet”* refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) *“Day”* refers to calendar day.
- e) *“Government”* refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) *“Instructions to Proposers”* (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) *“LOI”* (Section 1 of the RFP) refers to the Letter of Invitation sent by UNDP to Proposers.
- h) *“Material Deviation”* refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and: (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the Proposer; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other Proposers.
- i) *“Proposal”* refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) *“Proposer”* refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) *“RFP”* refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) *“Services”* refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) *“Supplemental Information to the RFP”* refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- n) *“Terms of Reference”* (TOR) refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

A. GENERAL

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See UNDP Anti-Fraud Policy and Procurement Protest for full description of the policies).
5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 5.1 *Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;*
 - 5.2 *Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or*
 - 5.3 *Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.*

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:
 - 6.1 *That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and*
 - 6.2 *All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.*

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

7. The eligibility of Proposers 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 as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.

8. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: [UN Supplier Code of Conduct](#).

B. CONTENTS OF PROPOSAL

9. Sections of Proposal

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Any attachments and/or appendices to the Proposal.

10. Clarification of Proposal

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet** (DS no. 16) prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.
- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

11. Amendment of Proposals

- 11.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

C. PREPARATION OF PROPOSALS

12. Cost

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

14. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.

15. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Proposer shall structure the Technical Proposal as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.
- 15.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer’s response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP’s policies and procedures. All proposers are therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
- b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.

- 1.3. Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

- 15.4 Where the **Data Sheet** requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNDP, and reject the Proposal, in the event of any or any combination of the following conditions:
- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DS no. 11), or;
 - b) If the Proposal Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
 - c) In the case the successful Proposer fails:
 - i. to sign the Contract after UNDP has awarded it;
 - ii. to comply with UNDP's variation of requirement, as per RFP clause 35; or
 - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

16. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

18. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP's satisfaction. These include, but are not limited to, the following:

- That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:

- 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
- c) they have the same legal representative for purposes of this RFP; or
- d) 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 Proposal of, another Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

19. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; 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.

After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

20. Alternative Proposals

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.

21. Validity Period

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

22. Proposer's Conference

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

D. SUBMISSION AND OPENING OF PROPOSALS

23. Submission

23.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage,

UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

- 23.2 In the unlikely and exceptional event that the Proposers encounter technical problems when submitting the proposal in the system, then the Proposal can be sent via email as instruction in the **Data Sheet** (DS nos. 22 and 23). Proposers are, however, strongly advised to undertake all necessary efforts, including requesting support from UNDP, to submit the Proposal through the online system. In all cases, email submission must be authorized and accepted by UNDP prior to the submission deadline indicated. ***Proposals submitted via email which does not have prior authorization by UNDP will not be accepted.***
- 23.3 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 8.

24. Withdrawal, Substitution, and Modification of Proposals

- 24.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.
- 24.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by cancelling or editing their bid in the system.

25. Confidentiality

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal.

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to UNDP. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

E. EVALUATION OF PROPOSALS

26. Preliminary Examination of Proposals

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

27. Evaluation of Proposals

- 27.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 25). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 32) after all Proposals have been received.
- 27.2 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

<p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <div style="text-align: center; margin-top: 10px;"> $\frac{(TP \text{ Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (FP \text{ Rating}) \times (\text{Weight of FP, e.g., 30\%})}{}$ <p>Total Combined and Final Rating of the Proposal</p> </div>
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27.3 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;
- f) Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

28. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP Clause 32.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.

29. Responsiveness of Proposal

UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

30. Nonconformities, Reparable Errors and Omissions

Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.

Provided that a Proposal is substantially responsive, UNDP may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;*
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and*
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.*

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

F. AWARD OF CONTRACT

31. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-

responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for UNDP's action. Furthermore, UNDP shall not be obliged to award the contract to the lowest price offer.

UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. **(See Procurement Protest and Vendor Sanctions for details)**

32. Award Criteria

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 25 and 32).

33. Right to Vary Requirements at the Time of Award

At the time of award of Contract, UNDP reserves the right to vary 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.

34. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, UNDP may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

35. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Proposer and UNDP.

36. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

37. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: [Procurement Protest and Vendor Sanctions](#)

Instructions to Proposers

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title :	United Nations Development Programme (UNDP) Provision of Grant Making Services to UNDP
2		Title of Services/Work:	RFP NO. UNDP/BERA/SIU/RFP/2017/007 Provision of Grant Making Services to UNDP
3		Country / Region of Work Location:	United States.
4	C.13	Language of the Proposal:	<input checked="" type="checkbox"/> English
	C.19	Joint Venture, Consortium or Association	<input checked="" type="checkbox"/> No Preference
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input checked="" type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	Pre-proposal conference	Not applicable
8	C.21	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Proposal Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Proposal Security	<input checked="" type="checkbox"/> Not Applicable
11	B.9.5 C.15.4 a)	Validity of Proposal Security	<input checked="" type="checkbox"/> Not Applicable

12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> To be negotiated
14	F.37	Performance Security	<input checked="" type="checkbox"/> Required (<i>may be negotiated before contract award</i>) Amount :10% of the target annual donor collections Form : Bank guarantee or irrevocable letter of credit issued by a reputable bank; Performance bond, or cashier's cheque or certified cheque.
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (USD)
16	B.10.1	Deadline for submitting requests for clarifications/ questions	16 November 2017
17	B.10.1	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Emmanuel Maliganya E-mail address dedicated for this purpose: cpu.bids@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Uploaded in the eTendering System. Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system. <input checked="" type="checkbox"/> Posting on the website http://procurement-notices.undp.org
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	The Proposer shall prepare the Proposal in two separate parts : the " Technical Proposal " and the " Financial Proposal ". Proposals must be submitted electronically. Please refer to DS No. 23 for details.
20	D.23.1 D.23.2 D.24	Proposal Submission Address	To be submitted in eTendering system: https://etendering.partneragencies.org Please refer to DS 23 below for instructions
21	C.21 D.24	Deadline of Submission	Date and Time: As specified in the system (note that time zone indicated in the system is New York Time zone). <u>PLEASE NOTE:-</u> 1. Date and time visible on the main screen of event (on e-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated

			<p>by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</p> <p>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p>
22	D.23.2	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Online bidding in eTendering system.

23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening , if allowed	<input checked="" type="checkbox"/> Online bidding in eTendering System <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format : PDF files only, password protected <input checked="" type="checkbox"/> Passwords for Financial Proposals <u>must</u> not be to UNDP until it is formally requested by UNDP focal points indicated in DS No. 17. <input checked="" type="checkbox"/> Max. File Size per transmission: NA <input checked="" type="checkbox"/> Max. No. of transmission : NA <input checked="" type="checkbox"/> No. of copies to be transmitted : NA <input checked="" type="checkbox"/> Mandatory subject of e-mail: See below instruction for details. <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: Yes <input checked="" type="checkbox"/> Time Zone to be Recognized: New York Eastern Daylight Time (EDT) <input checked="" type="checkbox"/> Other conditions: See below further instructions Further Instruction for electronic submission The Proposer shall submit their proposals online in eTendering system. In this regards, the Proposer shall upload separate proposals for: 1) technical proposal; 2) financial proposal as separate attachments. Having prepared the Proposal in paper formats as specified in Sections 4, 5, and 6 the entire Technical Proposal should be scanned or otherwise converted into one or more electronic PDF (Adobe Acrobat) format files and attached to one or more E-mails. Same should be done for Section 7 – Financial Proposal. Important: Proposers are to upload each Technical proposal and respective Financial proposal in separate document/files as follows: ‘Attachment description’ line should state: “Technical proposal- UNDP/BERA/SIU/RFP/2017/007” <u>and in a separate file or document</u> “Financial proposal - UNDP/BERA/SIU/RFP/2017/007- Provision of Grant Making Services to UNDP. DO NOT OPEN” To secure your <u>financial offer</u> please SET-UP A PASSWORD for the <u>Financial Proposal</u> which will be requested as follows: a) The password for Financial Proposal will be requested from the Proposers if they are successful in the Technical Proposal evaluation.
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			<p>Only those who achieved the minimum score on the technical evaluation will be requested to provide the password to the financial proposals.</p> <p>b) It is strongly suggested that Proposers make a note of the passwords and keep them in a safe place. If we are unable to open the file because of forgotten password(s) the proposal will be disqualified.</p> <p>If approved to submit by email (DS no. 22), Proposers may send as many e-mails as needed; however, the size of each e-mail should not exceed eight megabytes (8 MB). As an e-mail can take some time to arrive after it is sent, we advise all Proposers to send e-mail submissions well before the deadline. Please be aware that bids e-mailed to UNDP will be rejected if they are received after the deadline for bid submission.</p> <p>When choosing to submit their proposals electronically, Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</p> <p>Please note: Any proposal sent to the private email addresses of any procurement staff will not be accepted.</p>
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24	D.23.1	Date, time and venue for opening of Proposals	Public bid opening is not applicable to Request for Proposals (RFPs).
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively whereas only proposal passing the minimum 70%
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the services being procured. <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation. <input checked="" type="checkbox"/> Evidence of approval of the United States of America Internal Revenue Federal Tax Code Section 501(c)(3) Tax-Exempt Status; and full compliance with the guidelines of the Internal Revenue Service (IRS), for charities to receive tax deductible contributions. <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if any. <input checked="" type="checkbox"/> Proposers MUST submit one CV for each position. Do not submit more than one CV per position. Note: Proposers are to ensure that CVs submitted are relevant to the ToRs and meet qualification criteria in the RFP. CVs of actual/current staff will be used as a comparative tool in the evaluation process to ensure Proposers have a thorough understanding of the RFP requirements. <input checked="" type="checkbox"/> Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 2 paragraphs 5 and 6 of this document, if any. <input checked="" type="checkbox"/> Dunn & Bradstreet report or Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for last three years duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc. <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top three Clients in terms of Contract Value within the past 5 years. <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last three (3) years, in which the Proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved and the final resolution, if already concluded.

27		Other documents that may be Submitted to Establish Eligibility	<input checked="" type="checkbox"/> Not applicable
28	C.15	Structure of the Technical Proposal (<i>only if different from the provision of Section 2</i>)	<input checked="" type="checkbox"/> Not applicable
29	C.15.2	Latest Expected date for commencement of Contract	February 2018
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	Long Term Agreement for up to 3 years starting from signature of contract/agreement, renewable annually upon satisfactory performance for up to 2 more years.
31		UNDP will award the contract to:	Multiple institutions.

	<p>E28</p>	<p>Preliminary Examination of Proposals</p>	<p>Memo to Proposers (<u>Examples of Bid Rejection</u>)</p> <p>Proposals have been rejected at the submission stage or found to be technically noncompliant due to errors in presentation and failure to follow bidding instructions.</p> <p>Below are some of the more common examples of why proposals are rejected by UNDP. Proposers are urged to read this before submission and to check that their proposal conforms to each of these points and the instructions as noted in the bidding documents.</p> <ul style="list-style-type: none"> ➤ Proposal is submitted after the deadline for email submission. Emailed proposals sent just before the deadline may arrive after the deadline and be rejected. Therefore, make sure to submit your proposals beforehand. ➤ Proposal is submitted as a single package, without separating technical and financial proposal. ➤ Proposal is not signed as per the instructions in the RFP. ➤ Not all sufficient documents have been provided. ➤ Documents provided are not in English. ➤ Documents provided do not directly address each point of the evaluation criteria. ➤ Proposal is more like a brochure for the firm without specifically addressing the specific evaluation criteria of the RFP and TOR. ➤ Proposal does not offer goods or services which have been specifically requested by UNDP in the Terms of Reference. ➤ Failure to enclose the Proposal Submission Form (see Section 4). ➤ The Proposer failed to consult the UNDP website before the deadline for bid submission and did not see the changes to the RFP/TOR listed there which need to be incorporated in the proposal. ➤ The Proposer failed to read the minutes of the Proposers conference and to include the relevant points in their proposal. ➤ The Proposer declines or proposes a major deviation to UNDP General Conditions of Contract (see Section 10). ➤ Proposal contains viruses and/or corrupted files. The Proposers should ensure that submitted proposals DO NOT contain viruses and/or corrupted files. Such proposals will be rejected. <p>The above examples illustrate some errors which may be made by Proposers. The bidding documents contain the full list of instructions relevant to each particular bid and should be followed carefully.</p>
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32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	<input checked="" type="checkbox"/> See Section 2 Instruction to Proposers Articles E and F, DS no. 31 above, and award criteria below “ Technical Proposal Evaluation Forms ”
33	E.29.4	Post-Qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed.
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> A countersigned and duly executed contract
35		Other Information Related to the RFP	<p><i>Please refer to Terms of Reference and e-tendering website at https://etendering.partneragencies.org</i></p>

TECHNICAL PROPOSAL EVALUATION FORMS

The obtainable number of points specified for each criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Firm/Organisation Submitting Proposal	450
2.	Proposed Work Plan and Approach	350
3.	Personnel	200
		1000

Form 1: Technical Proposal Evaluation		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> ▪ Financial stability ▪ loose consortium, holding company or one firm ▪ age/size of the firm ▪ strength of project management support, project management controls, and project financing capacity ▪ Approval by United States of America Internal Revenue Federal Tax Code Section 501(c)(3) Tax-Exempt Status; and compliance with the guidelines of the Internal Revenue Service (IRS), for charities to receive tax deductible contributions. ▪ Delivery of industry standard and best practice grant-making services ▪ Specialized Knowledge and experience on fiduciary fund establishment and management. ▪ Experience conducting due diligence and reputational risk assessment for corporations, foundations, and High Net-Worth Individuals (HNWI). ▪ Knowledge of Anti-Terrorist Financing guidelines for counter-terrorism, and Anti-Money laundering regulations. 	235
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Has the Offeror demonstrated use of clear and strong quality assurance procedures, reflected in the effective management and successful outcomes of past grant making service provision?	30
1.5	Experience on global, regional and national grant-making services, beyond USA.	30
1.6	How well has the Offeror demonstrated experience in completing similar projects for international organizations such as UN, multilateral organization, disaster response or Philanthropic organizations with global reach?	40

1.7	How successful is the general history of the firm regarding timely and successful grant making services?	30
1.8	Has the firm provided letters of reference from previous clients for similar projects?	20
		450

Form 2 Technical Proposal Evaluation		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	40
2.2	Is the conceptual framework adopted appropriate for the task?	60
2.3	Is the scope of task well defined in sufficient detail and does it correspond to the TOR?	100
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of grant making services?	75
2.5	Is the proposal based on a survey of current grant making environment and was this data input properly used in the preparation of the proposal?	50
2.6	Are the different components of grant making services adequately outlined?	25
		350

Form 3 Technical Proposal Evaluation		Points Obtainable
Personnel		
3.1*	Project manager (team leader) with relevant experience of at least 7 years. Below 7 years, will be scored 0. <ul style="list-style-type: none"> • Professional Experience in the area of specialization (50) • Education (20 points) • Professional Certification (15 points) • Experience in multi-cultural environments (15 points) 	100
3.2*	Senior experts with relevant experience of at least 7years. Below 7 years, will be scored 0. <ul style="list-style-type: none"> • Professional Experience in the area of specialization (50) • Education (20 points) • Professional Certification (15 points) • Experience in multi-cultural environments (15 points) 	100
Total Form 3		200

Section 3: Terms of Reference (TOR)

Service Description:	Provision Grant-Making Services to UNDP
Type of the Contract:	Fiduciary Agreement
Estimated Duration of Assignment:	3 years, renewable annually upon satisfactory performance for up to 2 more years.
Expected Start Date:	February 2018
Requesting Unit:	UNDP/BERA/SIU

I. Description

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working to end poverty and inequality.

To support private sector resource partnerships towards the implementation of the Sustainable Development Goals (SDGs), UNDP is seeking to partner with an organization that can provide grant-making services to UNDP for financial contributions (donations and grants) from the private sector to UNDP.

II. Scope of Work and Deliverables

The objective is to facilitate charitable financial contributions from the private sector (corporations, foundations and individuals) to UNDP's work in advancing the SDGs. The grant-making services should cover, at a minimum, the United States of America (USA), but may be expanded to other countries, including but not limited to United Kingdom, Canada, Germany and Australia.

1. Main Duties and Outputs/Deliverables

The main services to be provided by the grant-making service institution are:

- A. To promote the work of UNDP through an online donation page hosted on the grant-maker website, based on content approved by UNDP.
- B. To provide grant making services i.e. facilitating private sector cash contributions to UNDP, including IRS tax recognition to contributors covering those donations drawn from U.S. contributors in accordance with U.S. tax law.
- C. To receive funds on behalf of UNDP from private contributors to support UNDP's programme activities.
- D. To conduct due diligence, including reputational risk assessment of prospective donor partners (corporates, foundations, and High Net Worth Individuals (HNWI), that will make financial contributions towards UNDP programmes, in line with UNDP's due diligence policy. Propose fundraising outreach strategies (including employee giving) for suitable public and private sector entities
- E. To provide the necessary reports to contributors on funds received in line with donor requirements, including annual narrative and financial reports that will be subject to audit in accordance with UNDP Financial Regulations and Rules.

The following are the expected deliverables:

- A. Financial contributions from the private sector, corporate foundations and High Net-Worth Individuals disbursed to UNDP on a quarterly basis.
- B. Financial and/or other reports provided to contributors in line with donor requirements.

- C. IRS tax recognition to contributors by means of acknowledgment letter (covering those donations drawn from U.S. banks in accordance with U.S. tax law).

2. Specific Duties and Outputs/Deliverables per Lot

For the purpose of proposal submission and award of contracts, the above outputs are organized in three Lots where a proposer can choose to bid for only one or more than one or all lots, as follows:

Lot 1: Grant Making services (Principle)

Scope of Work/Duties:

The principal Grant Making services will involve the most suitable grant making modalities to facilitate tax effective donations to UNDP. Examples of services could include: donor advised funds, matching donor advised funds, friends' funds, among others.

The main Tasks of the Principle Grant Maker will be:

- D. Receiving funds on behalf of UNDP from contributors to support programme activities developed in accordance with the priorities of UNDP, under its applicable regulations, rules and procedures.
- E. Providing donor management services, including IRS tax recognition to contributors by means of acknowledgment letter (covering those donations drawn from U.S. banks in accordance with U.S. tax law).
- F. Promoting fiduciary funds established for the benefit of UNDP through an online donation page hosted on the Grant-maker website. The content of the webpage will be jointly determined.
- G. Vetting and conduct due diligence, including reputational risk assessment of prospective donor partners (corporates, foundations, and High Net worth Individuals (HNWI), that will make financial contributions towards UNDP programs.

The Specific Deliverables will include:

- A. Financial contributions from the private sector, corporate foundations and High Net-Worth Individuals disbursed to UNDP on a quarterly basis.
- B. Financial and/or other reports provided to contributors in line with donor requirements.
- C. IRS tax recognition to contributors by means of acknowledgment letter (covering those donations drawn from U.S. banks in accordance with U.S. tax law).
- D. Vetting and due diligence reports on prospective donor partners (corporates, foundations, and High Net worth Individuals (HNWI), in line with UNDP's due diligence policy.

Lot 2: Grant Making services (Employee Giving)

The main Tasks under this Lot will involve:

- A. Identifying private and public sector organizations suitable for workplace giving campaigns for UNDP.
- B. Advising UNDP on the development of and materials for workplace giving campaigns.

- C. Promoting the work of UNDP as part of roll out and implementation of UNDP's workplace giving campaigns.
- D. Management of reporting to corporate partners in consultation with and upon approval of UNDP.
- E. Conducting due diligence, including reputational risk assessment of prospective donor partners, that will make financial contributions towards UNDP programmes, in line with UNDP's due diligence policy
- F. Receiving funds on behalf of UNDP from private contributors in support of UNDP's programme activities.
- G. Providing the necessary reports to contributors in line with donor requirements.

The Specific Deliverables will include:

- A. Financial contributions from the private sector, corporate foundations and High Net-Worth Individuals disbursed to UNDP on a quarterly basis.
- B. Financial and/or other reports provided to contributors in line with donor requirements.
- C. IRS tax recognition to contributors by means of acknowledgment letter (covering those donations drawn from U.S. banks in accordance with U.S. tax law).
- D. Vetting and due diligence reports on prospective donor partners (corporates, foundations, and High Net worth Individuals (HNWI), in line with UNDP's due diligence policy.
- E. Reports on employee outreach activities.

Lot 3: Grant Making services (Diaspora Engagement)

The Grant making services under this Lot will involve:

- A. Identifying private and public sector organizations, including diaspora networks suitable for diaspora engagement.
- B. Advising UNDP on the development of and materials for diaspora engagement campaigns.
- C. Conducting due diligence, including reputational risk assessment of prospective partners, that will make financial contributions towards UNDP programmes, in line with UNDP's due diligence policy
- D. Receiving funds on behalf of UNDP from donors in support of UNDP's programme activities.
- E. Providing the necessary reports to contributors in line with donor requirements.

The Specific Deliverables will include:

- A. Financial contributions from the private sector, corporate foundations and High Net-Worth Individuals disbursed to UNDP on a quarterly basis.
- B. Financial and/or other reports provided to contributors in line with donor requirements.
- C. IRS tax recognition to contributors by means of acknowledgment letter (covering those donations drawn from U.S. banks in accordance with U.S. tax law).
- D. Vetting and due diligence reports on prospective donor partners (corporates, foundations, and High Net worth Individuals (HNWI), in line with UNDP's due diligence policy.

III. Institutional arrangements

The fiduciary agreement will be managed by UNDP Headquarters and governed by UNDP rules, policies and procedures.

IV. Duration of grant making services

The overall expected duration of grant-making service agreement will have an initial duration of 3 years with the possibility of annual extension for up to 2 more years, if mutually agreed by both parties.

V. Qualifications

- The Grant-Maker Institution must have approval of the United States of America Internal Revenue Federal Tax Code Section 501(c)(3) Tax-Exempt Status; and be fully compliant with the guidelines of the Internal Revenue Service (IRS), for charities to receive tax deductible contributions.
- At least 5 years of experience in grant-making services in the United States.
- An annual turnover of at least \$5 million in raised contributions for international non-profit organizations through employee fundraising in at least one of the thematic sectors of empowerment of women and girls, climate and environment, and poverty alleviation is desirable.
- Deliver industry standard and best practice grant-making services –facilitating a volume of at least \$1 million donations to charitable organizations per annum.
- Demonstrate knowledge and experience on fiduciary fund establishment and management.
- Experience conducting due diligence and reputational risk assessment for corporations, foundations, and High Net-Worth Individuals (HNWI).
- Demonstrated knowledge of Anti-Terrorist Financing guidelines for counter-terrorism, and Anti-Money laundering regulations.
- Ability to provide grant-making services in other countries beyond the US will be an asset.

VI. Scope of Technical and Financial Proposals

The Grant-maker is expected to submit both the Technical and Financial Proposals. The technical proposal will include a detailed methodology of how the proposer intends to undertake the assignment in order to achieve an annual target of financial collections from donors. For preparation of this methodology, financial proposal and evaluation purpose only, an assumption of a total amount of US\$ 5,000,000.00 annual collections will be used. The methodology shall also indicate how the proposer will charge the fees for general management of the grant-making support functions. The technical proposal submission forms will be used.

The grant-maker shall submit a financial proposal stipulating the fees structure that will be charged to cover the general management support for the tax-effective grant-making services. The financial proposal form will be used.

The financial proposal may include various fees-structure options, for available tax-effective grant making service models. For example, the fees payment process could include:

- i) The donor makes a financial contribution to grant-maker, and the grant-maker provides tax receipt for donation;
- ii) The grant-maker takes the standard service fee;
- iii) The grant-maker makes grant (minus fee) to UNDP.

Alternative grant-making fund models and fees structure may apply.

VII. Contractual Modality

The selected organization/s will sign tailored Long Term Fiduciary Agreement to officiate the grant-making services' partnership with UNDP. The Fiduciary Agreement will be in the form of a Long Term Agreement subject to UNDP's

General Terms and Conditions as per Section 10 of the RFP. However, the agreement will be negotiated to incorporate specific fiduciary terms and conditions necessary and suitable for the nature of the assignment. **When submitting proposal, proposers may comment on the UNDP General Terms and Conditions which they believe are not suitable for the grant making service agreement. Proposers may also provide their contract modality they use for such services with other clients in the market. Both, the comments on UNDP GTCs, and any proposed vendor contract modality, will be negotiated and a final contract modality will be established.**

Section 4: Proposal Submission Form¹

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

¹ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Contact Details: _____

[please mark this letter with your corporate seal, if available]

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form²

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
10. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's name]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i> Email Address: <i>[insert Authorized Representative's name]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

² The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

14. Attached are copies of original documents of:

- All eligibility document requirements listed in the Data Sheet
- If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered
- If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.

Joint Venture Partner Information Form (if Registered)³

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		

³ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

14. Attached are copies of original documents of: *[check the box(es) of the attached original documents]*

- All eligibility document requirements listed in the Data Sheet
- Articles of Incorporation or Registration of firm named in 2.
- In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.

Section 6: Technical Proposal Form

TECHNICAL PROPOSAL FORMAT

INSERT TITLE OF THE SERVICES

Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.

1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

1.2. Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.

1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential

performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3 Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

2.10 Other: Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note :*This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

Name:	
Position for this Contract:	

Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References no.1 (minimum of 3):	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Declaration:		
<p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p> <p>_____</p> <p>_____</p>		
Signature of the Nominated Team Leader/Member		Date Signed

Section 7: Financial Proposal Form⁴

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Fee Breakdown per Deliverables*

**Basis for Payment*

Main Deliverable and Assumption* (<i>The basis of fee structure and evaluation</i>)
<p>The main deliverable under this Lot is financial contributions to UNDP on a quarterly basis. The evaluation of offers will be based on the total cost in terms of fees or other costs that will be charged by the grant maker for attaining the assumed target. For evaluation purpose, the assumed target of financial contributions from the donors is US\$ 5,000,000.00 per year. Please provide your fees structure based on a scenario whereby UNDP receives the \$5,000,000 per year in grants collected from the market through you per year. Please break down the cost components by deliverables or products that would enable you to achieve this assumed target. This assumption applies to all three Lots.</p>

Lot 1: Grant Making services (General)

	<i>Please indicate a clear fee structure based on the assumption above in line with the scope of work indicated in the TORs. The fee structure MUST also indicate the total cost chargeable under the given assumption.</i>

**Basis for Payment*

Lot 2: Grant Making services (Employee Giving)

⁴ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

<i>Please indicate a clear fee structure based on the assumption above in line with the scope of work indicated in the TORs. The fee structure MUST also indicate the total cost chargeable under the given assumption.</i>

**Basis for Payment*

Lot 3: Grant Making services (Diaspora engagement)

<i>Please indicate a clear fee structure based on the assumption above in line with the scope of work indicated in the TORs. The fee structure MUST also indicate the total cost chargeable under the given assumption.</i>

B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Quantity eg. number of proposed personnel	Sub-quantity eg. Time - day, month, etc.)	Remunerati on per Unit	Total Remuneration
I. Personnel Services				
1. Services from Home Office				
a. Team Leader				
b. Senior Expert				
- d. Others (please specify)				
II. Out of Pocket Expenses*				

1. Travel Costs				
2. Daily Allowance				
a. Team Leader				
b. Senior Expert				
- d. Others (please specify)				
3. Communications				
4. Equipment Lease				
5. Others				
III. Other Related Costs (please specify)				

Section 8: FORM FOR PROPOSAL SECURITY

(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made on this template)

To: UNDP
[Insert contact information as provided in Data Sheet]

WHEREAS *[name and address of Contractor]* (hereinafter called “the Proposer”) has submitted a Proposal to UNDP dated [Click here to enter a date.](#), to execute Services (hereinafter called “the Proposal”):

AND WHEREAS it has been stipulated by you that the Proposer shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Proposer:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP’s variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Proposer such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Proposer, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date

Name of Bank

Address

Section 9: FORM FOR PERFORMANCE SECURITY⁵

(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made on this template)

To: UNDP
[Insert contact information as provided in Data Sheet]

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. [Click here to enter text](#).dated [Click here to enter a date](#) , to execute Services (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [*amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date

Name of Bank

Address

⁵ If the RFP requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Proposer’s Bank will issue shall use the contents of this template

Section 10: Model Contract for Goods and/or Services

Contract for Goods and/or Services
Between the United Nations Development Programme and [insert name of the Contractor]

1. Country Where Goods Will be Delivered and/or Services Will be Provided:	
2. UNDP <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:	
3. Contract Reference (e.g. Contract Award Number):	
4. Long Term Agreement: <input type="checkbox"/> [Yes] <input type="checkbox"/> [No] [indicate as appropriate]	
5. Subject Matter of the Contract: <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services	
6. Type of Services:	
7. Contract Starting Date:	8. Contract Ending Date:
9. Total Contract Amount: [insert currency and amount in figures and words]	
9a. Advance Payment: [insert currency and amount in figures and words or indicate “not applicable”]	
10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply	
11. Payment Method: <input type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. Contractor’s Name: Address: Country of incorporation: Website:	
13. Contractor’s Contact Person’s Name: Title: Address: Telephone number: Fax: Email:	
14. UNDP Contact Person’s Name: Title: Address: Telephone number: Fax: Email:	
15. Contractor’s Bank Account to which payments will be transferred: Beneficiary: Account name:	

Account number:
Bank name:
Bank address:
Bank SWIFT Code:
Bank Code:
Routing instructions for payments:

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNDP Special Conditions [delete if not applicable].
3. [UNDP General Terms and Conditions for Contracts] [UNDP General Terms and Conditions for Institutional (de minimis) Contracts] [delete if not applicable and remove square brackets].
4. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount [delete if not applicable].
5. Technical Specifications for Goods [delete if not applicable].
6. The Contractor's Technical Proposal and Financial Proposal, dated [insert date], as clarified by the agreed minutes of the negotiations meeting, dated [insert date]; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.
7. Discount Prices [to be used in cases where the Contractor is engaged on the basis of an LTA; delete if not applicable].

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

For the Contractor		For UNDP	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	