## **SECTION 2.1: RFP SPECIFIC INSTRUCTIONS**

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| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFP shall be subject to the General Conditions of Contract  Select the applicable GTC:  ☒ [General Terms and Conditions / Special Conditions for Contract](https://popp.undp.org/document/general-terms-and-conditions-contracts-goods-andor-services).  Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html) |
| **Special Conditions of Contract** | ☒ Cancellation of PO/Contract if the delivery/completion is delayed by 30 days]  ☐ Others [pls. specify] |
| **Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All Proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:  All prices must:  be inclusive of VAT and other applicable indirect taxes  be exclusive of VAT and other applicable indirect taxes |
| **Language of Proposal** | Click or tap here to enter text  Including documentation including catalogues, instructions and operating manuals. |
| **Partial Offers** | Not permitted  Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| **Instructions for proposal submission** | Proposals must be submitted directly in the online system.  Allowable manner of submitting proposals:  Two envelops (sealed financial proposal) The Financial Proposal shall be submitted directly in the system only in the “**Commercial section**” of the requirements and/or line items/deliverables. Non-compliance with this instruction may result in rejection of the proposal received. |
| **Documents to be submitted** | Proposers shall include the following documents in their Proposal:  Annex 2: Proposal Submission Form duly completed and signed  Annex 3 & Annex 4: Technical and Financial Offer duly completed and signed and in  accordance with the instructions provided for proposal submission.  ☒ Company Profile.  ☒ Registration certificate;  ☒ List and value of projects performed for the last 3 years plus client’s contact details who may be contacted for further information on those contracts;  ☒ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;  ☒ Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;  ☒ Completed and signed CVs for the proposed key Personnel;  Other Click or tap here to enter text. |
| **Proposal validity period** | Proposals shall remain valid for 90 days from the deadline for the Submission of Proposal. |
| **Payment Terms** | Per deliverables within 30 days after receipt of services and submission of payment documentation.  Other Click or tap here to enter text. |
| **Conditions for Release of**  **Payment** | Passing Inspection [specify method, if possible] Complete Installation  ☐ Passing all Testing [specify standard, if possible]  ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible  ☒Written Acceptance of Goods, Services and Works, based on full compliance with RFP requirements  ☐ Others [pls. specify] |
| **Clarifications** | Requests for clarification from proposers will not be accepted any later than Click or tap here to enter text. days before the submission deadline. Responses to request for clarification will be communicated Click or tap here to enter text. by Click or tap to enter a date. |
| **Evaluation method** | as per indicated in the system  Other Click or tap here to enter text. |
| **Evaluation criteria** | Full compliance with all requirements as specified in Annex 1  Full acceptance of the General Conditions of Contract  As per indicated requirements in the system |
| **Type of Contract to be awarded** | ☐ Purchase Order  ☒ [Contract Face Sheet](https://popp.undp.org/document/contract-face-sheet-goods-andor-services-goodsservices-forto-undp) (Goods and-or Services  ☐ Other Type/s of Contract [pls. specify] |
| **Expected date for contract award.** | 01 July 2024 |