10 September 2020

REQUEST FOR PROPOSAL (RFP)
RFP Number UNFPA/NPL/RFP/20/002
For the establishment of a:
CONTRACT FOR PROFESSIONAL SERVICES
In regards to:
Development and implementation of Online Human Resource Management and Monitoring System (HRMMS) for 2021 Population and Housing Census of Nepal

LETTER OF INVITATION

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the provision of services for the Development and implementation of Online Human Resource Management and Monitoring System (HRMMS). Your company is hereby invited to submit your best Technical and Financial Bids for the requested services. Your Bid could form the basis for a contract for professional services (CPS) between your company and UNFPA.

2. To enable your company to submit a Bid, please read the following attached documents carefully:

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3. The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information. Specific instructions for the submission can be found Section I – Instructions to Bidders, clause 18 Submission, Sealing and Marking of Bids.

4. Bidders are requested to carefully read Section I – Instructions to Bidders, clause 18 Submission, Sealing and Marking of Bids, where detailed instructions of the submission process are provided. It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked/submitted per the instructions, UNFPA will neither assume
responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.

All Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than **05 October 2020 at 1500 hours Kathmandu, Nepal time**.

a. If you choose to submit your Bid in hard copy, your Technical Bid and Financial Bid should be submitted in separate, sealed envelopes in accordance to clause 19.4 Submission of hard copy Bids, and should reach the following address:

United Nations Population Fund  
UN House  
P.O. Box. 107, Pulchowk, Lalitpur  
Kathmandu, Nepal  
Telephone: +977 1 552 3880

b. If you choose to submit your Bid electronically, your Technical Bid and Financial Bid should be submitted in separate emails in accordance to clause 19.3 Submission of electronic Bids, should reach the email inbox of bid.nepal@unfpa.org. Do not submit Bid documents to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

5. Bids received after the stipulated date and time will be rejected.

6. Bidders are asked to acknowledge receipt of this RFP using the Bid Confirmation Form SECTION VI – ANNEX A: BID CONFIRMATION FORM. A completed Form should be e-mailed to Mr. Prakash Rai, Procurement Assistant at email prai@unfpa.org no later than 28 September 2020 and indicate whether or not a Bid shall be submitted. Bidders that will not submit a Bid are kindly asked to indicate the reason(s) for not bidding on the Bid Confirmation Form to help UNFPA improve its future Bid exercises.

7. Any questions relating to the Bid process and/or to the attached documents shall be sent to Mr. Prakash Rai, Procurement Assistant at email prai@unfpa.org

Responses to all questions received will be handled in accordance to the instructions included in Section I - Instructions to Bidders, clause 8 Clarifications of solicitation documents. **Do not submit a Bid to this contact, or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bid process.**

8. UNFPA posts all Bids notices, clarifications and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register on UNGM. The UNGM is the procurement portal of the United Nations system. By registering on UNGM, suppliers become part of the database that UN buyers use when searching for suppliers. The link describes the registration process:

https://www.ungm.org/Public/Pages/RegistrationProcess

Suppliers can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers.
9. UNFPA looks forward to receiving your Bid and thanks you in advance for your interest in UNFPA procurement opportunities.

10. This letter is not to be construed in any way as an offer to contract with your company/institution.

Yours sincerely,

Lubna Baqi,
UNFPA Representative
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SECTION I: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. General
   1.1. UNFPA Nepal Country Office wishes to establish a contract for professional services with a qualified supplier(s) for the provision of services for the Development and implementation of Online Human Resource Management and Monitoring System (HRMMS) in support of UNFPA’s country programme located in Nepal.
   1.2. As a result of this competitive Bid process, UNFPA plans to sign a Contract for Professional Services with single supplier.
   1.3. In the event of UNFPA signing a contract the following shall apply:
      1.3.1. The successful Bidder(s) shall accord the same terms and conditions to any other organization with the United Nations Systems, local in Nepal, that wishes to avail itself of such terms, after written consent from UNFPA Nepal country office;
      1.3.2. The contract template specified in SECTION VI – ANNEX A: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES, shall be used.

2. Eligible Bidders
   2.1. This Bidding process is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.
   2.2. Bidders and all parties constituting the Bidder may hold any nationality.
   2.3. Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
      2.3.1. Are, or have been associated in the past, with a company or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.
      2.3.2. Submit more than one Bid in this Bidding process, except for alternative Bids accepted under instructions to Bidders clause 18 is not permitted. However, this does not limit the participation of subcontractors in more than one Bid.
      2.3.3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA’s guidance.
      2.3.4. The following information must be disclosed in the Bid:
         2.3.4.1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved in procurement functions and/or of any government official of the beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and
2.3.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.

2.3.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.

2.4. Bidders under declaration of ineligibility by UNFPA in accordance with clause 2 at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:

2.4.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);

2.4.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace (UNGM) as a result of having committed fraudulent activities;

2.4.3. Included on the UN 1267 list issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;

2.4.4. Debarred by the World Bank Group in accordance with the WB Listing of Ineligible Firms & Individuals and the WB Corporate Procurement Listing of Non-Responsible Vendors.

2.5. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found on UN Supplier Code of Conduct.

2.6. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA.

2.7. Bids may be submitted by a Joint Venture (JV). In the case of a JV:

2.7.1. The completed Joint Venture Partner Information Form, SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM, must be included with the Bid; and

2.7.2. All parties to the JV shall be jointly and severally liable; and

2.7.3. The JV must nominate a Representative, who will have the authority to conduct all businesses for and on behalf of all parties of the JV during the Bidding process, and, if the JV is awarded a contract, during the validity of the contract.

3. Cost of Bid

3.1. Bidder will bear all costs associated with the preparation and submission of the Bid(s), and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

4. Fraud and Corruption

4.1. UNFPA’s Policy regarding fraud and corruption is available by clicking on Fraud Policy and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.

4.2. UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. To this effect, UNFPA has developed an Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, and establish a procedure to detect fraud and to enforce the Policy.

4.3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.

4.4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:
4.4.1. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

4.4.2. “Fraudulent practice” means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;

4.4.3. “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

4.4.4. “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

4.4.5. “Obstructive practice” means acts intended to materially impede the exercise of UNFPA’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.

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

4.5. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;

4.6. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices in competing for, or in executing, a UNFPA contract/agreement.

4.7. Any supplier participating in UNFPA’s procurement activities must provide all required documents, records, and other elements to UNFPA personnel upon first request to facilitate any investigation of allegations of misconduct by either suppliers or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the supplier from the UNFPA supplier roster and may lead to suspension following review by UNFPA.

4.8. Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA’s list of registered suppliers.

4.9. A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at UNFPA Investigation Hotline.
5. **Zero Tolerance**

5.1. UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. If interested on reading further on this policy, please select Zero Tolerance Policy.

6. **Disclaimer**

6.1. Should any of the links malfunction or are inaccessible for any reason in this Request for Proposal or any of its Annexes, suppliers can contact the Procurement Official referenced below in clause 8 and request for them to share a PDF version of such document(s).

B. **SOLICITATION DOCUMENTS**

7. **UNFPA Bidding document**

7.1. This RFP document is posted on United Nations Global Marketplace (UNGM).

7.2. Bidding documents consists of the following:

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7.3. Bidders are expected to examine all instructions, forms, Terms of Reference, terms and conditions contained within this Bid document. Failure to comply with these documents shall be at the Bidder’s risk and may affect the evaluation of the Bid or result in the rejection of the Bid.

7.4. Bidders are cautioned to read Section II – Terms of Reference, as there may be special requirements. The requirements presented herein are not to be construed as defining a particular service provider’s service. Bidders are encouraged to advise UNFPA if they disagree.

7.5. The requirements included in this document are the minimum requirements of the services solicited. Services offered in the Bid must meet or exceed all requirements herein.

8. **Clarifications of Bidding documents**

8.1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:
Mr. Prakash Rai, Procurement Assistant at email prai@unfpa.org

Bidders should NOT submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications no later than 24 September 2020, at 1500 hours, Kathmandu, Nepal.

8.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA’s answers will also be posted on UNGM, (www.ungm.org).

8.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA’s response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

9. Amendments to Bidding documents

9.1. At any time prior to the Bid submission deadline, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by issuing an amendment.

9.2. UNFPA shall post all amendments under the original notice on UNGM. All prospective Bidders that have received the Bidding documents shall periodically check if amendments have been posted to the bidding documents on UNGM.

9.3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

C. PREPARATION OF BIDS

10. Language of the Bid

10.1. Bid documents and all related correspondence will be written in English.

10.2. Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For the purpose of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.

11. Bid currency and prices

11.1. All prices shall be in Nepali Rupees (NPR).

11.2. The Bidder shall indicate on the Price Schedule Form in accordance to SECTION VI – ANNEX E: PRICE SCHEDULE FORM the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the contract.

12. Conversion to single currency

12.1. To facilitate evaluation and comparison, the procurement official will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable to USD at the UN Operational Rate of Exchange (UNORE) on the last day for submission of Bids.
13. Most favored pricing
13.1. By submitting a Bid, the Bidder certifies that the same services have not been offered to other customers under similar circumstances at a lower cost. Should a Bidder be found to have done so, it must offer the lower cost to UNFPA.

14. Validity of Bids
14.1. Bids must remain valid for 120 calendar days after the Bid submission deadline. UNFPA will consider Bids with shorter validity as not substantially responsive and reject them. Under special circumstances, UNFPA may request Bidders to extend the validity of their Bids. Requests for validity extension will be made in writing.

D. SUBMISSION OF BIDS

15. Documents establishing eligibility and conformity to Bid documents
15.1. Evidence of conformity of the goods/services to the Bidding documents may include the following documentation as described in clauses 16 Technical Bid and 17 Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.
15.2. Submission of a Bid that does not substantially respond to the UNFPA Bid document in every respect shall be at the Bidder’s risk and may result in a rejection of the Bid.

All required documents returned with the Technical Bid should be submitted in PDF version. The Financial Bid should be submitted both in PDF version and Excel version.

16. Technical Bid
16.1. Documents establishing the eligibility of the Technical Bid:
16.1.1. Completed and signed Bid Submission Form; SECTION VI – ANNEX B: BID SUBMISSION FORM, in PDF format. Note: if the bid submission form is not submitted or not signed, and provided the bidder has not indicated they do not accept any of the conditions required in this form, UNFPA shall consider that the bidder has accepted all such conditions. For the sake of good order, at the time of bid evaluation UNFPA will request the bidder to provide the signed Bid Submission Form.
16.1.2. Completed Bidder Identification Form; SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM in PDF format.
16.1.3. Completed Bidder’s Previous Experience; SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE in PDF format.
16.1.4. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements. The Technical Bid should be presented concisely and structured to include but not necessarily be limited to the information listed in Error! Reference source not found. in PDF format
16.1.5. Supporting documents/information per the Supplier Qualification Requirements;
16.1.6. SECTION V: SUPPLIER QUALIFICATION REQUIREMENT
16.1.7. Completed Joint Venture Partner Information Form; SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM in PDF format.
16.1.8. Copy of last three years of audited financial statements.

17. Financial Bid
17.1. Bidders must complete the Price Schedule Form in accordance to SECTION VI – ANNEX E: PRICE SCHEDULE FORM – both in PDF format (signed version) and excel format. The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.

17.2. Please consider the following information when completing the Price Schedule Form:
17.2.1. The Price Schedule Form must provide a detailed cost breakdown, as shown in SECTION VI – ANNEX E: PRICE SCHEDULE FORM. Bidders are required to provide separate figures for each of the steps for each item.
17.2.2. Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include the prices for these services broken down into itemized prices.
17.2.3. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes. The applicable unit of measure should be clearly indicated.
17.2.4. Submit this Financial Bid in a separate envelope/email from the rest of the Technical Bid.

18. Partial & Alternative Bids
18.1. Partial Bids are not allowed under this RFP. UNFPA reserves the right to select and accept a part or parts of any Bid.

18.2. Alternative bids are not accepted.
18.2.1. All bids marked alternative bids will be rejected and only the base bid will be evaluated.
18.2.2. All bids will be rejected if no indication is provided as to which bids are alternative bids.

19. Submission, sealing, and marking of Bids
19.1. The Bid process shall be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information.

19.2. UNFPA provides alternative methods of Bid submission:
19.2.1. Electronic Bids may be submitted via email in accordance with the guidelines provided in clause 19.3.
19.2.2. Hard copy Bids may be delivered personally, by mail, or by courier in accordance with the guidelines provided in clause 19.4
19.2.3. Any of the above options is acceptable and only one method is required. In accordance with UNFPA’s green procurement initiative, electronic submissions are strongly encouraged.
19.3. **Submission of electronic Bids**

19.3.1. Bidders must enter the following text in the subject line: UNFPA/NPL/RFP/20/002, *Company Name*, and specify “Technical Bid” or “Financial Bid”. Example below:

19.3.1.1. UNFPA/NPL/RFP/20/002 [Company name], Technical Bid email X
19.3.1.2. UNFPA/NPL/RFP/20/002 [Company name], Financial Bid
19.3.1.3. Submissions without this text in the subject line may be rejected.

19.3.2. **Electronic submissions must be sent only to** bid.nepal@unfpa.org. Bids received at bid.nepal@unfpa.org mailbox shall not be opened before the scheduled opening date. Sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

19.3.3. The total size of the email submission must **not exceed 20 MB**, including e-mail body, attachments, and headers.

19.3.4. It is recommended that the entire Bid be consolidated into as few attachments as possible, in commonly-used file formats in accordance to what has been stated in clauses 16 & 17. If the Bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. Multiple emails must be clearly identified by indicating in the subject line “email X” sequentially, and the final “email Y – final”.

19.3.5. It is the Bidder’s responsibility to ensure that Bids sent by email are received by the submission deadline. Bidders will receive an auto-reply acknowledging the receipt of each email when it is received by UNFPA’s email system. If you do not receive an auto-reply, inform Mr. Prakash Rai, Procurement Assistant at email prai@unfpa.org

19.4. **Submission of hard copy Bids**

19.4.1. Bidders must prepare one Original set of all Bid documents. In addition to the hard copy; Bidders should enclose their Bid documents in a USB or CD containing an electronic version of the Bid. In the event of a discrepancy between the electronic and the hard copy version, the hard copy document will govern. Please assure to use separate media (USB or CD) for the Technical Bid and Financial Bid.

19.4.2. **Marking of hard copy Bids**

19.4.2.1. The **outer envelope** must be clearly marked with:

```
UNITED NATIONS POPULATION FUND
UN House, P.O. Box 107, Pulchowk, Lalitpur
Kathmandu
Nepal
UNFPA/NPL/RFP/20/002, Company Name
Attention: Prakash Rai
TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL
DO NOT OPEN BEFORE 06 October 2020
```
19.4.2.2. The envelope must indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as required, UNFPA will assume no responsibility in the event of Bid misplacement or premature opening.

19.4.2.3. The inner envelopes must be clearly marked with:

UNITED NATIONS POPULATION FUND
UN House, P.O. Box 107, Pulchowk, Lalitpur
Kathmandu
Nepal
UNFPA/NPL/RFP/20/002, Company Name
Attention: Prakash Rai
TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL

Submission 1 of 2: UNFPA/NPL/RFP/20/002 [Company name], Technical Bid
Submission 2 of 2: UNFPA/NPL/RFP/20/002 [Company name], Financial Bid

20. Deadline for submission of Bid and late Bids
20.1. Bids must be delivered to the place, date and time specified in this RFP. If any doubt exists as to the time zone in which the Bid should be submitted, refer to http://www.timeanddate.com/worldclock/, or contact the Bid focal point.

20.2. Bids received after the submission deadline shall be declared late, rejected and the supplier informed by UNFPA accordingly. UNFPA will not be responsible for Bids that arrive late due to the courier company and any other technical issues which are not within the control of UNFPA.

21. Modification and withdrawal of Bids
21.1. Bidders are expected to have sole responsibility to examine the conformity of their Bids to the requirements of the RFP, keeping in mind that material deficiency in providing information requested by UNFPA, or lack of clarity in the description of goods or services to be provided may result negatively in the evaluation process of the Bids.

21.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.

21.3. Any proposed modification, substitution or withdrawal must be submitted in accordance to clause 18 - Submission, sealing and marking of Bids based on the approach utilized. The respective envelope or email shall be clearly marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”. Any revision to the Bid must be received by the deadline.

21.4. No Bid may be modified, substituted or withdrawn in the interval between the submission deadline and the expiration of the period of the Bid validity. No Bid may be modified, substituted or withdrawn after the submission deadline.

22. Storage of Bids
22.1. Bids received prior to the deadline of submission and the time of opening shall remain secure and unopened until the Bid opening date stated in UNFPA’s RFP.
E. BID OPENING AND EVALUATION

23. Bid opening

23.1. UNFPA will conduct an internal Bid opening on 06 October 2020, at 1100 hours Kathmandu at the office of UNFPA Nepal.

23.2. Bids will be opened by an ad-hoc panel consisting of at least two staff members (of which one may be from a different United Nations agency/fund/program) and where at least one individual has no involvement in the subsequent stages of the procurement process. There will be separate Bid openings for Technical and Financial Bids. The Bidders’ names and submitted documents shall be announced and recorded on the Technical Bid opening report.

23.3. A Bid opening report will be available for viewing only to Bidders who have submitted a bid or their authorized representatives for a period of thirty days from the date of the opening. Information not included in the Bid opening report will not be provided to Bidders.

23.4. Once the Technical evaluation has been completed, the Financial Bids will be opened. During the Financial Bid opening, the Bidders’ names and the prices stated in the Financial Bid shall be announced and recorded on the Financial Bid opening report.

23.5. No Bid shall be rejected during Bid opening, except for late Bids. Rejected Bids will be shredded except for any bank securities, which will be returned to the Bidder.

24. Clarification of Bids

24.1. To assist in the examination, evaluation and comparison of Bids, UNFPA may ask Bidders for clarification of their Bids. The request for clarification and the response shall be in writing by UNFPA, and no change in price or substance of the Bid shall be sought, offered or permitted. Clarification of Bids may be provided only in response to UNFPA request for clarification or request for additional information.

25. Preliminary examination of Bids

25.1. Prior to the detailed evaluation, UNFPA shall examine the Bids to determine whether they are complete with respect to minimum documentation requirements, whether the documents are properly signed, whether any computational errors have been made and whether the Bids are generally in order.

25.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.

25.3. A substantially responsive Bid conforms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

25.3.1. Affects in any substantial way the scope, quality, or services specified; or

25.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA’s rights or the Bidder’s obligations under the contract; or

25.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.

25.4. UNFPA considers material deviations to include, but not be limited to the following:

25.4.1. During preliminary examination of Bids

25.4.1.1. Absence of Bid form(s), change in the wording or lack of signature on key portions of the Bid form when this is clearly required. Any change in wording
that is consistent with the standard format of the Bid form(s) is not a material deviation;

25.4.1.2. The Bidder indicates in the Bid that they do not accept important contract conditions, i.e. related to Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, General Conditions of Contract and Limitation of Liability;

25.4.1.3. Non submission of non-historical documents (documents that should be specifically prepared by the Bidder in response to this RFP) by the bid submission deadline.

25.4.1.4. Non-eligibility of the Bidder;

25.4.1.5. Financial information is included in the Technical Bid.

25.4.2. During technical evaluation of Bids and qualification of Bidders:

25.4.2.1. Bids do not reach the minimum threshold on technical score.

25.4.2.2. The Bidder does not meet the minimum conditions for qualification.

25.4.3. During Financial evaluation of Bids:

25.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 26.1.3

25.4.3.2. Required price components are missing;

25.4.3.3. The Bidder offers less quantity than what is required

25.5. If a Bid is not substantially responsive to the Bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

26. Non-conformities, errors, and omissions

26.1. Provided that a Bid is substantially responsive:

26.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

26.1.2. UNFPA may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

26.1.3. UNFPA shall correct arithmetical errors on the following basis:

26.1.3.1. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern, and the unit price shall be corrected;

26.1.3.2. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
27. Evaluation of Bids
27.1. The evaluation of the Bids will be carried out in a two-step process by an evaluation panel, with evaluation of the Technical Bid being completed prior to any Financial Bid being opened and compared.

27.2. The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of 70% and whom have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.

27.3. Information relating to the examination, evaluation, comparison, and post-qualification of Bids and recommendation of contract award shall not be disclosed to Bidders or any other person not officially concerned with such process until the contract award is published.

27.4. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the Bids or contract award decisions may result in the rejection of its Bid.

27.5. Notwithstanding from the time of Bid opening to the time of contract award, if any Bidder wishes to contact UNFPA on any matter related to the Bidding process, it should do so in writing.

28. Technical evaluation
28.1. The Technical Bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in Section II, the Technical Bids submitted by the Bidders and the evaluation criteria published below.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Technical approach and methodology – understanding nature and scope of work</td>
<td>100</td>
<td></td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>2. Implementation (work) plan and management plan</td>
<td>100</td>
<td></td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>3. Specific experience and expertise relevant to the assignment</td>
<td>100</td>
<td></td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>4. Customer Satisfaction/Quality Programme of the Company</td>
<td>100</td>
<td></td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>5. Organization and staffing</td>
<td>100</td>
<td></td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL ALL CRITERIA</td>
<td>500</td>
<td></td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

28.2. Scoring Scale System
28.2.1. The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.
### Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points out of 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significantly exceeds the requirements</td>
<td>90 – 100</td>
</tr>
<tr>
<td>Exceeds the requirements</td>
<td>80 – 89</td>
</tr>
<tr>
<td>Meets the requirements</td>
<td>70 – 79</td>
</tr>
<tr>
<td>Partially meets the requirements</td>
<td>1 – 69</td>
</tr>
<tr>
<td>Does not meet the requirements or no information provided to assess compliance with the requirements</td>
<td>0</td>
</tr>
</tbody>
</table>

#### 29. Supplier qualification requirements

29.1. The responses from the Bidders compared to SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM and SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE of this document will be evaluated based on the criteria provided below to assess the degree of Bidder qualification for the proposed contract.

<table>
<thead>
<tr>
<th>Number</th>
<th>Supplier Qualification Parameter</th>
<th>Bid is acceptable?</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Legal and regulatory requirements</td>
<td>YES</td>
<td>UNFPA shall examine the Bid to confirm that it does not contain any material deviations, reservation, or omission related to the General Conditions of Contracts (Section III)</td>
</tr>
<tr>
<td>2</td>
<td>Bidder is established as a company and legally incorporated in the country</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Bidder is not a banned or suspended supplier</td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

29.2. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder’s capabilities and capacity to execute the services satisfactorily before deciding on award.

29.3. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or have a record of poor performance such as: not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

#### 30. Financial evaluation

30.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score as indicated in clause 27.2 and is considered qualified through the supplier qualification process.
described in clause 29. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration.

30.2. The Financial Bid is evaluated on the basis of its responsiveness to the Price Schedule Form SECTION VI – ANNEX E: PRICE SCHEDULE FORM. The maximum number of points for the Financial Bid is 100. This maximum number of points will be allocated to the lowest price. All other Financial Bids will receive points in inverse proportion according to the following formula:

\[
\text{Financial Score} = \frac{\text{Lowest Bid ($)}}{\text{Bid being Scored ($)}} \times 100 \text{ (Maximum Score)}
\]

31. Total score
31.1. The total score for each Bidder will be the weighted sum of the technical score and financial score. The maximum total score is 100 points.

\[\text{Total Score} = [70\%] \text{ Technical Score} + [30\%] \text{ Financial Score}\]

F. AWARD OF CONTRACT AND FINAL CONSIDERATIONS

32. Award of Contract
32.1. UNFPA intends to award the Contract for Professional Services to the Bidder(s) that obtains the highest combined score of the Technical and Financial evaluation.

32.2. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the Bid winner cannot fully meet the delivery requirements or it is deemed to be in UNFPA’s best interest to do so. Any arrangement under this condition shall be made on the basis of the highest combined scoring Bid, the second-highest, etc.

33. Rejection of Bids and annulments
33.1. UNFPA reserves the right to reject any Bid if the Bidder has previously failed to perform properly or on time in accordance with previous contracts/purchase orders or if the Bidder from UNFPA’s perspective is not in a position to deliver pursuant to the contract.

33.2. UNFPA reserves the right to annul the RFP and reject all Bids at any time prior to award of the contract without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information.

33.3. Bidders waive all rights to appeal against the decision made by UNFPA.

34. Right to vary requirements and to negotiate at time of award
34.1. At the time of award of the contract UNFPA reserves the right to vary the quantity of goods and/or services specified in the RFP by up to 20% without any change in hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.

34.2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the contract to ensure that the Financial Bid is competitive on all aspects of the price.
34.2.1. The purpose of negotiations of offers selected based on the ‘cumulative analysis methodology’ is to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.

34.2.2. In the negotiations, any deficiency in the offer will be pointed out to the supplier. The supplier will be allowed to make adjustments in the proposal in order to improve and more clearly specify the contents of the offer. However, under no circumstances shall the requirements (Terms of Reference/specifications) be changed.

35. Signing of the Contract
35.1. The procurement official will send the successful Bidder(s) the contract for professional services for a fixed contract value payable in installments against each expected deliverables, which constitutes notification of award. Successful Bidder(s) shall sign and date the contract, and return it to UNFPA within 10 calendar days of receipt of the contract. To facilitate the process of signing the contract, Bidders are expected to have reviewed the template of Contract for Professional Services, found in

35.2. SECTION VII – ANNEX A: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES of the Bidding documents prior to submitting a Bid. The successful bidder shall deliver the services and/or goods in accordance with the delivery schedule outlined in the Bid/ Contract only after both parties sign the contract.

35.3. UNFPA reserves the right to discontinue the contract if the supplier’s performance is not satisfactory to UNFPA.

36. Publication of Contract Award
36.1. UNFPA will publish the following contract award information on United Nations Global Marketplace http://www.ungm.org, unless it is deemed to be in the interest of UNFPA no to do so: Purchase Order reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Contract amount and the issue date of the contract/purchase order.

37. Payment Provisions
37.1. UNFPA’s policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

38. Bid protest
38.1. Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of contract may complain to the UNFPA Head of the Business Unit Lubna Baqi, UNFPA Representative at baqi@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief of the Procurement Services Branch at procurement@unfpa.org.

39. Documents establishing sustainability efforts of the Bidder
39.1. Currently UNFPA is requesting information on environmental and social policies and related documentation with Bids submitted by prospective suppliers. UNFPA is incorporating environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements (more information can be accessed here, http://www.unglobalcompact.org/, or by contacting Procurement Services Branch at
procurement@unfpa.org). UNFPA encourages suppliers to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now.
SECTION II: TERMS OF REFERENCE (TOR)

Development and implementation of Online Human Resource Management and Monitoring System (HRMMS) for 2021 Population and Housing Census of Nepal

1. Introduction

Nepal is preparing to conduct the 12th National Population and Housing Census (NPHC) in June 2021. The Central Bureau of Statistics (CBS), government department under the National Planning Commission (NPC), is leading the planning and management of all census activities, including data collection, data processing, data editing, tabulation and final dissemination and publication of census results.

The NPHC, being the largest and most significant statistical activity undertaken in the country, will provide the government, international organizations, civil society, private sector, academia, researchers, and the general public with detailed demographic and social data for every province, district, local units (municipality and rural municipality), and wards besides ecological zones etc. The provision of this vital information and data is central to the country’s policy formulation, implementation and planning processes. Quality data and indicators are crucial for implementation and monitoring progress towards the Sustainable Development Goals (SDGs) among others.

The 2021 NPHC is the first census to be conducted under country’s new socio-political and governance structure in line with Constitution of Nepal promulgated in 2015. Therefore, the need and demand for data from census for development planning by the three tiers of federal governance structures (federal, provincial and local) is extensive. High quality data are imperative to capture how well Nepali citizens across the country are enjoying their fundamental human rights to basic services, among others, as enshrined in the Constitution. The role of the government and non-governmental agencies, development partners/donors, political parties, private and cooperative sector, civil society, academia and experts is very important at the federal, province and local level to meet this end.

The CBS is in the midst of preparations for the 2021 NPHC including consultations with a wide range of stakeholders, namely policy makers, planners, development partners, researchers, academics, and other data users at federal, provincial and local levels. The Government of Nepal (GoN) has endorsed the Census Project Document (CPD) that outlines the key strategies and milestones, technological, operational and budgetary requirements for the 2021 NPHC. Accordingly, the GoN has approved the National Population Census Operation and Management Order 2019, which has been published in the National Gazette. Further, the government has approved a dedicated budget line for the 2021 NPHC under the national budgetary system in due consideration of the importance of the census as per the Order. The government has also approved census listing form and questionnaire recently. As a priority programme of the government, CBS has been implementing various preparatory work for the 2021 NPHC from the fiscal year 2018/19. Crucial preparatory activities include manuals, census mapping, preparation of advocacy, publicity and communications, trainings and development of different programme software for data collection and processing amidst COVID-19 pandemic and easing of government’s lockdown, CBS was able to complete the pilot field census enumeration between 15 and 29 June, ensuring health and safety measures of their staff and the respondents.
The United Nations Population Fund (UNFPA) has been supporting the Government of Nepal in census preparatory activities with the aim of building national capacities to plan and implement a high-quality census in accordance with scientifically established and internationally recognized standards and procedures. Accordingly, UNFPA has prepared a technical assistance plan to support CBS in key areas including, census mapping, IT handling, data processing and dissemination, among other technical areas. UNFPA is also supporting advocacy and communications efforts, and resource mobilization, as needed. As the lead agency among External Development Partners (EDPs) for census support, UNFPA is supporting CBS on the implementation of the census plan; mobilizing technical and financial support, and promoting quality assurance throughout all stages of census operation.

One of the important preparatory activities relates to the preparation for human resource management including for the recruitment, selection, deployment, monitoring and supervision of census field staff and operations. CBS has planned to adapt an online Human Resource Management and Monitoring System (hereafter referred to as HRMMS) to allow for an efficient and speedy recruitment process, in a fair and independent manner, and to have a robust system for effective monitoring and supervision of census operations at different levels. Recognizing the capacity gap to develop such a system, CBS has requested UNFPA to provide technical support to develop the system through a competent service provider - consulting firm/institution/organization (hereafter referred to as Selected Agency). This terms of reference outlines the purpose and rationale for the system, purpose/objective of the assignment, scope of work, expected deliverables, time-frame, methodology, management and coordination mechanisms, contract management, task team structure and required qualifications which the Selected Agency will have.

2. Rationale

Given that 2021 NPHC is the largest nation-wide statistical operation which is scheduled to take place in June 2021, CBS is giving particular attention to the selection, training and supervision of field staff – especially the field supervisors and enumerators. CBS has estimated that a total of around 43,000 enumerators and 9,000 field supervisors will need to be recruited and mobilized throughout the country for field operations on data collection. The recruitment process, including advertisement, selection and appointment, of such a large number of field staff will need to be completed within a short period of time. It is also important that CBS ensures there is a proper balance in the composition of field staff recruited from the gender and social inclusion (diverse caste/ethnic groups, linguistic and religious groups, etc.) perspective. Hence, management, including advertisement, short-listing and selecting competent candidates, appointment and deployment and supervision, of such a large number of census personnel within a limited time period in the COVID-19 context is a very challenging task. For reasons of efficiency, transparency and economy, it is important that the field staff be selected on the basis of competence using appropriate technology. Hence CBS has planned to adopt the use of an online system to allow for two criteria: a) an efficient and speedy recruitment process in a fair and independent manner; and b) digital-based efficient supervision, monitoring and observation of field work. Furthermore, a third criteria is that in order to ensure the quality of the census field operations, it is necessary to have a robust system for effective monitoring and supervision, and trouble-shooting at different levels. CBS, therefore, has envisaged the development and implementation of an online system for the census human resources recruitment, selection and deployment, together with effective monitoring and supervision of field operations. Furthermore, it is envisaged that the proposed HRMMS can also be used/replicated for human resource management and monitoring of other censuses and periodic surveys, including the Agriculture Census and Living Standards Survey, etc.
3. Objective of the Assignment

The main objective of seeking consulting services is to develop an online HRMMS (computer software; e.g. a bespoke software package and or an off-the-shelf package such as Microsoft Project) for the 2021 NPHC.

4. Scope of Work and Job Description

Overall, the selected agency will develop an online HRMMS and support CBS for initial operation of the system on the server owned by CBS of Government of Nepal. In doing so, the selected agency will work closely with a Technical Working Group formed by CBS consisting of IT Experts, Computer Officers and other relevant experts for the purpose of development, operationalization and management of the system.

The consulting agency will be responsible for the following specific tasks and activities:

- Provide costed alternative approaches using either a bespoke software or an adapted off-the shelf package for consideration by CBS and UNFPA;
- Develop a software for the census HRMMS in close collaboration with the Technical Working Group formed by CBS;
- Prepare guidelines/manual for operationalization and management of the HRMMS;
- Pre-test the software and the related guidelines/manual;
- Provide on-site backstopping for the installation of the software onto the server at CBS;
- Train relevant CBS staff on the operationalization and management of the HRMMS in-line-with the guidelines/manual prepared for the system;
- Facilitate consultation meetings organized as part of the software development and management – including installation, operationalization and use;
- Assign and ensure availability of a computer programmer or IT Expert to provide extended on-site support to CBS for operationalization, troubleshooting and use of the system until the recruitment process completes;
- Provide technical backstopping support to CBS for the operationalization, troubleshooting and use of the system until December 2021.

5. Expected Deliverables

- Inception design report submitted for consideration and approval by CBS and UNFPA;
- The software developed for the census HRMMS is created and submitted to CBS electronically (two pen-drives and/or google drive and dropbox as appropriate) within the stipulated timeframe;
- Source code and database backup for the HRMMS made available to CBS;
- The software and user’s guidelines/manual are pre-tested and learnings incorporated in the final guidelines/manual documentation and entirely consistent with the system;
- The pre-tested guidelines/manual are ready for operationalization of the HRMMS and submitted to CBS electronically (two pen-drives) along with the software;
- At least 15 CBS staff from relevant CBS Sections are trained on the use and operationalization of the HRMMS (software) together with troubleshooting through the guidelines/manual;
- Provide swift troubleshooting for any problems that may occur in the software of the HRMMS;
• Assign at least one programmer or IT expert to be located in the CBS to provide backstopping support for software operation, troubleshooting, and use of the system until December 2021.

6. Methodology

A competent agency will be selected through a competitive process to develop, operate and support management of the online HRMMS required for the 2021 NPHC. The selected agency will perform the tasks and activities as described in the scope of work and responsibilities. In doing so, the agency will work closely with a Technical Working Group formed by CBS consisting of IT Experts, Computer Officers and other relevant experts for the purpose of development, operationalization and management of the system. A detailed work plan and approach with specific deliverables and timelines pertaining to this assignment will need to be further discussed and agreed by the agency with CBS and relevant census committees.

The system developed should encompass the following key features and functions:

a) For human resource recruitment and selection:
• Eligible candidates should be able to submit their applications with a recent photo and attached certificates either online or in person within a stipulated deadline for the position of Enumerator and Supervisor for the 2021 NPHC;
• The system should have the capacity to take a photo, as most applicants will not have the opportunity to scan a photo;
• The system will have the capacity for operators to add data manually from hard copy applications;
• The system will allow applicants to provide family details as per the specified template used by government for recruitment;
• The system will allow applicants to provide information on educational qualification and work experience (including on surveys and censuses) and have the functionality to upload relevant certificates;
• The system should allow applicants to provide other relevant information-including means of transport (e.g. if they have vehicles- car, motorcycle, bicycle etc.), possession of smart phones, use of messaging or chat apps, and language capabilities;
• The system will inform applicants that they are only eligible to work from their respective local level address of permanent residency;
• The system should generate a pre-list for interview, with 20-30 percent additional candidates based on the selection criteria, taking into account the geographical, gender and social inclusion requirements which will be provided by CBS based on these criteria and the number of candidates required at local level;
• The system should be able to generate a final list after conducting interviews of the applicants from the pre-list based on their suitability across a range of variables;
• The system should enable storage of marks and comments on individual candidates selected for the assignment;
• The system should have features to enable interrogation and printing of required information and details to inform supervision at local, district, provincial and central levels;
• The system should enable printing of contract details for each individual;
• The system should have in-built required features to ensure data security and confidentiality;
Other features to be included in the system will be based on the recommendations provided by the Technical Working Group and Census Offices.

b) **For census field monitoring and supervision, the system should:**

- Be set-up so that field enumerators could transfer to the system some key figures outlining their daily progress; the daily figures sent by the enumerators should be loaded in a database located at CBS headquarters;
- Once the data are daily transferred to CBS, they should be loaded into a database providing the opportunity to perform aggregations at different geographic level, enabling supervisors to make appraisals of the performance of the enumerators;
- The possibility to develop a customized GIS application to monitor in real time the census coverage during data collection should be also investigated. The GIS application may include special widgets for visualizing the census data collection in the field, such as a daily percentage covered by enumerators and could be used to compare the number of population and housing units estimated with the numbers effectively enumerated and transmitted daily to the system;
- Be able to store issues or problems that enumerators have encountered in the field and show the related answer/feedback provided by the supervisor, when available;
- Help Provincial/District Census Offices and CBS to track fieldwork progress (including Household Listing by supervisors and main census field enumeration and enumerators) and to flag problematic practices so that they can be addressed in good time;
- Other relevant features to be included as appropriate as per recommendations provided by Technical Working Group and Census Offices.

The work progress will be monitored closely by a team of designated CBS and UNFPA officials.

7. **Contract Management and Coordination**

UNFPA will issue a service contract agreement with the successful selected agency in line with technical and financial proposals. The selected agency will work under the overall guidance of UNFPA Assistant Representative-Population and Development and will closely coordinate with UNFPA and relevant CBS officials through a designated UNFPA technical staff member.

7.1 **Assignment Duration and deliverables schedule**

The assignment for the development and submission of the HRMMS should be completed within three months as scheduled from the date of signing the service contract agreement. As part of the contract to be issued, the selected agency will ensure availability of an IT Expert to provide technical backstopping support to CBS for the operation, troubleshooting, and use of system until December 2021.

The details/tasks/activities and milestones will be as per the timeframe presented in Annex I: Timeframe.

7.2 **Payment Schedule**

The remuneration/payment will be paid against the expected deliverables as per payment schedule to be specified in the service agreement.

7.3 **Progress update and monitoring**
The selected agency should provide evidence-based work progress updates to CBS and UNFPA on a regular basis, at least once every fortnight. The CBS and UNFPA will review the submitted progress report and deliverables and provide timely feedback. For the technical design and consultations, the selected agency will work closely with the Technical Working Group established by CBS. UNFPA reserves the right to ensure the quality of deliverables submitted by select agency and will request revisions until the deliverables are approved by CBS and UNFPA’s technical team.

8. **Institutional expertise, experience and details of team composition**

The successful agency will be selected based on demonstrated extensive knowledge and experience in developing web-based software. More specifically, the successful agency should demonstrate the following capacities:

- A minimum of five years’ experience in the field of software development;
- Proven experience in at least two large scale MIS development projects;
- Proven experience in large scale data processing and management is necessary;
- Proven experience in development and implementation of web-based systems with secured login access to public/business organization/government entities for data submission including protection of confidentiality of data is necessary;
- The average annual turnover of last 5 years should be a minimum of NRS. 10 Million;
- The team shall comprise but not be limited to experts from the following fields:
  - Team Leader
  - Web Application developer
  - Database Developer

Each of experts shall have a strong background in the respective areas of their expertise.

**Team Leader**

- Master’s degree in Information Technology, management or equivalent;
- Minimum five years of experience in relevant field as senior developer or Team Leader in project management;
- Good management, leadership, presentation and communication skills;
- Involved in development of at least 4 web-based systems;
- Should provide guidance to support the CBS team after the application is in place.

**Web Application Developer**

- At least a Bachelor’s Degree in Computer Engineering/IT with 2 years of related experience;
- Experience in web-based application design and development.

**Database Developer**

- At least a Bachelor’s Degree in Computer Engineering/IT;
- A minimum of 2 years of experience of database design and management having and at least one experience of enterprise level application database design.
9. Selection criteria

The agency will be selected through a competitive bidding process. UNFPA will solicit technical and financial proposals from eligible consulting firms/institutions/organizations following UNFPA procurement policy. The agency will be selected based on the Evaluation Methodology and Criteria indicated in Annex II.

10. Use of software and copyright

CBS and UNFPA will have the exclusive rights to the copyright of all deliverables, including software and related guidelines, developed by selected agency. In the event that the selected agency would like to use the produced materials in its own events in future, a written approval from CBS and UNFPA will be required.

Annex I: Timeframe

<table>
<thead>
<tr>
<th>SN</th>
<th>Task/Activities and Milestones</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Agency Selected and Contract Signed</td>
<td>✓</td>
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</tr>
<tr>
<td>2</td>
<td>Consultation with CBS and experts for HRMMS design</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
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<tr>
<td>3</td>
<td>Inception/design report available</td>
<td></td>
<td>✓</td>
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<tr>
<td>4</td>
<td>First draft of web-based HRMMS available for feedback</td>
<td></td>
<td>✓</td>
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<tr>
<td>5</td>
<td>Final draft web-based HRMMS and guideline/manual available</td>
<td></td>
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<td>✓</td>
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<tr>
<td>6</td>
<td>Testing of the HRMMS software and guideline/manual completed</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>7</td>
<td>Training of CBS officials on the admin &amp; use of the HRMMS completed</td>
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<tr>
<td>8</td>
<td>Final HRMMS software and guideline/manual launched/submitted</td>
<td></td>
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<td>✓</td>
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<tr>
<td>9</td>
<td>Provide technical backstopping for use of HRMMS</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Completion of assignment and consultation report submitted</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
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</tr>
</tbody>
</table>
SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID

The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

1. Brief description of the firm and the firm’s qualifications: providing information that will facilitate our evaluation of your firm/institution’s substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services.

2. Your firms’ understanding of the requirements for services and the objective of this project, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.

3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required.

4. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid.

5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.

6. Detailed description of your proposed deliverables.

7. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.

8. Detailed description of the technical specifications of your Bid.

9. A list of tasks which are out-of-scope versus in-scope.

10. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples).

11. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.

12. All standard forms as explained under clause Section I: Instructions to Bidders, clause 16

Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will definitely lead to disqualification of entire Bid.
SECTION III: GENERAL CONDITIONS OF CONTRACT

UNFPA’s General Conditions of Contract are available through the links below as well as attached as a separate PDF document in this RFP.

<table>
<thead>
<tr>
<th>De Minimis Contracts (Low value Contracts)</th>
<th>For contract/PO values below USD 100,000, covering both goods and/or services</th>
<th>English</th>
<th>French</th>
<th>Spanish</th>
</tr>
</thead>
</table>

## SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT

<table>
<thead>
<tr>
<th><strong>CONTRACT RATES</strong></th>
<th>The rates charged for the services performed shall not be adjustable.</th>
</tr>
</thead>
</table>
| **GOODS AND SERVICES DEFINED** | Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products the successful Bidder is required to supply under the contract.  

Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract. |
| **KEY PERFORMANCE INDICATORS** | Successful Bidder’s performance will be monitored and evaluated by UNFPA regularly, at least once every fortnight basis to enable the assessment on the effectiveness, efficiency and/or consistency of services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators: |

**Services:**  
- Expected output achieved  
- Satisfactory level of quality and technical competence  
- Effective and timely communication and professionalism  

**Goods and Services:**  
- Timely delivery of goods and services based on client requirements  
- Satisfactory level of quality, technical competence, and management of post-delivery issues (if applicable)  
- Effective and timely communication and documents handling  
- Adherence to contractual agreement (Purchase Order, contract, LTA terms and conditions)  
Key performance indicators may be modified and/or added during the validity of this contract. |
| **PAYMENT TERMS** | UNFPA’s policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.  
UNFPA’s policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization or a government or other entity, specifies in |
the Bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases. Any request for an advance payment is to be justified and documented, and must be submitted with the Financial Bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded Bidder.

**LIQUATED DAMAGES**

In the event of a Contract being issued and in case the Vendor fails to deliver/perform the services in accordance to the milestones stipulated in the Contract and/or Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct 3% of the value of the services pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Contract or Purchase Order.
SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

1. Legal and regulatory requirements
   1.1. This will be judged based on the bid confirmation form submitted by the Bidders. Special consideration will be given to the Bids not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Bids should clearly indicate where the Bidder does not accept, the reason(s) for the non-acceptance, and the alternative provision, for each of the terms of the RFP as well as the UNFPA General Conditions of Contracts: Provision of Services. (For this, use SECTION VI – ANNEX B: BID SUBMISSION FORM)

2. Legal status of the Bidder
   2.1. Technical Proposals from the Bidders should provide evidence that the Bidder is established as a company and legally incorporated in the country; e.g. through provision of certification of incorporation or other evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided)
   2.2. Copy of valid manufacturing license from the country of manufacturing and/or a copy of company registration in the country of operation demonstrating that is duly authorized to supply these goods/services to the country of destination
   2.3. In the case of a Bidder not doing business within the country of destination, the Bidder is or will be represented by an agent in the country that is equipped and able to carry out the supplier’s maintenance, training, repair and spare parts-stocking obligations prescribed in the SECTION I: INSTRUCTIONS TO BIDDERS and SECTION II:

3. Bidder’s eligibility
   3.1. Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists. (SECTION VI – ANNEX B: BID SUBMISSION FORM)
   - Listed as suspended or removed by the United Nations Procurement Division (UNPD);
   - Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace Vendor ineligibility list posted on the United Nations Global Market Place (UNGM);
   - Included on the UN_1267_list issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
   - Debarred by the World Bank Group in accordance with the WB Listing of Ineligible Firms & Individuals and the WB Corporate Procurement Listing of Non-Responsible Vendors.
4. **Experience and Technical Capacity**
   - Company’s managerial capabilities
   - Evidence for quality assurance systems in place
   - Bidder must have delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports
   - References in support of the satisfactory delivery of services specified above
   - Data to support that the Bidder has capacity to perform the services that will be issued pursuant to the contract and complete the deliverables within the stipulated delivery period
SECTION VI: BID AND RETURNABLE FORMS

Below find an overview of the attached Bidding and returnable forms required for the RFP.

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
<th>Preferred file for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex A: Bid Confirmation Form</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex B: Bid Submission Form</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex C: Bidder Identification Form</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex D: Bidder’s Previous Experience</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex E: Price Schedule Form</td>
<td>Mandatory</td>
<td>PDF &amp; Excel</td>
</tr>
<tr>
<td>Annex F: Joint Venture Partner Information Form</td>
<td>Optional</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex G: Checklist of Bid Forms</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
SECTION VI – ANNEX A: BID CONFIRMATION FORM

[Complete this page and return it prior to bid opening]

<table>
<thead>
<tr>
<th>To:</th>
<th>Date:</th>
<th>From:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNFPA Nepal</td>
<td></td>
<td>[Insert Company Name]</td>
<td><a href="mailto:prai@unfpa.org">prai@unfpa.org</a></td>
</tr>
<tr>
<td>Prakash Rai</td>
<td></td>
<td>[Insert Contact person from Company]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Insert Telephone number]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>[Insert E-mail address of contact person]</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>[Insert Postal address of Company]</td>
<td></td>
</tr>
</tbody>
</table>

Subject: UNFPA/NPL/RFP/20/002

☐ YES, we intend to submit a bid in response to the above mentioned RFP.
☐ NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s):

- ( ) The requested products and/or services are not within our range of supply.
- ( ) The requested products are not available at the moment.
- ( ) We are unable to submit a competitive bid for the requested products/services at the moment.
- ( ) We cannot meet the requested specifications.
- ( ) The information provided for bidding purposes is insufficient and unclear.
- ( ) Your RFP document is too complicated.
- ( ) Insufficient time is allocated to prepare an adequate Bid.
- ( ) We cannot meet the delivery requirements.
- ( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):
  - ( ) Our current capacity is overbooked
  - ( ) We are closed during the holiday season
  - ( ) We had to give priority to other clients’ requests
  - ( ) We do not sell directly, but through distributors
  - ( ) We have no after-sales service available in the recipient country
  - ( ) The person handling bid is away from the office
  - ( ) Other (please specify)

☐ YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s.
☐ No, we are not interested in participating in future possible RFP’s, please remove us from your vendor database.

If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:

<table>
<thead>
<tr>
<th>Name:</th>
<th>E-mail:</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Title:</td>
<td>Telephone</td>
</tr>
</tbody>
</table>

UNFPA/NPL/Bids/ RFP for CPS
SECTION VI – ANNEX B: BID SUBMISSION FORM

Date: [Insert Month, Day, Year]

To: UNFPA
UN House, Pulchowk, Lalitpur, Kathmandu, Nepal

The undersigned, having read the original RFP documents of UNFPA/NPL/RFP/20/002 including all Annexes, any subsequent revisions and all answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting, hereby offers to provide the services, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the RFP documents.

Special Note: If Bidder proposes any deviations from the terms and conditions stipulated in the RFP document, such deviations must be included on this form in accordance with the below format. Such deviations should not be indicated within the main body or any other part of the Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. Strongly discouraging deviations for semantic changes.

<table>
<thead>
<tr>
<th>Original term/condition per RFP UNFPA/NPL/RFP/20/002 and the subsequent revisions</th>
<th>Proposed deviation (alternate clause), by the undersigned</th>
<th>Reason for proposing alternate clause</th>
</tr>
</thead>
</table>

We agree to abide by this Bid for a period of 120 calendar days from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that UNFPA is not bound to accept any Bid it may have received and that a binding contract would result only after final negotiations and award of contract are concluded on the basis of the Technical and Financial Bids.

We confirm that our firm has no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3, as well as that our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the LTA, have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

On behalf of Business Authority

On behalf of Legal Authority

Signature:
Name:
Title:
Name of Company:
Telephone:
Email:
## SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM
UNFPA/NPL/RFP/20/002,

### 1. Organizational Information

<table>
<thead>
<tr>
<th>Company/Institution Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address, City, Country</td>
<td></td>
</tr>
<tr>
<td>Telephone/FAX</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Date of establishment</td>
<td></td>
</tr>
<tr>
<td><strong>Legal Representative:</strong> Name/Surname/Position</td>
<td></td>
</tr>
<tr>
<td><strong>Legal structure:</strong> natural person/Co. Ltd, NGO/institution/other (specify)</td>
<td></td>
</tr>
<tr>
<td><strong>Organizational Type:</strong> Manufacturer, Wholesaler, Trader, Service provider, etc.</td>
<td></td>
</tr>
<tr>
<td>Areas of expertise of the organization</td>
<td></td>
</tr>
<tr>
<td>Current Licenses, if any, and permits (with dates, numbers and expiration dates)</td>
<td></td>
</tr>
<tr>
<td>Years supplying to UN organizations</td>
<td></td>
</tr>
<tr>
<td>Years supplying to UNFPA</td>
<td></td>
</tr>
<tr>
<td>Production Capacity</td>
<td></td>
</tr>
<tr>
<td>Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid)</td>
<td></td>
</tr>
<tr>
<td>Commercial Representatives in the country: Name/Address/Phone (for international companies only)</td>
<td></td>
</tr>
</tbody>
</table>

### 2. Quality Assurance Certification

| International Quality Management System (QMS) |  |
| List of other ISO certificates or equivalent certificates |  |
| Presence and characteristics of in-house quality control laboratory (if relevant to Bid) |  |

### 3. Expertise of Staff

| Total number of staff |  |
| Number of staff involved in similar contracts |  |
4. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation

<table>
<thead>
<tr>
<th>Name/Surname</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number (direct)</td>
<td></td>
</tr>
<tr>
<td>Email address (direct)</td>
<td></td>
</tr>
</tbody>
</table>

Be advised that this person must be available during the two weeks following the Bid opening date.

<table>
<thead>
<tr>
<th>Signature and stamp of the Bidder:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Name of Company:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>
SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE

<table>
<thead>
<tr>
<th>Order No. &amp; Date</th>
<th>Description¹</th>
<th>Client</th>
<th>Contact person, phone number, email address</th>
<th>Date of service</th>
<th>Contract Amount</th>
<th>Satisfactory completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Indicate the description of products, services or works provided to their clients.
To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

Signature and stamp of the Bidder:
Name and title:
Name of Company:
Telephone:
Email:
Date:

¹ Please indicate relevant contracts to the one requested in the RFP.
SECTION VI – ANNEX E: PRICE SCHEDULE FORM

(Please see attached Excel spread sheet Annex E: Price Schedule Form.xls)

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 18 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.

2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.

3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.

4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expenses should be detailed as well.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Number &amp; Description of Staff by Level</th>
<th>Hourly Rate</th>
<th>Hours to be Commited</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Professional Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Out-of-Pocket expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Professional Fees

Total Out of Pocket Expenses

Total Contract Price

(Professional Fees + Out of Pocket Expenses)

Signature and stamp of the Bidder:
Name:
Title:
Name of Company:
Telephone:
Email:
SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM

[The Bidder shall fill in this Form in accordance with the instructions below.]

Date: [Insert date (as month, day, and year) of Bid Submission]
UNFPA/NPL/RFP/20/002

Page ________ of ______ pages

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bidder’s Legal Name: [Insert Bidder’s legal name]</td>
</tr>
<tr>
<td>2.</td>
<td>Joint Venture (JV) Party Legal Name: [Insert JV’s Party legal name]</td>
</tr>
<tr>
<td>3.</td>
<td>JV’s party country of registration: [Insert JV’s Party country of registration]</td>
</tr>
<tr>
<td>4.</td>
<td>JV’s party year of registration: [Insert JV’s Party year of registration]</td>
</tr>
<tr>
<td>5.</td>
<td>JV’s party legal address in country of registration: [Insert JV’s Party legal address in country of registration]</td>
</tr>
<tr>
<td>6.</td>
<td>JV’s party authorized representative information</td>
</tr>
<tr>
<td></td>
<td>Name: [Insert name of JV’s Party authorized representative]</td>
</tr>
<tr>
<td></td>
<td>Address: [Insert address of JV’s Party authorized representative]</td>
</tr>
<tr>
<td></td>
<td>Telephone/Fax numbers: [Insert telephone/fax numbers of JV’s Party authorized representative]</td>
</tr>
<tr>
<td></td>
<td>Email Address: [Insert email address of JV’s Party authorized representative]</td>
</tr>
<tr>
<td>7.</td>
<td>Attached are copies of original documents of: [Check box(es) of the attached original documents]</td>
</tr>
<tr>
<td></td>
<td>☐ Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders.</td>
</tr>
<tr>
<td></td>
<td>☐ JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties</td>
</tr>
</tbody>
</table>
### SECTION VI – ANNEX G: CHECKLIST OF BID FORMS

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder’s internal reference and does not need to be submitted with the Bid.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>LOCATION</th>
<th>YES/NO/N/A</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents?</td>
<td>SECTION I: INSTRUCTIONS TO BIDDERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you reviewed and agreed to the UNFPA General Conditions of Contracts?</td>
<td>SECTION III: GENERAL CONDITIONS OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?</td>
<td>SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed the Bid Submission Form?</td>
<td>SECTION VI – ANNEX B: BID SUBMISSION FORM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed the Bidder’s Identification Form?</td>
<td>SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed the Bidder’s Previous Experience Form?</td>
<td>SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed and signed the Price Schedule Form?</td>
<td>SECTION VI – ANNEX E: PRICE SCHEDULE FORM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed the Joint Venture Partner Information Form?</td>
<td>SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you reviewed all of the relevant Contract form(s)?</td>
<td>SECTION VII: CONTRACTUAL FORMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you prepared a copy of your company’s registration in the country of operation?</td>
<td>SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?</td>
<td>SECTION VI – ANNEX B: BID SUBMISSION FORM &amp; Section I: Instructions to Bidders clause 2.4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UNFPA/NPL/Bids/ RFP for CPS
<table>
<thead>
<tr>
<th>Question</th>
<th>Section/Clause</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you provided a copy of any of your company’s environmental or social policies, and any related documentation?</td>
<td>Section I: Instructions to Bidders, clause 39</td>
</tr>
<tr>
<td>Have you reviewed the UN Global Compact requirements?</td>
<td>Section I: Instructions to Bidders, clause 39</td>
</tr>
<tr>
<td>Have you sealed and marked the Bids according to Instructions to Bidders clause 19.3 (electronic Bids) or clause 19.4 (hard copy Bids) or clause 19 (Submission through an online system)?</td>
<td>Section I: Instructions to Bidders, clause 19.3 &amp; 19.4</td>
</tr>
<tr>
<td>If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 8 MB, refer to Instructions to Bidders clause 20.3.3)</td>
<td>Section I: Instructions to Bidders, clause 19.3.3</td>
</tr>
<tr>
<td>Have you noted the Bid closing deadline?</td>
<td>Invitation letter Number 4</td>
</tr>
<tr>
<td>Have you provided information on Supplier Qualification Requirements?</td>
<td>SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS &amp; SECTION VI – ANNEX B: BID SUBMISSION FORM</td>
</tr>
<tr>
<td>Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services?</td>
<td>SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</td>
</tr>
<tr>
<td>Have you provided sufficient documentation of your company’s ability to undertake the services, i.e.,</td>
<td>SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE &amp; SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</td>
</tr>
<tr>
<td>- List of similar contracts/LTAs executed for other clients including contact details.</td>
<td></td>
</tr>
<tr>
<td>- Evidence that the Bidder possesses experience in the geographical area.</td>
<td></td>
</tr>
<tr>
<td>- At least three years of experience in performing similar contracts/Long Terms Agreements</td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Section VI – Annex C: Bidder Identification Form</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Have you provided sufficient documentation of your company’s managerial capability?</td>
<td></td>
</tr>
<tr>
<td>- Details of company’s managerial structure.</td>
<td></td>
</tr>
<tr>
<td>- Quality assurance systems in place.</td>
<td></td>
</tr>
<tr>
<td>Have you supplied clients’ certificates in support of the satisfactory operation of the goods/services as specified above?</td>
<td></td>
</tr>
<tr>
<td>Have you checked Section I: Instructions to Bidders, clauses 16 &amp; 17 and provided all requested documentation in the correct formats?</td>
<td></td>
</tr>
</tbody>
</table>

UNFPA/NPL/Bids/ RFP for CPS
SECTION VII: CONTRACTUAL FORMS

Below find an overview of the attached contractual forms for this RFP.

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
<th>Preferred file for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex A: Template of Contract for Professional Services</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex B: Bank Guarantee for Advance Payment</td>
<td>Not Applicable</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex C: Performance Security</td>
<td>Not Applicable</td>
<td>PDF</td>
</tr>
</tbody>
</table>
SECTION VII – ANNEX A: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES