

SECTION 2.1: RFP SPECIFIC INSTRUCTIONS

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 . Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	☒ Cancellation of PO/Contract if the delivery/completion is delayed by 20 calendar days
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
Language of Proposal	English Including documentation including catalogues, instructions and operating manuals.
Partial Offers	☒ Not permitted
Instructions for proposal submission	Proposals must be submitted directly in the online system. 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 minimum 5 projects performed 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 with links to the implemented projects;
Proposal validity period	Proposals shall remain valid for 60 calendar days from the deadline for the Submission of Proposal.
Payment Terms	☒ In line with payment schedule given in the TOR within 30 days after receipt and acceptance of services and submission of payment documentation.
Conditions for Release of	☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFP requirements

Payment	
Clarifications	Requests for clarification from proposers will not be accepted any later than 3 business days before the submission deadline. Responses to request for clarification will be communicated in Quantum.
Evaluation method	☒ The Contract or Purchase Order will be awarded to the offer with highest cumulative score (technical+financial)
Evaluation criteria	☒ Full compliance with all requirements as specified in Annex 1 ☒ Full acceptance of the General Conditions of Contract ☒ Highest cumulative score
Type of Contract to be awarded	☒ Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	01 January 2026