

SECTION 1: REQUEST FOR PROPOSAL (RFP)

RFP/FJI10-023-2025 - Design, Development, Maintenance and Training of Seven (7) Websites for Palau National Congress and FSM State Legislatures

UNDP kindly requests your Proposal for the provision of services as detailed in Annex 1 of this RFP. This Request for Proposal comprises the following documents:

- Section 1: This request letter
- Section 2: RFP Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Offer Submission Form
- Annex 3: Technical Offer
- Annex 4: Financial Offer

When preparing your offer, please be guided by the RFP Instructions and Data. Please note that offers must be submitted using Annex 2: Offer Submission Form and Annex 3: Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your offer is submitted on or before the deadline. Offers received after the submission deadline, for whatever reason, will not be considered for evaluation.

Offers must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.

In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your offers.

SECTION 2: RFP GENERAL INSTRUCTIONS

| | |
|---|--|
| Introduction | <p>Proposers shall adhere to all the requirements of this RFP, including any amendments made in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the proposers or publication of cancellation notice on UNDP website.</p> |
| Deadline for the Submission of Proposal | <p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> |
| Method of Submission | <p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: http://supplier.quantum.partneragencies.org using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID.</p> <p>In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: https://www.undp.org/procurement/business/resources-for-bidders. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.</p> <p>Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.</p> <ul style="list-style-type: none"> ▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. ▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitated review. ▪ All files must be free of viruses and not corrupted. ▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible. <p>The proposer should receive an email acknowledging receipt of the proposal by the system.</p> |
| Cost of preparation of Proposal | <p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.</p> |
| Supplier Code of Conduct, Fraud, Corruption, | <p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all proposers/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> |

| | |
|---|--|
| Gifts and Hospitality | Proposers/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. |
| Conflict of Interest | <p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP. Proposers shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Proposers found to have a conflict of interest shall be disqualified.</p> <p>Proposers must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFP.</p> <p>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, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Proposers may result in the eventual rejection of the Bid.</p> |
| Eligibility | <p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Proposers must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p> <p>Other more specific eligibility requirements are included in Section 2.1 RFP Specific Instructions, if applicable.</p> |
| Currency of Proposal | Quotations shall be quoted in in the currency indicated in the portal. |
| Joint Venture, Consortium or Association | <p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; 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, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p> |

| | |
|---|---|
| Only one Proposal | <p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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 b) they have the same legal representative for purposes of this RFP; or c) 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 Bid of, another Bidder regarding this RFP process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid. |
| Price variation | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the Proposal after the Proposal has been received. |
| Alternative Offers | If permitted, an alternative offer/proposal may be submitted only if a conforming offer to the RFP requirements is submitted. 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 offer. If multiple/alternative offers are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal" |
| Contact Person for correspondence, notifications | <p>Must be submitted directly in the portal using the messaging functionality.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> |
| Right not to accept any Proposal | UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order |
| Right to vary requirement at time of award | At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions. |
| Publication of Contract Award | UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site. |
| Policies and procedures | This RFP is conducted in accordance with UNDP Programme and Operations Policies and Procedures |
| UNGM registration | <p>Any Contract resulting from this RFP exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org.</p> <p>The Bidder may still submit a Proposal even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.</p> |

SECTION 2.1: RFP SPECIFIC INSTRUCTIONS

| | |
|---|---|
| General Conditions of Contract | <p>Any Purchase Order or contract that will be issued as a result of this RFP shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p> |
| Special Conditions of Contract | <p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p> |
| Duties and taxes | <p>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:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> |
| Language of Proposal | <p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p> |
| Partial Offers | <p><input checked="" type="checkbox"/> Not permitted</p> |
| Pre-proposal conference | <p>Will be conducted</p> <p>Time and time zone: 4pm Fiji Time</p> <p>Date : 02 September 2025</p> <p>Venue : Zoom – Please send an email to the below email address to register your interest and get the zoom link</p> <p>The focal point for the arrangement is:</p> <p>E-mail: procurement.fj@undp.org</p> <p>The pre-proposal conference is:</p> <p><input type="checkbox"/> mandatory</p> <p><input checked="" type="checkbox"/> not mandatory</p> <p>Minutes of the pre-proposal conference will be disseminated directly in the system.</p> |
| Instructions for proposal submission | <p>Proposals must be submitted directly in the online system.</p> <p>Allowable manner of submitting proposals:</p> <p>Two envelopes (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.</p> |
| Documents to be submitted | <p>Proposers shall include the following documents in their Proposal:</p> <p><input checked="" type="checkbox"/> Annex 2: Proposal Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3 & Annex 4: Technical and Financial Offer duly completed and signed and in</p> |

| | | | |
|-----------------------------------|--|----------------|------------------|
| | accordance with the instructions provided for proposal submission. <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> 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; <input checked="" type="checkbox"/> 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; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel; | | |
| Proposal validity period | Proposals shall remain valid for 90 days from the deadline for the Submission of Proposal. | | |
| Payment Terms | 30 days upon completion of each deliverables as per payment schedule detailed below: | | |
| | Deliverables | Disbursement % | Target dates |
| | Palau OEK - Website awareness & orientation | 15% | 06 October 2025 |
| | FSM 2-day website awareness & orientation workshop | 15% | 21 October 2025 |
| | Website domain registration for all 7 websites and 2 shared landing pages as mentioned under ‘context of the requirement’ see item 2 | 5% | 21 October 2025 |
| | Website design | 15% | 21 November 2025 |
| | Website development | 25% | 21 December 2025 |
| | Website deployment | 15% | 30 December 2025 |
| | Technical handover & website content management training for both OEK and FSM legislatures | 10% | 30 January 2026 |
| Conditions for Release of Payment | <input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFP requirements | | |
| Clarifications | Requests for clarification from proposers will not be accepted any later than 5 days before the submission deadline. | | |
| Evaluation method | Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) | | |
| Evaluation criteria | <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract | | |
| Type of Contract to be awarded | <input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) | | |
| Expected date for contract award. | 22 September 2025 | | |

ANNEX 1: Description of Requirements

| | |
|----------------------------|--|
| Context of the Requirement | <p>This web development assignment has the following objectives:</p> <ol style="list-style-type: none"> 1.To support each legislature to identify its vision and priorities for a new website, consistent with the national governance system and relevant national standards. 2.To ensure that that each legislature has its own cloud-hosted website, with a distinct web address, and in the case of a bicameral legislature provides both joint and Chamber-specific content/features. In total seven websites need to be 'live' at the end of the assignment, with 2 legislatures having a shared landing page on top of the chamber websites. <ul style="list-style-type: none"> • Palau Congress: <ul style="list-style-type: none"> - Featuring a Congress shared landing page with access to <ol style="list-style-type: none"> 1. Senate website #1 2. House website #2 • FSM Chuuk State Legislature: <ul style="list-style-type: none"> - Featuring a State Legislature shared landing page with access to: <ol style="list-style-type: none"> 1. Senate website #3 2. House website #4 • FSM Pohnpei State legislature: <ul style="list-style-type: none"> - State Legislature website #5 • FSM Yap State Legislature: <ul style="list-style-type: none"> - State Legislature website #6 • FSM Kosrae State Legislature: <ul style="list-style-type: none"> - State Legislature website #7 <p>4.That each legislature (or Chamber – in case of bicameral) can self-manage its part of the website i.e. create, write, upload and publish contents, within a pre-defined content structure; and, more specifically that the legislature/Chamber staff and the general IT staff are equipped to establish relevant internal processes for:</p> <ul style="list-style-type: none"> • Content management: where <u>non-IT staff</u> like public engagement officer/digital communications officers, learn about administering the website content i.e. by logging into the website, navigate to relevant sections, and create, upload, publish contents. • Website maintenance: where the <u>IT/technical staff</u> learn how to technically manage the website over |
|----------------------------|--|

| | |
|---|--|
| | time, including manage its hosting and account (including knowing how to manage subscriptions for domain name registration and hosting), administering the website technical platform, manage content management users, troubleshoot and call in more technical/external support – provided by the service provider for two years following the going live of the websites. |
| Partner Parliaments of UNDP | Palau National Congress and FSM State Legislatures |
| Brief Description of the Required Services ¹ | <p>The successful vendor will be required to:</p> <ul style="list-style-type: none"> a) Increase awareness on contemporary website and content management practices: <ul style="list-style-type: none"> - Through initial onsite visits at the Palau OEK and FSM State Legislatures, and engaging with the different stakeholders including on the one hand the Clerks, Public Information Officers, Social Media & digital communications officers and on the other, the IT management, increase the awareness and understanding of modern parliamentary website and content management practices, including <ul style="list-style-type: none"> 1. Provide an overview of modern website and content management practices 2. Provide technical briefings as necessary on: <ul style="list-style-type: none"> a. website hosting, including cloud based website hosting b. website content management incl. provide an overview of most used and common open source content management systems. c. website development incl. website content mapping, requirements gathering, website development life cycle 3. Working with the stakeholders at each Legislature to discuss, map, determine, and propose the organizational setup behind the website i.e. who is responsible for content in general, content approvals, content management, publishing etc, vs. who is responsible for website management, technical administration, hosting, and website technical business continuity. |

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

| | |
|--|--|
| | <p>a. As part of this produce a concept website & content management policy with relevant roles and responsibilities.</p> <p>b) Website domain registration</p> <p>In consultation with each legislature/Chamber register the website address:</p> <ul style="list-style-type: none"> - Advising on the website registration process. - Doing the actual domain name registration, initially pay the subscriptions on behalf of each legislature/Chamber and then hand these over (see below under “technical handover” <p>c) Website design</p> <p>Based on:</p> <ul style="list-style-type: none"> - Requirements gathered from the initial onsite visits and follow up virtual meetings and exchanges with legislature/Chamber staff; - The IPU guidelines for parliamentary websites; - Desk research on existing parliamentary websites (incl. examples from other legislatures incl. US congress and state legislatures); <p>The service provider will produce minimum two ‘mock up’ designs (per legislature/Chamber) of the website, accompanied by site map overview, and listing/description of the assigned content items which should be in line with the IPU guidelines. These mock-ups will be presented to each legislature/Chamber for review and approval.</p> <p>d) Website development</p> <p>Upon approved website designs and on a development environment (Wordpress platform), for each legislature/Chamber the service provider will:</p> <ul style="list-style-type: none"> - Develop a first version of the website, including for bi-cameral legislatures a shared and Chamber-specific sections (v0.1) - Organize minimum two user interface / user experience tests, where staff from legislatures/Chambers are engaged as testers/reviewers. Testing will take place online with the |
|--|--|

| | |
|--|--|
| | <p>different testers and reviewers joining from remote locations incl. Palau, FSM and elsewhere.</p> <ul style="list-style-type: none"> - Based on the testing results from each testing phase, a final website version v1.0 will be delivered (on the development environment) for each legislature/Chamber hence 7 sites total of which for OEK Palau, and FSM Chuuk SL there is in addition the shared landing page. <p>e) Deployment of each legislature/Chamber websites on hosting environments.</p> <p>For each Legislature/chamber deployment of the website on the relevant cloud-hosting environments, accessible through the registered and now operational web address (see #1).</p> <p>Deployment will include:</p> <ul style="list-style-type: none"> - The packaging of the entire developed site (including all files, plugins, web-components onto the cloud hosted environment) - Testing that the deployment was successful, ascertained with a deployment test report validated by UNDP and legislature/Chamber IT staff. <p>f) Technical handover & content management training</p> <p>During a two-day training (location to be determined & to be organized by UNDP) delivery of:</p> <ul style="list-style-type: none"> - all technical documentation of the deployment to the IT staff that describes the full content of the website package, migration steps, and listing all relevant technical administration information (account names, passwords, etc). - training to the different staff from each legislature/Chamber designated for website content management vs. website technical maintenance will gather to learn about: <ul style="list-style-type: none"> • Day 1: website content management, including topics like: decentralized content management organization; content management processes; the different roles and responsibilities in content management incl. from content editing to content publishing; and the actual performance of content management such as content creation, editing, upload, editing, approval and publishing. <ul style="list-style-type: none"> i. Primary audience: non-tech staff responsible for public outreach, communication, media relations who will be in charge of the website |
|--|--|

| | <p>(must be different than IT staff), with attendance of IT staff</p> <ul style="list-style-type: none">• Day 2: website maintenance, including how the website is technically hosted, how to manage the hosting, and ensure that domain name registration and hosting subscription fees can be paid; how the content management platform works; how the different admin levels and roles relate and can be managed; how to troubleshoot content management functions (by website content management users); and, how to call in technical support (from the service provider); and finally/how to find technical WordPress resources, and access knowledge bases. The training will be limited to website maintenance and not include how to upgrade or re-develop the website. <p>ii. Primary audience: IT team, with attendance of non-IT staff</p> <p>The service provider will develop tailored training manuals including:</p> <ul style="list-style-type: none">○ Manual for content management○ Manual for website technical maintenance <p>g) Website maintenance technical support</p> <p>For a duration of two years after the technical handover of the website, the service provider will be available for 5 working days / year per Chamber (i.e. total of 7) for providing website maintenance technical support, which is reserved for when the IT staff cannot troubleshoot or succeed in website maintenance and needs to call in external technical support.</p> <p>Reference material</p> <p>IPU guideline for parliamentary websites</p> | | | | | |
|--|---|-------------|--|--|---------|--|
| List and Description of Expected Outputs to be Delivered | <table><tr><th>Deliverable</th></tr><tr><td>a) Palau OEK - Website awareness & orientation (5 working days at the OEK)</td></tr></table> | Deliverable | a) Palau OEK - Website awareness & orientation (5 working days at the OEK) | <table><tr><th>Outputs</th></tr><tr><td><ul style="list-style-type: none">- 5 day mission at OEK- All stakeholders aware and understand website development process, website hosting and technical management, and website content management & processes, people roles, responsibilities- Concept policy proposal for OEK website technical & content management with identified roles for stakeholders</td></tr></table> | Outputs | <ul style="list-style-type: none">- 5 day mission at OEK- All stakeholders aware and understand website development process, website hosting and technical management, and website content management & processes, people roles, responsibilities- Concept policy proposal for OEK website technical & content management with identified roles for stakeholders |
| Deliverable | | | | | | |
| a) Palau OEK - Website awareness & orientation (5 working days at the OEK) | | | | | | |
| Outputs | | | | | | |
| <ul style="list-style-type: none">- 5 day mission at OEK- All stakeholders aware and understand website development process, website hosting and technical management, and website content management & processes, people roles, responsibilities- Concept policy proposal for OEK website technical & content management with identified roles for stakeholders | | | | | | |

| | | |
|--|--|--|
| | b) FSM 2-day website awareness & orientation workshop (3 working days in FSM – location TBD) | <ul style="list-style-type: none"> - All stakeholders aware and understand website development process, website hosting and technical management, and website content management & processes, people roles, responsibilities - Concept policy proposal for all FSM state legislatures website technical & content management with identified roles for stakeholders |
| | c) Website domain registration for all 7 websites and 2 shared landing pages as mentioned under ‘context of the requirement’ see item 2 (3 working days spread over 1 week) | <ul style="list-style-type: none"> - all 7 websites registered as well as 2 shared landing pages for respectively Palau OEK and Chuuk State legislatures (as being the bi cameral legislatures) |
| | d) Website design (30 working days spread over 9 weeks) | <ul style="list-style-type: none"> - Agreed website designs, incl. signed off mock-ups for each legislature/chamber, and signed off sections for each web page. - In total 7 websites + 2 shared landing pages need to be signed off. |
| | e) Website development (30 working days spread over 9 weeks) | <ul style="list-style-type: none"> - Finalized website for each legislature/chamber, hosted on DEV environment, with shared landing pages where applicable and relevant sections |
| | f) Website deployment (3 working days spread over 1 week) | <ul style="list-style-type: none"> - 7 websites + shared landing pages (where applicable) are deployed and accessible on the registered domains |
| | g) Technical handover & website content management training for both OEK and FSM legislatures (5 working days at location TBD) | <ul style="list-style-type: none"> - 4 day mission to Palau/FSM region, location TBD - 3 day training including: - Presentation of the website to all website stakeholders - Revisit concept policy of website technical management and content management, and discuss operationalization of the policy with regards to the live website - Training to content administration team on website content management - Training to IT management team on website technical management - Discuss future website hosting with IT management and Clerks / procurement / admin incl. future expenses, hosting billing etc to ensure business continuity & overall management - Handover of all technical documentation, including admin credentials to IT management, handover of website development files, code etc - Handover of all training material - Training/discussion on future technical support and escalation process. |
| Person to Supervise the Work/Performance of the Service Provider | Project Manager, SLIP | |
| Frequency of Reporting | Weekly | |

| Progress Reporting Requirements | The service provider will be required to submit formal written progress reports at the end of each key milestone phase: (a) stakeholder engagement and awareness, (b) domain registration, (c) website design, (d) website development, (e) deployment, and (f) technical handover. All reports will be submitted to the Project Manager, SLIP UNDP, and regular coordination meetings will be convened to review progress, address issues, and ensure timely delivery of outputs. | | | | | | | | | | | | | | | |
|---------------------------------|--|---|-------------------|--|---------------|--------------------|--|---------------|-------|--------|---|------------------|------------------------|--------|---|-------------------|
| Location of work | <input checked="" type="checkbox"/> Exact Addresses: Palau National Congress, capitol complex, Ngerulmud, Melekeok State, Palau. Pohnpei State Legislature, Dolen Kutoahr, Kolonia, Pohnpei, Federated States of Micronesia <input checked="" type="checkbox"/> At Contractor’s Location | | | | | | | | | | | | | | | |
| Expected duration of work | 23 weeks for the pre-handover phase, covering all design, development, training, and deployment activities. This will be followed by a post-handover support period of 2 years, during which the service provider will be available for up to 10 working days (5 days per year per Legislature i.e. total 5 legislatures in total) to provide technical support and troubleshooting assistance as needed. | | | | | | | | | | | | | | | |
| Target start date | 22 September 2025 | | | | | | | | | | | | | | | |
| Latest completion date | 30 January 2026 | | | | | | | | | | | | | | | |
| Travels Expected | <table><tr><th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr><tr><td>Palau</td><td>5 days</td><td>Stakeholder consultations to gather website requirements and assess roles for content and technical management. It will also build awareness of modern website practices and result in a draft content and management policy for the OEK.</td><td>1-5 October 2025</td></tr><tr><td>FSM (central location)</td><td>3 days</td><td>In a single two-day workshop with stakeholders from all 4 FSM state legislatures at a central location (e.g. Pohnpei) consultations to gather website requirements and assess roles for content and technical management. It will also build awareness of modern website practices and result in a draft content and management policy for all FMS State Legislatures</td><td>6-10 October 2025</td></tr></table> | | | | Destination/s | Estimated Duration | Brief Description of Purpose of the Travel | Target Date/s | Palau | 5 days | Stakeholder consultations to gather website requirements and assess roles for content and technical management. It will also build awareness of modern website practices and result in a draft content and management policy for the OEK. | 1-5 October 2025 | FSM (central location) | 3 days | In a single two-day workshop with stakeholders from all 4 FSM state legislatures at a central location (e.g. Pohnpei) consultations to gather website requirements and assess roles for content and technical management. It will also build awareness of modern website practices and result in a draft content and management policy for all FMS State Legislatures | 6-10 October 2025 |
| Destination/s | Estimated Duration | Brief Description of Purpose of the Travel | Target Date/s | | | | | | | | | | | | | |
| Palau | 5 days | Stakeholder consultations to gather website requirements and assess roles for content and technical management. It will also build awareness of modern website practices and result in a draft content and management policy for the OEK. | 1-5 October 2025 | | | | | | | | | | | | | |
| FSM (central location) | 3 days | In a single two-day workshop with stakeholders from all 4 FSM state legislatures at a central location (e.g. Pohnpei) consultations to gather website requirements and assess roles for content and technical management. It will also build awareness of modern website practices and result in a draft content and management policy for all FMS State Legislatures | 6-10 October 2025 | | | | | | | | | | | | | |

| | | | | |
|--|---|--------|--|--------------------|
| | Palau/FSM region (e.g. Guam) | 4 days | 3 day workshop for technical handover of the website and training of all relevant staff (incl. IT and non-IT staff of Palau OEK, and each FSM state legislature). It will include live demonstrations, role-specific capacity-building sessions, and the transfer of all technical documentation and administrative credentials. | 26-30 January 2026 |
| Special Security Requirements | N/A | | | |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Request for Proposal) | <ul style="list-style-type: none"> - Initial FSM 2-day workshop as part of deliverable B, including venue, travel of parliament staff & DSA - Final Palau/FSM region 3 day workshop as part of deliverable G, including venue, travel of parliament staff & DSA. | | | |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required | | | |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required | | | |
| Criteria for Contract Award | <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Request for Proposal. | | | |
| Criteria for the Assessment of Request for Proposal | <u>Technical Request for Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 40% <ul style="list-style-type: none"> ➤ Minimum five years and minimum of three projects experience in similar services 20% ➤ Experience working with government institutions, international development organizations in Small Island Developing States 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 10% <ul style="list-style-type: none"> • A workforce deployment plan with clear timeline (5%) | | | |

| | |
|----------------------------------|---|
| | <ul style="list-style-type: none"> • A clear approach/methodology for performing intended tasks (5%) <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20%</p> <ul style="list-style-type: none"> ➤ Project Lead: At least a bachelor's degree in Information technology, software business, finance, humanities or related discipline. Master's degree in the same or related discipline preferred but not compulsory 10% ➤ Website developer: A bachelor's degree in information technology, software business, web design, or related discipline 10% <p>Competencies Required (both Project Lead and Website developer)</p> <ul style="list-style-type: none"> ➤ Strong interpersonal and communication skills; ➤ Strong analytical, reporting and writing abilities skills; ➤ Ability to plan, organize, implement and report on work; ➤ Ability to work under pressure and tight deadlines; ➤ Proven experience in similar assignment with other agencies; ➤ Proficiency in the use of office IT applications and internet in conducting research; ➤ Excellent presentation and facilitation skills; ➤ Demonstrates integrity and ethical standards; ➤ Positive, constructive attitude to work; ➤ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. <p><u>Financial Request for Proposal (30%)</u> To be computed as a ratio of the Request for Proposal's offer to the lowest price among the Request for Proposals received by UNDP.</p> |
| UNDP will award the contract to: | <input checked="" type="checkbox"/> One and only one Service Provider |
| Annexes to this RFP ² | <input checked="" type="checkbox"/> Form for Submission of Request for Proposal (Annex 2) |
| Other Information [pls. specify] | N/A |

² Where the information is available in the web, a URL for the information may simply be provided.

ANNEX 2: PROPOSAL SUBMISSION FORM

Proposers are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their Proposal along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

| | | |
|-----------------|----------------------------------|-------------------------------------|
| Name of Bidder: | Click or tap here to enter text. | |
| RFP reference: | RFP/FJI10-023-2025 | Date: Click or tap to enter a date. |

Company Profile

| Item Description | Detail |
|---|---|
| Legal name of bidder or Lead entity for JVs | Click or tap here to enter text. |
| Legal Address, City, Country | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Year of Registration | Click or tap here to enter text. |
| Legal structure | Choose an item. |
| Are you a UNGM registered vendor? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate): | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate): | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| Is your company a member of the UN Global Compact | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
|---|---|----------------|--------------------|--------------------------------|
| Bank Information | Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text. | | | |
| Previous relevant experience: 3 contracts | | | | |
| Name of previous contracts | Client & Reference Contact Details including e-mail | Contract Value | Period of activity | Types of activities undertaken |
| | | | | |
| | | | | |
| | | | | |

Bidder's Declaration

| Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Requirements and Terms and Conditions: I/We have read and fully understand the RFP, including the RFP Information and Data, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We confirm that the Bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
| <input type="checkbox"/> | <input type="checkbox"/> | Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFP ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFP process the bidder will report it immediately to the Procuring Organisation's Point of Contact. |
| <input type="checkbox"/> | <input type="checkbox"/> | Prohibitions, Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |

| Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. |
| <input type="checkbox"/> | <input type="checkbox"/> | Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We understand and recognize that you are not bound to accept any Proposal you receive, and we certify that the goods offered in our Proposal are new and unused. |
| <input type="checkbox"/> | <input type="checkbox"/> | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature: _____

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

ANNEX 3: TECHNICAL OFFER -

Proposers are requested to complete this form, sign it and return it as part of their Proposal along with Annex 2 Proposal Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

| | | |
|-----------------|----------------------------------|-------------------------------------|
| Name of Bidder: | Click or tap here to enter text. | |
| RFP reference: | RFP/FJI10-023-2025 | Date: Click or tap to enter a date. |

Technical Offer

Provide the following:

- *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
- *a brief methodology, approach and implementation plan;*
- *team composition and CVs of key personnel*

ANNEX 4: FINANCIAL OFFER

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.

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Proposal: USD

| Ref | Description of Deliverables | Price |
|--------------------|---|-------|
| 1. | Palau OEK - Website awareness & orientation | |
| 2. | FSM 2-day website awareness & orientation workshop | |
| 3. | Website domain registration for all 7 websites and 2 shared landing pages as mentioned under ‘context of the requirement’ see item 2 | |
| 4. | Website design | |
| 5. | Website development | |
| 6. | Website deployment | |
| 7. | Technical handover & website content management training for both OEK and FSM legislatures | |
| | | |
| Total Price | | |

Breakdown of Fees

| Personnel / other elements | UOM | Qty | Unit Price | Total Price |
|-------------------------------|-----|-----|------------|-------------|
| Personnel | | | | |
| Project Lead | day | | | |
| Website Developer | | | | |
| | | | | |
| Other expenses | | | | |
| International flights | | | | |
| Subsistence allowance | | | | |
| Local Transportation | | | | |
| Communication | | | | |
| Other Costs: (please specify) | | | | |
| Total | | | | |

Compliance with Requirements

| | You Responses | | |
|-----------------------------------|--------------------------|--------------------------|---|
| | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Validity of Proposal | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Payment terms | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Other requirements [pls. specify] | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |

I, the undersigned, certify that I am duly authorized to sign this Proposal and bind the company below in event that the Proposal is accepted.

Exact name and address of company _____ Authorized Signature: _____

| | |
|---|--|
| <p>Company NameClick or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p> | <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p> |
|---|--|