

REQUEST FOR PROPOSAL – RFP Services

Ref: **TWA/25/1**

(Please quote this UNESCO reference in all correspondence)

22 August 2025

Dear Sir/Madam,

You are invited to submit an offer for digital services in relation to online-form platform built on Laravel and website management based on Drupal for The World Academy of Sciences (TWAS) and the Organization for Women in Science for the Developing World (OWSD), to ensure security maintenance, basic and advanced enhancements, in accordance with the present solicitation document.

The Request for Proposal (RFP) consists of this cover page and the following Annexes:

- Annex I [Instructions to Offerors](#)
- Annex II [General Conditions of Contract](#)
- Annex III [Terms of Reference \(TOR\)](#)
- Annex IV [Proposal Submission Form](#)
- Annex V [Price Schedule Form](#)
- Annex VI [Vendor Information Form](#)

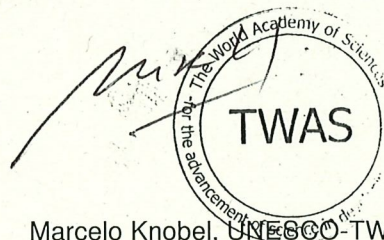
Electronic submission modality:

Your electronic offer comprising of technical proposal and financial proposal, to be submitted in two (2) separate e-mails (please refer to the submission procedure detailed in **Annex I/Section D. Submission of proposals**), shall reach us **no later than 15 September 2025, 11:00 AM Rome local time** at the following email address **tenders@pec.ictp.it**, without copying any other e-mail addresses. Offers addressed at any other e-mail accounts will be **disqualified**. Maximum single email size is 10MB.

This letter is not to be construed in any way as an offer to contract with your firm/institution. Your proposal could, however, form the basis for a contract between your company and UNESCO.

You are requested to acknowledge the receipt of this letter and to indicate whether or not you will be submitting a proposal. For this purpose, and for any requests for clarification, please contact Mr. Antonino Coppola at admin@twas.org.

For and on behalf of UNESCO:



Marcelo Knobel, UNESCO-TWAS Executive Director

ANNEX I – Instructions to Offerors

These instructions contain general guidelines and instructions on the preparation, clarification, and submission of Proposals.

A. INTRODUCTION

1. General

The purpose of this Request for Proposal (RFP) is to invite Sealed Proposals for professional services to be provided to the United Nations Educational, Scientific and Cultural Organization - UNESCO.

2. Eligible bidders

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNESCO to provide consulting services for the preparation of the Terms of Reference, and other documents to be used for the procurement of services to be purchased under this Request for Proposal.

This bid is open to all national and international suppliers who are legally constituted, can provide the requested services.

Bidders are ineligible if at the time of submission of the offer:

- (a) The bidder is on the exclusion list published on the global portal for suppliers of the United Nations Organization, (<http://www.ungm.org>) due to fraudulent activities.
- (b) The name of the bidder appears on the Consolidated United Nations Security Council Sanctions List which includes all individuals and entities subject to sanctions measures imposed by the Security Council.
- (c) The bidder is excluded by the World Bank Group.

3. Fraud and corruption

UNESCO requires that bidders, contractors and their subcontractors adhere to the highest standard of moral and ethical conduct during the procurement and execution of UNESCO contracts and do not engage in corrupt, fraudulent, collusive, coercive or obstructive practices.

For the purpose of this provision such practices are collectively referred to as “fraud and corruption”:

- “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, an undue advantage, in order that the person receiving the advantage, or a third person, act or refrain from acting in the exercise of their official duties, or abuse their real or supposed influence;
- “Fraudulent practice” is a knowing misrepresentation of the truth or concealment of a material fact aiming at misleading another party in view of obtaining a financial or other benefit or avoiding an obligation, or in view of having another party act to their detriment;
- “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- “Obstructive practice” means acts intended to materially impede the exercise of UNESCO’s contractual rights of audit, investigation and access to information, including

destruction, falsification, alteration or concealment of evidence material to a UNESCO investigation into allegations of fraud and corruption;

- “Unethical practice” means conduct or behaviour that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, postemployment provisions, abuse of authority and harassment.

UNESCO expects that all suppliers who wish to do business with UNESCO will embrace the [United Nations Supplier Code of Conduct](#).

UN Agencies have adopted a zero tolerance policy on gifts and therefore, it is of overriding importance that UNESCO staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favourable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favours. Vendors are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

UNESCO will:

- Reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in fraud and corruption in competing for the contract in question.
- Cancel or terminate a contract if it determines that a vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.
- Declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.

Any concern or evidence that corruption or fraud may have occurred or is occurring related to a UNESCO contract shall be forwarded to the Office of Internal Oversight. Please refer to [how-to-report-fraud-corruption-or-abuse](#).

4. Cost of Proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal and UNESCO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. SOLICITATION DOCUMENTS

5. Contents of Solicitation Documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

6. Clarification of Solicitation Documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify UNESCO in writing at the organisation's mailing address or fax or email number indicated in the RFP. UNESCO will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) may be sent to all prospective Offerors that have received the Solicitation Documents.

7. Amendments of Solicitation Documents

At any time prior to the deadline for submission of Proposals, UNESCO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, UNESCO may, at its discretion, extend the deadline for the submission of Proposals.

C. PREPARATION OF PROPOSALS

The offers received must include information in sufficient scope and detail to allow UNESCO to consider whether the company has the necessary capability, experience, expertise, financial strength and the required capacity to perform the services satisfactorily.

8. Language of the Proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and UNESCO shall be written in English. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by a translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the language as stated in the Solicitation Documents applies.

9. Documents Comprising the Proposal

The Proposal shall comprise the following components:

- a) Proposal submission form;
- b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- c) Price schedule, completed in accordance with clauses 10 & 11;

10. Proposal Form - Presentation of the technical proposal

The Offeror shall structure the technical part of its Proposal as follows:

10.1. Description of the firm/institution and its qualifications

(a) Management Structure

This Section should provide corporate orientation to include company's profile (year and country of incorporation – copy of certificate of incorporation), a brief description of present activities focusing on services related to the Proposal as well as an outline of recent experience on similar projects, including experience in the country.

The firm/institution should describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should identify the person(s) representing the Offeror in any future dealing with UNESCO.

Offeror to provide supporting information as to firm's technical reliability, financial and managerial capacity to perform the services.

(b) Resource Plan

This Section should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of the requirements, and any plans for their expansion. It should describe Offeror's current capabilities/facilities and any plans for their expansion.

10.2. Proposed Approach, Methodology, Timing and Outputs

This section should demonstrate the Offeror's responsiveness to the TOR and include detailed description of the manner in which the firm/institution would respond to the TOR, addressing the requirements, as specified, point by point. You should include the number of person-working days in each specialization that you consider necessary to carry out all work required.

For assessment of your understanding of the requirements please include any assumptions as well as comments on the data, support services and facilities to be provided by the beneficiary as indicated in the Statement of Requirements/TOR, or as you may otherwise believe to be necessary.

10.3. Proposed Personnel

In this section, the offeror should reflect the project staffing including the work tasks to be assigned to each staff member as well as their qualifications with reference to practical experience relating to specialization area of the project for each proposed staff. The complete CV's of proposed staff is to be submitted.

If applicable, this staffing proposal should be supported by an organigram illustrating the reporting lines, together with a description of such organization structure.

The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedule.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system as provided in the TOR. All references to descriptive material and brochures should be included in the respective paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

11. Price Proposal

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in the Price Schedule sheet, the prices of services it proposes to supply under the contract, if selected.

12. Proposal currencies

Your separate price envelop must contain an overall quotation in a single currency. All prices shall be quoted in EUR, and excluding taxes.

13. Period of validity of proposals

Proposals shall remain valid for ninety (90) days after the date of Proposal submission prescribed by UNESCO, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by UNESCO on the grounds that it is non-responsive.

14. Format and signing of proposals (not applicable for Electronic submission)

The Offeror shall prepare two copies (not applicable for Electronic submission) of the Proposal, clearly marking each "Original" and "Copy" as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Proposal shall be typed and shall be signed by the Offeror or a person or persons duly authorised. A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

15. Payment

In full consideration for the complete and satisfactory performance of the services of the contract, UNESCO shall effect payments to the Contractor within 30 days after receipt and acceptance of the invoices submitted by the contractor for services provided.

D. SUBMISSION OF PROPOSALS

16. Electronic Submission

The Offeror shall submit electronically the technical and financial proposal in two separate emails no later than **15 September 2025, 11:00 AM Rome local time**, as detailed below.

The proposal shall:

- (a) Be addressed to UNESCO at the email address given in the cover page of these Solicitation documents; and make reference to the "subject" indicated, and a statement in the body of the email:
"PROPOSAL FOR SERVICES – DO NOT OPEN", to be completed with the time and the date specified pursuant to clause 17 of Instructions to Bidders.
- (b) Both emails corresponding to the technical proposal and the financial proposal shall indicate the Reference of the RFP, Technical or Financial Proposal and name of the bidder in the subject line. In addition:
 1. The first email and corresponding Technical Proposal PDF file (to contain the information specified in Clause 10 above and in the TORs) shall be marked:
"TECHNICAL PROPOSAL_TWA/25/1_ [Bidder's Name]"
 2. The second email and corresponding **Financial Proposal PDF file** (to include the Price Proposal duly identified as such) shall be marked:
"FINANCIAL PROPOSAL_TWA/25/1_ [Bidder's Name]"

Financial Proposal MUST be password protected. The authorized UNESCO officer will contact the bidders that pass the qualifying technical score for the password to open the Financial Proposal.

Proposals addressed or copied to any other email accounts than tenders@pec.ictp.it will be disqualified.

FILE FORMAT: PDF

SUBMISSION EMAIL: To be submitted only to: tenders@pec.ictp.it

It should also be noted that all files together should not exceed **10MB per email** with the possibility of sending several emails.

If the proposal consists of large file, it is recommended that these files be sent in separate emails prior to submission deadline.

All files must be free of viruses and not corrupted.

File sharing web tools similar/ equivalent to Dropbox or WeTransfer will NOT be accepted.

Note: If the attachments are not marked as per the instructions in this clause, UNESCO will not assume responsibility for the Proposal's misplacement or premature opening.

17. Deadline for submission of proposals

Proposals must be received on or before the date and time specified on the cover page of these Solicitation Documents.

UNESCO may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*.

18. Late Proposals

Any Proposal received by UNESCO after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

19. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by UNESCO prior to the deadline specified in the RFP. Proposals may not be modified or withdrawn after that time.

E. OPENING AND EVALUATION OF PROPOSALS

20. Opening of proposals

UNESCO representatives will open all Proposals after the deadline for submissions and in accordance with the rules and regulations of the organization.

21. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, UNESCO may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

22. Preliminary examination

UNESCO will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Prior to the detailed evaluation, UNESCO will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one, which conforms to all the terms and conditions of the RFP without material deviations. The determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by UNESCO.

23. Evaluation and comparison of proposals

A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared. The Price Component will be opened only for submissions that passed the minimum score of 70 % of the total points obtainable for the technical evaluation.

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

HIGHEST TOTAL SCORE OF WEIGHTED TECHNICAL AND FINANCIAL CRITERIA

The price proposal of all offerors, who have attained minimum 70 % score in the technical evaluation, will be compared. ***The contract will be awarded to the offeror that receives the highest score out of a pre-determined set of weighted technical and financial criteria as specified below.***

Technical Proposal Evaluation Form

Sample: Summary of Technical Proposal Evaluation Forms		Points Obtainable	Name of Firm / Institution		
			A	B	C
1.	Expertise of Firm / Institution submitting Proposal	210			
2.	Proposed Work Plan and Approach	350			
3.	Personnel	110			
4.	Sustainable procurement considerations	30			
Sub-total for Technical Evaluation		700			

Financial Proposal Evaluation Form

Sample: Summary of Financial Proposal		Points Obtainable	Name of Firm / Institution		
			A	B	C
	Financial Proposal	300			
Sub-total for Financial Evaluation		300			

Evaluation of the price proposals (of all Offerors who have attained minimum 70 % score in the technical evaluation) will be based on the weight scoring method as follows:

- Financial proposals are opened and list of prices is prepared, where the lowest price is ranked as the first one (receiving highest amount of points) and the most expensive as the last one (receiving the least amount of points).
- Lowest price is given maximum points (e.g. 300), for other prices the points are assigned based on the following formula: $[\text{Amount of points} = \frac{\text{lowest price}}{\text{other price}} \times \text{total points obtainable for financial proposal}]$.

An example:

- Offeror A – lowest price ranked as 1st in the amount of USD 10,000 = a
 - Offeror B – second lowest price ranked as 2nd in the amount of USD 15,000 = b
- Points assigned to A = 300 & Points assigned to B = 200 (following formula: $a/b \times 300$ i.e. $10,000/15,000 \times 300 = 200$ points)

Combined Technical and Financial Evaluation Form

Sample: Summary of Financial Proposal Evaluation Forms		Points Obtainable	Name of Firm / Institution			
			A	B	C	D
	Sub-total Technical Proposal	700				
	Sub-total Financial Proposal	300				
Total 1000						

F. AWARD OF CONTRACT

24. Award criteria, award of contract

UNESCO reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for such action.

Prior to expiration of the period of proposal validity, UNESCO will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

25. Purchaser's right to vary requirements at time of award and to negotiate

UNESCO reserves the right at the time of award of contract to increase or decrease by up to 20% the quantity of services and goods specified in the RFP without any change in hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.

UNESCO reserves the right to undertake further negotiations on the proposed offer.

ANNEX II – General Terms and Conditions for Professional Services

1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNESCO. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNESCO.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance of its services under this Contract. The Contractor shall refrain from any action, which may adversely affect UNESCO or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNESCO.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNESCO.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNESCO for all sub-contractors. The approval of UNESCO of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNESCO has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNESCO, its officials, agents, and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter-alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract. The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles. The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract. Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.1 Name UNESCO as additional insured;

8.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNESCO;

8.3 Provide that UNESCO shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage. 8.4 The Contractor shall, upon request, provide UNESCO with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNESCO against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNESCO shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At UNESCO's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNESCO in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNESCO OR THE UN

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNESCO, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

Information and data that is considered proprietary by either Party or that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party.

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this Contract. The Contractor may not communicate at any time to any other person, Government or authority external to UNESCO, any information known to it by reason of its association with UNESCO, which has not been made public except with the authorization of UNESCO; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

UNESCO may disclose Information to the extent required pursuant to resolutions or regulations of the General Conference or rules promulgated thereunder and to the UNESCO Access to Information policy. The Contractor acknowledges that UNESCO's Information, including any information relating to an identified or identifiable individual ("Personal Data"), is subject to privileges and immunities accorded to UNESCO and that as a result any such Information is inviolable and cannot be disclosed, provided or otherwise made available to, or searched, confiscated or otherwise be interfered with by any person, unless such immunity is expressly waived in writing by UNESCO. To ensure compliance with the privileges and immunities of UNESCO, the Contractor shall segregate Information provided by UNESCO or generated by the Contractor under this Contract to the fullest extent possible.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force, which are beyond the control of the Parties. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNESCO, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNESCO of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNESCO shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract. If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNESCO shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract. UNESCO reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNESCO shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. In the event of any termination by UNESCO under this Article, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures. Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNESCO may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNESCO of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES**16.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNESCO.

18. TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter-alia*, that UNESCO, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the UNESCO exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNESCO to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNESCO before the payment thereof and UNESCO has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNESCO with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19. CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter-alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, at no cost to UNESCO.

20. MINES

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNESCO unless provided by an amendment to this Contract signed by the authorized official of UNESCO.

23. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody.

24. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed [via: https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list).

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

25. AUDITS AND INVESTIGATIONS:

Each invoice paid by UNESCO shall be subject to a post-payment audit by auditors, whether internal or external, of UNESCO or by other authorized and qualified agents of UNESCO at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

UNESCO may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

The Contractor shall provide its full and timely cooperation with any such post payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNESCO access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNESCO hereunder.

UNESCO shall be entitled to a refund from the Contractor for any amounts shown by audits or investigations to have been paid by UNESCO other than in accordance with the terms and conditions of the Contract.

26. PROTECTION FROM SEXUAL EXPLOITATION AND SEXUAL ABUSE

Definitions. For purposes of the Contract, "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another; "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and abuse are strictly prohibited. The Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, shall not engage in any sexual exploitation and abuse. The Contractor acknowledges and agrees that UNESCO will apply a policy of "zero tolerance" with regard to sexual exploitation and abuse of anyone by the Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract.

Without prejudice to the generality of the foregoing:

(a) Sexual activity with a child (any person less than eighteen years of age), regardless of any laws relating to the age of majority or to consent, shall constitute the sexual exploitation and abuse of such person.

Mistaken belief in the age of a child shall not constitute a defense under the Agreement.

(b) The exchange or promise of exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute sexual exploitation and abuse.

(c) The Contractor acknowledges and agrees that sexual relationships between the Contractor's employees, agents or other persons engaged by the Contractor and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of UNESCO and are strongly discouraged.

Reporting of allegations to UNESCO. The Contractor shall report allegations of sexual exploitation and abuse, of which the Contractor has been informed or has otherwise become aware, promptly to UNESCO, in line with its established reporting mechanism. To the extent legally possible, the Contractor will require its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, to report allegations of sexual exploitation and abuse arising in relation to the Contract directly to UNESCO.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

27. UNITED NATIONS SUPPLIER CODE OF CONDUCT

The Contractor acknowledges that the UN Supplier Code of Conduct (available from <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>) provides the minimum standards expected of the UN Suppliers.

28. PERSONAL DATA PROTECTION AND PRIVACY

Both UNESCO and the Contractor shall ensure an appropriate protection of Personal Data in accordance with UNESCO's Principles on Personal Data Protection and Privacy (<https://www.unesco.org/en/privacy-policy>) and their applicable regulations and rules. Personal Data shall be processed solely for the purpose of undertaking this Contract.

The Contractor warrants and represents that it shall establish and maintain appropriate technical and organizational measures against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access to Personal Data in compliance with best industry standards.

The Contractor shall promptly notify UNESCO of any actual [or suspected or threatened] incident of accidental or unlawful destruction or accidental loss, alteration, unauthorized or accidental disclosure or access to Personal Data, or a breach of this article. The Parties shall consult with a view to addressing, reacting to, and resolving the situation.

The Contractor shall notify UNESCO within five working days of any complaint by an individual in respect of his/her Personal Data. The Parties shall consult with each other before taking any action as a result of or in reaction to such complaint.

The obligations and restrictions in this Article shall be effective during the term of this Contract, including any extension thereof, and shall remain effective following any termination of this Contract, unless otherwise agreed between the Parties in writing.

Unless otherwise agreed between the Parties in writing, after termination of this Contract the Contractor shall return all Personal Data collected for the performance of this Contract to UNESCO in a structured, commonly used and machine-readable format, and shall then delete and procure the deletion of all copies of that Personal Data. The Contractor shall provide written certification to UNESCO that it has fully complied with this paragraph after termination of this Contract.

ANNEX III – Terms of Reference (TOR)

Background and Justification

The World Academy of Sciences for the advancement of science in developing countries (TWAS) and The Organization for Women in Science for the Developing World (OWSD) are a Programme unit of UNESCO located in Trieste, Italy.

Throughout its history, TWAS's mission has consistently been to recognize, support and promote excellence in scientific research in the developing world; respond to the needs of young scientists in countries that are lagging in science and technology; promote South-South and South-North cooperation in science, technology and innovation; encourage scientific research and sharing of experiences in solving major problems facing developing countries. At the heart of the Academy are over 1,400 TWAS Fellows, scientists who have achieved the highest level of international standards.

The Organization for Women in Science for the Developing World (OWSD) is a UNESCO Programme Unit dedicated to supporting and empowering women scientists from developing countries. Founded in 1987 and headquartered in Trieste, Italy, OWSD aims to increase women's participation in science and technology, particularly in low-income countries, and to support their career development through education, networking, and mentorship. The organization offers fellowships and awards to outstanding women scientists, provides training and capacity-building programs, and advocates for gender equality in science. OWSD is committed to promoting scientific excellence and advancing sustainable development through the inclusion and participation of women scientists.

TWAS has two interconnected web platforms: a) an informational website (twas.org) built with Drupal as CMS and b) a web-based application for online forms built with Laravel framework (onlineforms.twas.org).

a) - Informational website twas.org

The current website runs on Drupal 10 and the CMS will need to be updated and upgraded again over the next 2/3 years as it reaches end-of-life. TWAS plans to redesign the homepage in 2025 or 2026, and some more changes and additions may be done in the next 3/4 years. The website includes a 'mini-site': the Directory of TWAS Fellows and Young Affiliates. Each person listed in the directory has an account and can edit autonomously some information in his/her profile. The accounts and profiles for the new TWAS Fellows and Young Affiliates are created once or twice a year through a tailor-made script, by uploading a CSV file.

In line with its mission, TWAS website has to be easily accessible from anywhere in the world, and especially from remote areas where internet connections are not as robust as in technologically advanced countries. This is why the website is responsive and with a low-bandwidth version.

b) - Web application for online forms built with Laravel

TWAS is satisfied with its current platform for online forms in Laravel (onlineforms.twas.org), that was entirely custom-built based on the very specific needs of TWAS in 2015-2016, and expanded since then. Around 35 different electronic form templates were created to enable scientists all

over the world to submit applications and nominations for TWAS and OWSD programmes, and to streamline the work by TWAS and OWSD staff and by external reviewers during the selection process.

One of the forms is accessible to TWAS Fellows only, whose accounts have unique privileges and features. The TWAS Fellows' account credentials in the online-forms platform are synchronized with the ones on the Drupal website for single sign-on; account creation, modification and authentication are carried out exclusively on the Drupal website. TWAS Fellows' accounts must be created by the contractor once a year based on a CSV file provided by TWAS, and synchronized with the corresponding Drupal accounts.

The online-forms platform is a crucial tool for TWAS and OWSD programme implementation and it must be in perfect working order at all times.

In line with its mission, also the TWAS online forms application has to be easily accessible from anywhere in the world and especially from remote areas where internet connections are not as robust as in technologically advanced countries. Users must be put in conditions to upload documents to our server and to submit their forms keeping to a minimum the risk of losing data while filling out the forms.

OWSD has one informational website (owsd.net).

c) - Informational website owsd.net

The current website (owsd.net), that runs on Drupal 11, was developed in 2024-2025. It will soon be replaced by a new one, that is currently being completed and is expected to go live in August 2025. The new website, running on Drupal 11, will have an improved information architecture and a fresh graphic design; it will include additional features, like an engaging template to present success stories and an interactive map dynamically visualizing OWSD's activities and global reach.

The three websites are hosted on the servers of the *Abdus Salam International Centre for Theoretical Physics* (ICTP), located in the same campus as TWAS and OWSD. The servers are administered by the Information and Communication Technology Unit of ICTP.

Objective of this solicitation

TWAS and OWSD need a wide array of services for their websites in Drupal and for the online-forms platform in Laravel to ensure security maintenance, assistance with emerging technical issues, as well as basic and advanced enhancements.

TWAS and OWSD may sometimes need to undertake larger projects, that require the development of new modules to be added to the existing platforms or new stand-alone web applications.

Type of commitment:

TWAS and OWSD are looking to hire a firm (herein after contractor) on a consultancy basis to provide general but also specific assistance to them and their sister organization—the InterAcademy Partnership (IAP)—to maintain their existing web platforms and for the development of small or larger

projects. The intention is to establish **a long-term agreement (LTA) valid for 2 years and renewable for further 2 years.**

A LTA is a written arrangement between UNESCO (TWAS is a Programme unit of UNESCO) and a vendor, to order specified goods or services at a fixed price, on agreed terms and conditions, for a definite period of time but with no legal obligation to order any minimum or maximum quantity.

UNESCO LTAs are concluded for a minimum period of one and **maximum of four years.**

UNESCO is not obliged to forecast the precise quantities to be ordered under the LTA. However, in order to maximize the benefit of using LTAs, the Solicitation Document and the LTA shall, to the extent possible, specify a minimum number and indicate a non-binding maximum number of deliverables to be procured during the LTA term.

When a LTA is going to be concluded for a period of more than one year, UNESCO shall request vendors to include in their proposals the details of any price increase after each year for the purpose of offers evaluation.

Outputs/deliverables

The contractor will have to provide:

A) Standard monthly maintenance for the website twas.org which includes all security and regular CMS updates both for the core software and for each installed module, at a monthly flat fee.

The service will be paid upon completion for set number of months at a time and upon the submission of invoice(s).

B) Standard monthly maintenance for the website owsd.net which includes all security and regular CMS updates both for the core software and for each installed module, at a monthly flat fee.

The service will be paid upon completion for set number of months at a time and upon the submission of invoice(s).

C) Technical assistance and improvements to:

1. twas.org, and owsd.net;
2. the online-forms platform.

Remuneration scheme:

The work that TWAS and OWSD will assign to the contractor will have to be billed on an hourly basis including the possibility of 15-minute fractions.

Based on the above, bidders are required to quote a single, flat hourly rate. The rate must be the same regardless of the type of task and of the website involved, and include any project management fees.

When larger projects are undertaken, that imply at least 40 hours of development work, a discounted hourly rate must be applied, corresponding to 85% of the standard hourly rate.

Activities

Activities include but are not necessarily limited to the following tasks:

A) Install monthly the available updates for the core software and for each installed module on the website twas.org, and make sure that current functionality is preserved after the update.

B) Install monthly the available updates for the core software and for each installed module on the website owsd.net, and make sure that current functionality is preserved after the update.

C) Set up on its own server(s) the staging environments for:

- twas.org and owsd.net, and give admin access to TWAS and OWSD to test changes and additions before they are moved to production.
- the online-forms platform, and ensure proper software versioning. A pre-production environment for the online-forms platform already exists on a TWAS server, to which the contractor will have access, and new software releases will have to be first deployed there for testing by TWAS. Technical documentation for development work on the online-forms platform will have to be provided as part of the assigned work in the form of detailed code comments.

No remuneration is foreseen for the initial set up of the staging environments.

E) Make small changes and fix issues as indicated by TWAS or OWSD staff: Availability is normally requested by TWAS with a 7-day notice. Only in case of emergency, when TWAS operations would otherwise be disrupted or TWAS reputation would be at risk of being damaged, immediate availability for assistance must be guaranteed.

When larger changes—above 3 hours of work—or enhancements to the web platforms are needed, TWAS/OWSD will request the company to provide an estimate of the number of hours needed, with a contingency buffer of 15%, or 1 hour, whatever the larger. When new modules/content types/features/tools need to be developed, the company will have to provide a technical proposal too.

- Estimates for up to 6 hours of work will have to be provided within 4 working days from request;
- Estimates for more than 6 and up to 25 hours of work will have to be provided within 6 working days from request;
- Estimates for more than 25 hours of work will have to be provided in a time calculated as follows:
30% of work hours = maximum days allowed to provide the estimate - example:
 - o 30 hours of work: 30% of 30 = 9 working days
 - o 40 hours of work: 30% of 40 = 12 working days

The contractor shall be able to guarantee availability Monday through Friday, 8:30 AM through 5:30 PM, Rome local time, both per email and over the phone and, whenever deemed necessary, in person within the TWAS/OWSD premises located in via Beirut 6 - Trieste, Italy. Being part of the United Nations, TWAS and OWSD do not follow the same holiday schedule. So, while it may be very unlikely, it may occur that assistance will be required during Italian holidays such as 25 April, 2 June, 15 August and 8 December.

Inputs

(a) TWAS and OWSD will provide:

- admin access to the websites and shell access to the production and pre-production servers;

- existing documentation on the existing websites.

Timing

The long-term agreement (LTA) will be valid for 2 years and renewable for further 2 years. Based on experience, TWAS and OWSD can foresee a minimum of 200 hours and a maximum of 800 hours of technical assistance per year, additional to the standard maintenance service. Please note these minimum and maximum are a pure indication and are not binding.

Reporting

The contractor will report by email about each task completed in relation to changes, improvements and bug fixing, detailing any challenges that they encountered (if any) and the solutions adopted.

With reference to the online-forms platform, technical documentation for development work will have to be provided as part of the assigned work in the form of detailed code comments.

Minimum content of technical proposal

The proposal must contain:

1. References and CVs both of internal team components, and of possible subcontractors (describing which activities would be subcontracted to whom). The team must be composed at least by an internal senior project manager, a senior Drupal developer and a senior Laravel developer. For each team member specify years of experience, number of projects with UN organizations, level of knowledge of English, and at least 1 reference.
2. Description of experience with Drupal and in particular with Drupal 10 and 11. Please specify the total number of Drupal projects developed, including contact information (client's name, title, email and phone number), Drupal version and URL of the developed website.
3. Description of experience with complex, tailor-made applications based on Laravel. Please specify the years of experience with complex Laravel projects, including contact information (client's name, title, email and phone number). Describe 1 or 2 of the most complex and relevant projects you developed in Laravel.
4. Number of projects with other UN and/or education clients, if any, including a very brief description and contact information (name, title, email and phone number).
5. Description of proposed approach to the tasks described above (outputs and activities), highlighting possible challenges/risks and solutions/mitigation actions.
6. Examples from past projects that include innovative content and solutions.
7. Description of the company's approach to new projects. Please also provide at least one relevant example.
8. Sustainability indicators. Specify:
 - a. If the firm includes or contracts any person with a disability, and/or if it has been involved in disability-inclusive projects.
 - b. What share of labour opportunities will be reserved for local workers/communities.

- c. If the firm qualifies as a local Micro, Small or Medium Enterprise, as defined by the International Finance Corporation of the World Bank Group (<https://www.ifc.org/en/what-we-do/sector-expertise/financial-institutions/definitions-of-targeted-sectors>).

Eligibility/qualification/experience requirements

Company profile:

TWAS is looking to hire a firm with proven seasoned experience in developing web applications in both Drupal and Laravel, and that can demonstrate to have already worked with international organizations or other complex structured organizations.

Minimum qualification requirements:

- Experience with Drupal projects: 5 or more projects
- Experience with complex Laravel projects: 5 or more years of experience

Desirable requirements:

- Experience with UN and/or education clients: 2 or more projects
- Experience with Drupal 10 or Drupal 11 projects: 2 or more projects

Dedicated personnel:

The minimum requirements for the dedicated personnel are:

- Senior project manager, good level of English language: 7 or more years of experience
- Senior Laravel developer, fair level of English language: 5 or more years of experience
- Senior Drupal developer, fair level of English language: 10 or more years of experience

Demonstrating that the company's workforce, internal and external, can count on several professional figures with a variety of skills will be considered an asset for the supplier's selection.

Firms/organizations are required to provide evidence that support the mandatory and relevant desirable criteria are met. Failure to meet mandatory criteria will lead to the disqualification of the proposal. References should be provided including description of executed projects/contracts and contact details such as contact person, telephone and related email.

According to the evaluation grid, proposals with additional references/proof of evidence to the minimum requirements will receive higher scores

Sustainable Procurement Considerations

Within the framework of the UN Sustainability Management Strategy (2020-2030), UNESCO has committed to promote and apply sustainable considerations in all its operations, including those related to the procurement of goods, works and services.

Therefore, Bidders are strongly encouraged to comply with the following Sustainability Criteria and provide proof of evidence on their commitment and capacity to respond positively to the below set of Criteria.

Desirable requirements:

1. Social

- The firm is disability-inclusive

2. Economic

- Reserved minimum portion of contracted labour opportunities for local communities
- Firm qualifying as a local Micro, Small or Medium Enterprise

ANNEX IV – Proposal Submission Form

Ref: TWA/25/1

TO: UNESCO

To form an integral part of your technical proposal

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Services for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 90 days from the Proposal Closing Date as stipulated in the Solicitation Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Name of Bidder:

Address of Bidder:

Authorised Signature:

Name & title of Authorised

Signature:

Date:

ANNEX V – Price Schedule Form

GENERAL INSTRUCTIONS

1. The Bidder is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in paragraph 16 (b) of the Instructions to Offerors.

2. All prices/rates quoted must be exclusive of all taxes, since the UNESCO is exempt from taxes as detailed in Annex II, Clause 18.

3. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. If the contractor is required to travel in order to perform the work described in the TOR, a lump sum must be included in the total amount or to be listed separately. No travel shall be reimbursed.

4. It is the policy of UNESCO not to grant advance payments except in unusual situations where the potential contractor whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNESCO, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made.

Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemise the amount requested and provide a time-schedule for utilisation of said amount.

Financial Proposal / Price Schedule			
Request for Proposal Ref: TWA/25/1			
Total Financial Proposal [currency/amount]:			
Date of Submission:			
Authorized Signature:			
	Description of Activity/Item	Unit	Rate [currency/unit]
1.	Remuneration		
1.1	Monthly fee for ongoing unlimited standard maintenance to the Drupal core and modules of each of the websites twas.org and owsd.net, and of any other Drupal website of TWAS or its sister organizations. Please quote price per website.	Month	
1.2	Price increase of the ongoing unlimited standard maintenance for every year after the first one.	Percentage per year	
1.3	Standard hourly rate for technical assistance, changes and improvements to existing web platforms, and for new development requests, inclusive of any project management fees (work carried out at the contractor's offices). Please bear in mind that for projects that imply at least 40 hours of development work, a discounted hourly rate will be applied, corresponding to 85% of this standard hourly rate.	Hour	
1.4	Standard hourly rate for services on site (if applicable)	Hour	
1.5	Price increase of the hourly rate for every year after the first one	Percentage per year	
2.	Other Expenses		
2.1	Travel	One-way travel per person	

NB: All the above rates and conditions would also apply to new websites that TWAS or its sister organizations may need to develop, if any.

ANNEX VI – Vendor Information Form

General Information

Company Name:	
City, Country	
Web Site URL:	
Contact Person:	
Title:	
Phone:	
Email Address:	

Expertise of the Bidder

Line of Business, area of expertise:	
Type of business (manufacturer, distributor, etc):	
Years of company experience:	
Main export countries/area:	
Past Contracts with other UN organizations:	

References: Please provide at least three references including contact details for contracts for similar services to the one requested under this consultancy.

Client/Organization Name/Country:	Description of contract's scope	Contact person:	Telephone:	Email:
1.				
2.				
3.				