



SECTION 1: REQUEST FOR PROPOSAL (RFP)

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Design, Development, Maintenance and Training of Seven (7) Websites for Palau National Congress and FSM State Legislatures**. Please be guided by the form attached hereto as Annex 2, 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. Offers received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Pre-Proposal Conference

Time and time zone: 4pm Fiji Time

Date : 02 September 2025

Venue : Zoom – Please send an email to the below email address to register your interest and get the zoom link

E-mail: procurement.fj@undp.org

The pre-proposal conference is not mandatory

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 per cent (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 3.

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:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your proposal.



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1 Overview

1.1 General Information

Title	Design, Development, Maintenance and Training of Seven (7) Websites for Palau Na
E-Mail	procurement.fj@undp.org
Financial Offer Sealed	Yes
Reference Number	PRC0143053/RFP/FJI10-023-2025
Beneficiary Country	FSM

Introduction

RFP: Design, Development, Maintenance and Training of Seven (7) Websites for Palau National Congress and FSM State Legislatures

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.

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.

UNDP PACIFIC OFFICE
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 26/08/25 20:40 PM
Close Date 09/09/25 20:40 PM



Time Zone Coordinated Universal Time

1.3 Terms

Negotiation Currency USD (US Dollar)

1.4 Attachments

File Name or URL	Type	Description
Request for Proposal.pdf	File	Request for Proposal
Annex 4_Financial Offer Form.d	File	Annex 4_Financial Offer Form
Annex 3_Technical Offer Form.d	File	Annex 3_Technical Offer Form
Annex 2_Proposal Submission Fo	File	Annex 2_Proposal Submission Form

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*

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.

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

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 and Annex 1 describing main scope of the requirements and other provisions to this process.

Attachments:

File Name or URL	Type	Description
Request for Proposal.pdf	File	Revised RFP including Annex 1
EN RFP Low Value - Section 2 G	File	Section 2 - General Instructions

3. Special Instructions

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

Attachments:

File Name or URL	Type	Description
Request for Proposal.pdf	File	RFP including Section 2.1 - Specific Instructions

*4. General Terms and Conditions



Do you confirm acceptance of UNDP General Terms and conditions available at: <https://www.undp.org/procurement/business/how-we-buy> and herewith attached?

[General Terms and Conditions for contracts \(goods and/or services\)](#)

General Terms and Conditions for de minimis contracts (services only, less than \$50,000)
<https://popp.undp.org/document/general-terms-and-conditions-institutional-de-minimis-contracts-contracts-less-us-50000>

Target: Confirm acceptance of GTCs

5. Criteria for Evaluation and 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.

Technical Proposal (70%)

- Expertise of the Firm 40%
- Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 10%
- Management Structure and Qualification of Key Personnel 20%

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

2.2 Section 2. Documents to be submitted

***1. Company Profile**

Have you provided company profile? It should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.

Target: Company profile provided

***2. Registration Certificate**

Have you provided a copy of your company registration certificates?

Target: Yes

***3. Financial Statements**

Have you provided latest audited financial statements - income statement and balance sheet to indicate financial stability, liquidity, credit standing, and market reputation?

***4. Annex 2 - Proposal Submission Form**



Have you uploaded the completed Annex 2 - Proposal Submission Form?

***5. List of Recent Projects**

Have you provided a list of recent projects for the last 3 years and their value, indicating client's contact details who may be contracted for further information on those contracts?

Target: Yes

***6. List of ongoing projects with UNDP and other national/multi-national org.**

Have you provided a list of ongoing projects, and their values, with UNDP and other national or multi-national organizations, including contact details of clients and current completion ratio of each project?

***7. Statement of satisfactory Performance**

Have you provided the Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field, as required by UNDP.

***8. CVs of Key personnels**

Have you provided completed and signed CVs for the proposed key Personnel as required by UNDP

Target: Yes

2.3 Section 3. Technical evaluation

1. Please attach the Terms of Reference of Annex-1 Schedule of requirements

Attachments:

File Name or URL	Type	Description
Request for Proposal.pdf	File	RFP including Annex-1 Schedule of requirements

*2. Minimum five years and minimum of three projects experience in similar services 20%

*3. Experience working with government institutions, international development organizations in Small Island Developing States 20%

***4. Methodology**

- ~~Clear~~ workforce deployment plan with clear timeline (5%)

*5. ~~Clear~~ approach/methodology for performing intended tasks (5%)



Please attach proposed methodology, its appropriateness to the condition and timeliness of the Implementation Plan.

***6. Management Structure and Qualification of Key Personnel**

Ø 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%

Ø Website developer: A bachelor's degree in information technology, software business, web design, or related discipline 10%

Competencies Required (both Project Lead and Website developer)

- Ø Strong interpersonal and communication skills;
- Ø Strong analytical, reporting and writing abilities skills;
- Ø Ability to plan, organize, implement and report on work;
- Ø Ability to work under pressure and tight deadlines;
- Ø Proven experience in similar assignment with other agencies;
- Ø Proficiency in the use of office IT applications and internet in conducting research;
- Ø Excellent presentation and facilitation skills;
- Ø Demonstrates integrity and ethical standards;
- Ø Positive, constructive attitude to work;
- Ø Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Please attache the proposed Management Structure and Qualification of Key Personnel as required by the Terms of Reference

2.4 Section 4. Bidders' Declaration

***1. 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**

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 RFQ ;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 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.

***6. 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.

***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.



2.5 Section 5. Financial Evaluation

***1. Financial Proposal**

Please provide the cost breakdown of your financial proposal as per the template Annex 4 - Financial offer form, and instructions provided.

Attachments:

File Name or URL	Type	Description
Annex 4_Financial Offer Form.d	File	Annex 4_Financial Offer Form

Response attachments are required.

2.6 Section I-1.

2.7 Section I-2.

2.8 Section I-3.



3 PART: Schedule of Requirement and Price Schedule

Instructions **Instructions for supplier**
Provide Lump sum cost per deliverable for the provision of the services stated in the Terms of Reference your technical offer.

The detailed cost breakdown should be submitted as per the Annex 4 including all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Palau OEK - Website awareness & orientation	Computer servers						
2-FSM 2-day website awareness & orientation workshop	Computer servers						
3-Website domain registration for all 7 websites and 2 shared landing pages (2 for Palau and 5 for FSM)	Computer servers						
4-Website design	Computer servers						
5-Website development	Computer servers						
6-Website deployment	Computer servers						



Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
7-Technical handover & website content management training for both OEK and FSM legislatures	Computer servers						

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