



SECTION 1: REQUEST FOR PROPOSAL (RFP)

Dear Sir/ Madam,

We kindly request you to submit your Proposal for **UNDP-UKR-01397: Modernization of the Web Portal of the State Environmental Inspectorate of Ukraine and Its Territorial and Interregional Territorial Authorities.**

Please be guided by the forms attached hereto, in preparing your Proposal. Proposals may be submitted on or before the deadline indicated in the system directly in the portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Proposals received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. 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.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements. The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. 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 percent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 5.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of



conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<https://www.undp.org/procurement/business/protest-and-sanctions>

UNDP encourages every prospective supplier to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscs/conduct_english.pdf

Thank you and we look forward to receiving your proposal.



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1 Overview

1.1 General Information

Title	374_Modernization of SEI Web Portal
E-Mail	procurement.ua@undp.org
Financial Offer Sealed	Yes
Reference Number	PRC0108582/UNDP-UKR-1005419
Beneficiary Country	UKR
Introduction	<i>Dear Bidder,</i>

The United Nations Development Programme (UNDP) hereby invites you to submit your Proposal to the Request for Proposal **UNDP-UKR-01397: 374_Modernization of the Web Portal of the State Environmental Inspectorate of Ukraine and Its Territorial and Interregional Territorial Authorities.**

Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. If you have an account, please log in by following this link: <http://supplier.quantum.partneragencies.org/> using your username and password. Use the forgotten password/username feature if you do not remember them. If you do not have an account already, you can register one following this link: [Supplier Registration \(oraclecloud.com\)](http://supplier.quantum.partneragencies.org/).

All the bidders are strongly encouraged to initiate the supplier registration in Quantum system at least three days before the tender deadline.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

The **Pre-Bidding Conference** with interested bidders will be held on **August 27, 2025 at 11:00 AM (Kyiv time) via Zoom.**



Interested bidders are required to register for Pre-Bidding Conference by submitting their company name, list of attending representatives and their contact information at the following e-mail till **August 27, 2025 at 10:30 AM (Kyiv time)**: procurement.ua@undp.org.

Attn: **UNDP Ukraine Procurement Unit**

Subject: **UNDP-UKR-01397 – Pre-Bidding Conference Registration**

Proposals may be submitted on or before indicated in the respective section of this Negotiation.

Additional information:

- Bidders are strongly advised to go through additional materials on using Quantum supplier portal. Guide for UNDP suppliers using Oracle Supplier Portal for online eTendering posted here: [Resources for bidders | United Nations Development Programme \(undp.org\)](#)

- If you need support with the online system, you can contact procurement.ua@undp.org

- Bidders must send their inquiries and requests for clarifications related to Terms of Reference / Specification / Other bidding documents using the messaging functionality in the portal.

- Documents can be submitted in English or Ukrainian languages.

ATTENTION: Proposal shall be submitted only through Quantum Supplier Portal for online eTendering. Proposals shall not be submitted to any email addresses. Otherwise, such proposals shall be disqualified.



Localized guide for Supplier profile registration [Quantum Supplier registration brief manual UA v.6.pdf \(undp.org\)](#) (UA)

Localized guide for UNDP suppliers using the Quantum portal [PowerPoint Presentation \(undp.org\)](#) (UA)

Global guide for UNDP suppliers using the Quantum portal [PowerPoint Presentation \(undp.org\)](#) (EN)

United Nations Development Programme (UNDP)

Procurement Unit

This is a two-envelope process. Financial proposals will be opened and evaluated only for offers that qualify from the technical evaluation.

1.2 Tender Timeline

Open Date 15/08/25 10:19 AM
Close Date 03/09/25 10:19 AM
Time Zone Coordinated Universal Time

1.3 Terms

Negotiation Currency USD (US Dollar)

Eligible Response Currencies

Check the one currency in which you will enter your response.

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	US Dollar	2
<input type="checkbox"/>	UAH	Hryvnia	2

1.4 Attachments

File Name or URL	Type	Description
Quantum Supplier registration	File	Quantum Supplier registration
UNDP Quantum - User Guide UKR	File	UNDP Quantum - User Guide UKR
UNDP Quantum - User Guide For	File	UNDP Quantum - User Guide



File Name or URL	Type	Description
Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly		



2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**Response is required*

Please read the questions carefully and answer the questions by selecting an appropriate response. Kindly also upload relevant documents where necessary.

Kindly upload financial proposal documents in financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

2.1 Section 1. General Provisions

1. Introduction

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

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.

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.

2. General Instructions

Please carefully read the attached **Section 2 General Instructions** as well as **Annex 1 - Description of Requirements** describing main scope of the requirements and other provisions to this process.

Attachments:

File Name or URL	Type	Description
ANNEX 1 - Descriptions of Requirements	File	ANNEX 1 - Descriptions of Requirements
Attachment1_ANNEX 1. DOCX	File	Attachment1_ANNEX 1.DOCX
SECTION 2 General Instructions	File	SECTION 2 General Instructions

3. Specific Instructions



Please read and follow the specific instructions included in Specific Instructions document herewith attached as Section 2 Specific Instructions.

Attachments:

File Name or URL	Type	Description
SECTION 2 Specific Instruction	File	SECTION 2 Specific Instruction

*4. **General Terms and Conditions**

Do you confirm acceptance of UNDP General Terms and Conditions available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> and herewith attached Annex 5?

Attachments:

File Name or URL	Type	Description
Annex 5_General Terms and Cond	File	

5. **Criteria for Contract Award**

☒ 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 Proposal.

☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

Technical evaluation criteria

Summary of Technical Proposal Evaluation Form		Score weight	Max points obtainable	Company (organization, non-profit, academic institution) profile			
1	The experience of the company / organization submitting the proposal	36%	250				



2	Proposed technical approach and implementation plan	28%	200				
3	Qualification of Key Personnel	36%	250				
	Total	100%	700				
	Remarks						

2.2 Section 2. Bidder Declaration

*1. Requirements and Terms and Conditions

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.

*2. Capacity and capability

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.

*3. Ethics

Ethics: In submitting this Proposal 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.

*4. Code of Conduct

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.



***5. Conflict of Interest**

I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Proposal 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.

***6. Prohibitions and 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.

***7. 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.

***8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

***9. Acceptance of contract**

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.

***10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

2.3 Section 3. Documents and information to be submitted within Technical proposal

***1. Proposal Submission Form**

Have you provided duly filled and signed Annex 2 - Proposal Submission Form?

Attachments:



File Name or URL	Type	Description
Annex 2 - Proposal Submission	File	Annex 2 - Proposal Submission

*2.

Organizational profile

Have you provided an Organizational profile?

Organizational profile which should not exceed ten (10) pages, but should include references to previous experiences, work with state entities and provide other information necessary to make an informed selection based on the company's reputation and track record, namely:

- Links or other objective proof confirming experience with at least 2 (two) years of experience in developing and building software, complex information systems, software implementation and further support of complex information systems provided for governmental authorities (GOVTECH) - **mandatory**;
- At least 2 (two) links or other objective proof of similar projects development and/or modernization (development, refinement, modification, etc.) or software support of the state (unified, unified state, etc.) web sites, the holder of which is a central-level state body, the jurisdiction of which extends to the entire territory of Ukraine, as demonstrated by the company profile that is to be submitted with the proposal. (Product Acceptance Acts, etc and/or links to the relevant examples/samples) - **mandatory**;
- The relevant records confirming at least 2 (two) years of experience in UI/UX design (including focus-groups) and producing websites including functionality for people with disabilities, user experience mapping – **optional requirement, will be an asset**;

*3. Legal Documents

Have you provided Copy of **Latest Business Registration Certificate** and **Tax Registration certificate***?



*Hint: *Tax Registration certificate is not mandatory on submission stage but will be required if Offeror is selected for contract award.*

***4. Technical Proposal**

Have you provided the **Technical Proposal** explaining how the organization proposes to approach the task at hand and overcome possible difficulties and risks in line with requirements of the TOR (based on *Annex 3: Technical Offer* and in accordance with *Annex 1_Description of Requirements*)?

Attachments:

File Name or URL	Type	Description
Annex 3 - Technical Offer_374.	File	Annex 3 - Technical Offer

***5. Description of the proposed team and CVs of personnel**

Have you provided **personal CVs of the proposed team members**, including information about experience and relevant projects implemented, as well as confirmation that Team Leader, Software Engineer, UI/UX Specialist and Tester are fluent in Ukrainian (mandatory requirement)?

***6. Confirmation from candidates**

Have you provided a written confirmation from each team member that they are available for the entire duration of the contract?

Hint: If the respective confirmations are not provided at the stage of proposal submission, these documents may be required from the successful proposer if selected for contract award

***7. Positive recommendation letters**

Have you provided **at least 2 (two) letters of recommendation** from previous clients regarding provision of services similar in nature and scope with the current TOR?

***8. Currency of Contract**

Option A: Contract in USD

~~Payment in USD:~~ If the bidder has a valid USD bank account and agrees to this arrangement, payments will be made in USD. Relevant banking details must be provided in the bidder's Quantum profile and invoice.

~~Payment in UAH:~~ Payments may be made in UAH at the UNORE rate(<https://treasury.un.org/operationalrates/OperationalRates.php>) effective on the date of payment. The invoice should be issued in UAH and should reference the equivalent USD amount in line with the Contract.

Option B: Contract in UAH

If agreed by UNDP and the bidder, the contract may be signed in UAH using the UNORE USD/UAH rate effective on the date of contract signature.

***9. VAT-Exemption Confirmation**



Considering the purchase of services will be conducted under an international technical assistance project, please confirm that all price offers/invoices will be presented without VAT, and that your offer is VAT-exempt, as per the attached project registration card.

Attachments:

File Name or URL	Type	Description
EDA Project registration card.	File	EDA Project registration card.

2.4 Section 4. Financial Proposal

*1. Financial Proposal

Have you provided dully filled in and signed **Annex 4 - FINANCIAL OFFER**?

Please make sure that the lines amounts/total of your offer are equal to the total amount indicated in the section "Lines" of this Negotiation.

Attachments:

File Name or URL	Type	Description
Annex 4- FINANCIAL OFFER_374.d	File	Annex 4- FINANCIAL OFFER

*Hint: Please provide the cost breakdown of your financial proposal as per the template and instructions attached.
Response attachments are required.*

2.5 Section I-1.

2.6 Section I-2.

2.7 Section I-3.

2.8 Section I-4.



3 PART: Schedule of Requirement and Price Schedule

Instructions

NOTE TO PROPOSERS: Prices shall be quoted in the following currency: USD or UAH.

The currency that shall be used for Bid evaluation and comparison purposes to convert all bid prices expressed in various currencies into a single currency is: United States Dollars (USD)

The source of the exchange rate for evaluation and contract signing shall be the United Nations Operational Rates for Exchange effective on the date of the bid submission deadline

(accessible at: <https://treasury.un.org/operationalrates/OperationalRates.php>)

Please ensure full correspondence of the information below with the information specified in Annex 4 - FINANCIAL OFFER.

The expenses related to the implementation of services, such as transportation, accommodation, logistics, any type of insurance, rental of premises, any equipment/materials, printing, stationery, telephone and electronic communications, and report copies incurred in this assignment as well as experts' fees and their travel costs, etc. should be included in the financial proposal.

Payment(s) will be made upon successful completion and acceptance of the Deliverable. Payment for services shall be made through bank transfer to the Contractor's account during 30 (thirty) days from the date of services rendered.

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

3.1 Line Information



Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Development of measures for the modernization of the web portal of the State Environmental Inspectorate of Ukraine and its territorial and interregional bodies	Managem ent informatio n systems MIS		Each	1			

*For Additional Attributes of lines, please review the negotiation lines from supplier portal.