

IFAD/2020/009/RFP

Provision of Asset Allocation Study for the After Service Medical Coverage Scheme Trust Fund Services (ASMCS)

The International Fund for Agricultural Development (IFAD) is looking for providers of Asset Allocation (AA) Study for the After Service Medical Coverage Scheme Trust Fund Services (ASMCS) according to the tender documents.

INSTRUCTIONS ON HOW TO ACCESS RFP/ITB DOCUMENTS: In order to have access to the Tender Documents, it is necessary to register in UNGM portal (www.ungm.org). **Please read the instructions that follow this page on how to register and have access to the tender documents.**

CONDITIONS: Commercial offer should be with prices quoted net of VAT. IFAD is exempt from payment of taxes, levies, duties, and thus prices must be quoted net of such taxes. The prices will remain fixed for the entire duration of the contract and its subsequent extensions, if applicable.

DEADLINE: Your proposal should be submitted through UNGM portal by **June 19, 2020, 15:00** CEST, Rome.

REFERENCE CODE: IFAD/2020/009/RFP

CONTACTS:

Dmitri Lee

Procurement Officer

Tel. +39 06 5459 2478, Fax. +39 06 5459 7478

e-mail: d.lee@ifad.org

Barseba Tekle

Procurement Associate

Tel. +39 06 5459 2564, Fax. +39 06 5459 3564

e-mail: b.tekle@ifad.org

INSTRUCTIONS ON HOW TO ACCESS THE ITB/RFP DOCUMENTS

The IFAD e-tendering system, In-tend, is integrated with the United Nations Global Marketplace portal (www.ungm.org). Below some instructions on how to access the tender documentation.

1. REGISTRATION IN UNGM

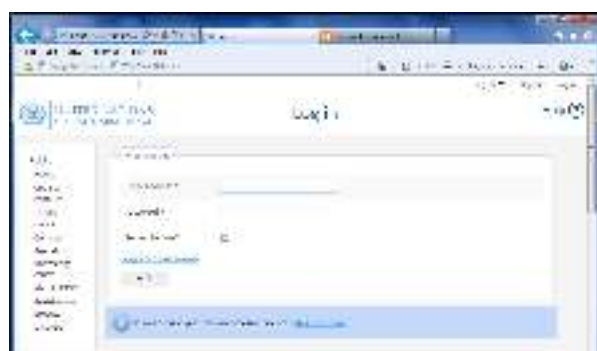
To access the tender documents, you need to be fully registered in UNGM (Basic Level is sufficient).



Follow the instructions and define your UNGM LOG-IN account (your e-mail) and password.

2. LOG-IN IN UNGM

Once the registration at Basic Level is complete, please log-in with your e-mail address and password.



After the login, you will access the “MY DASHBOARD” page, where you can read news, or view your current tenders.



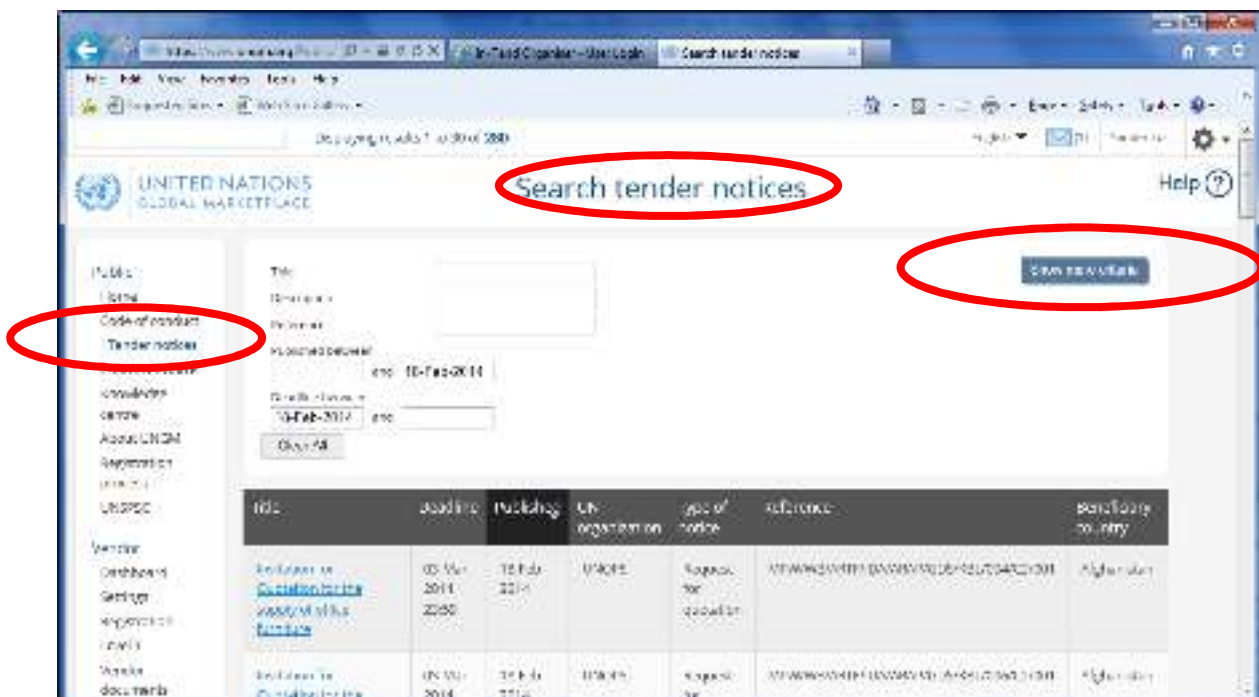
Under “My Agency Submission”, please ensure that the status of your REGISTRATION in UNGM with IFAD is “Registered”. If not, please add the information requested by the UNGM system before proceeding.

MY AGENCY SUBMISSIONS



3. SEARCH FOR THE TENDER NOTICE ISSUED BY IFAD

From the UNGM Home page, select BUSINESS OPPORTUNITIES, or from any other webpage, select TENDER NOTICES on the left-hand menu. Click on SHOW MORE CRITERIA on the upper right side.



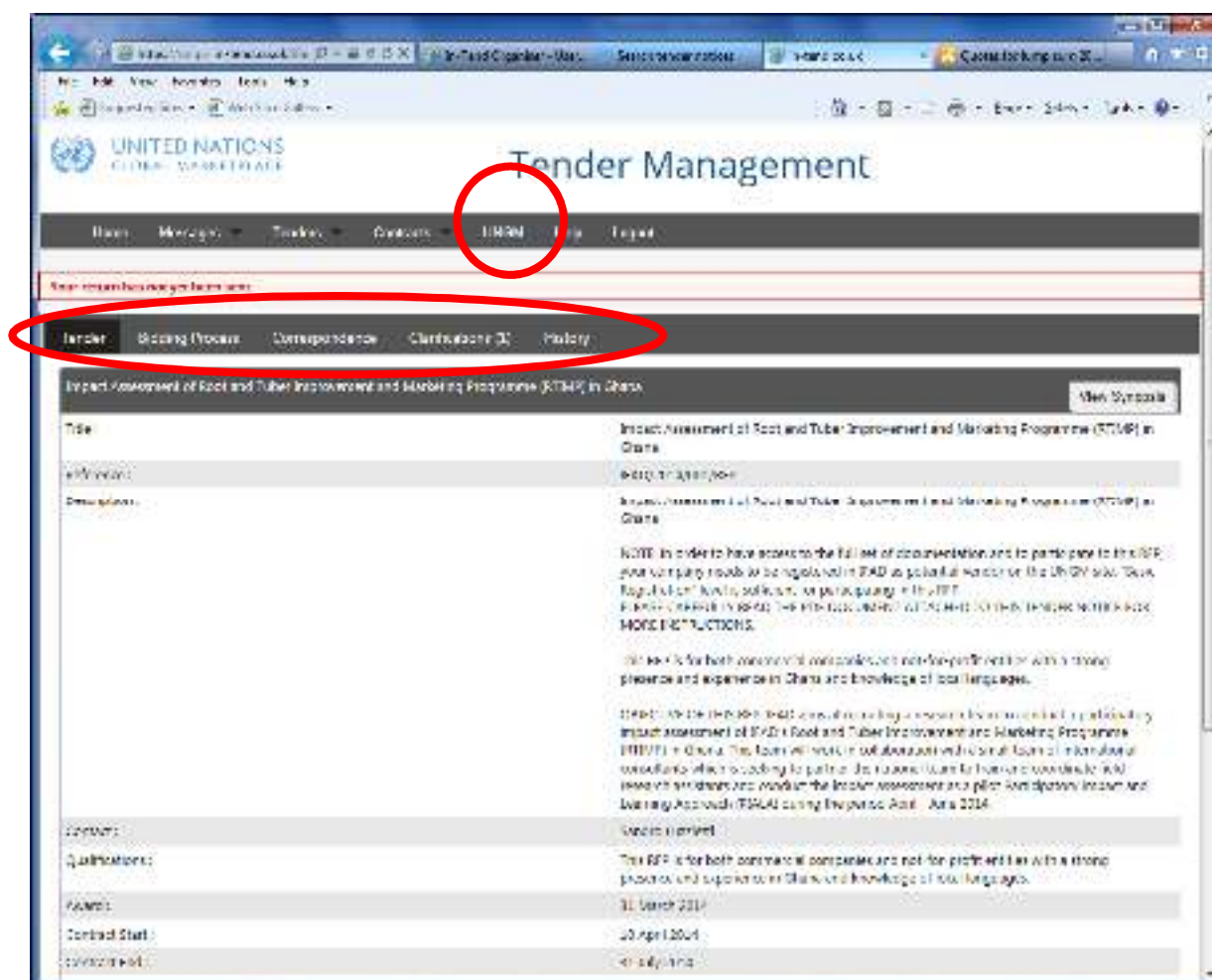
In the “UN Organization” Field, type **IFAD** . The system will automatically show all the active tender notices issued by IFAD.

4. TENDER MANAGEMENT

You will be transferred from the UNGM portal to the IFAD e-tendering system. The following “Tender Management” screen should appear.

At any time you will be able to return to UNGM by selecting the "UNGM" tab on the upper menu.

IMPORTANT: If it does not show the Tender Management screen, please inform IFAD immediately (procurementsection@ifad.org)



You are now in the IFAD e-tendering system. Under this area you have few menu tabs.

- **TENDER:** General information about this tender
- **BIDDING PROCESS:** IMPORTANT! here there is the **deadline** plus all the **documents of the tender process (RFP or ITB)**. In the same area, you have the placeholders for **uploading your proposal and all your documents**.
- **CORRESPONDENCE:** an area where you can write email and receive answers from IFAD
- **CLARIFICATIONS:** an area for reading the **clarifications issued by IFAD** and made available to all bidders. Please ensure to read all the clarifications as they become part of the specifications.
- **HISTORY:** a log of past activities related to this tender.

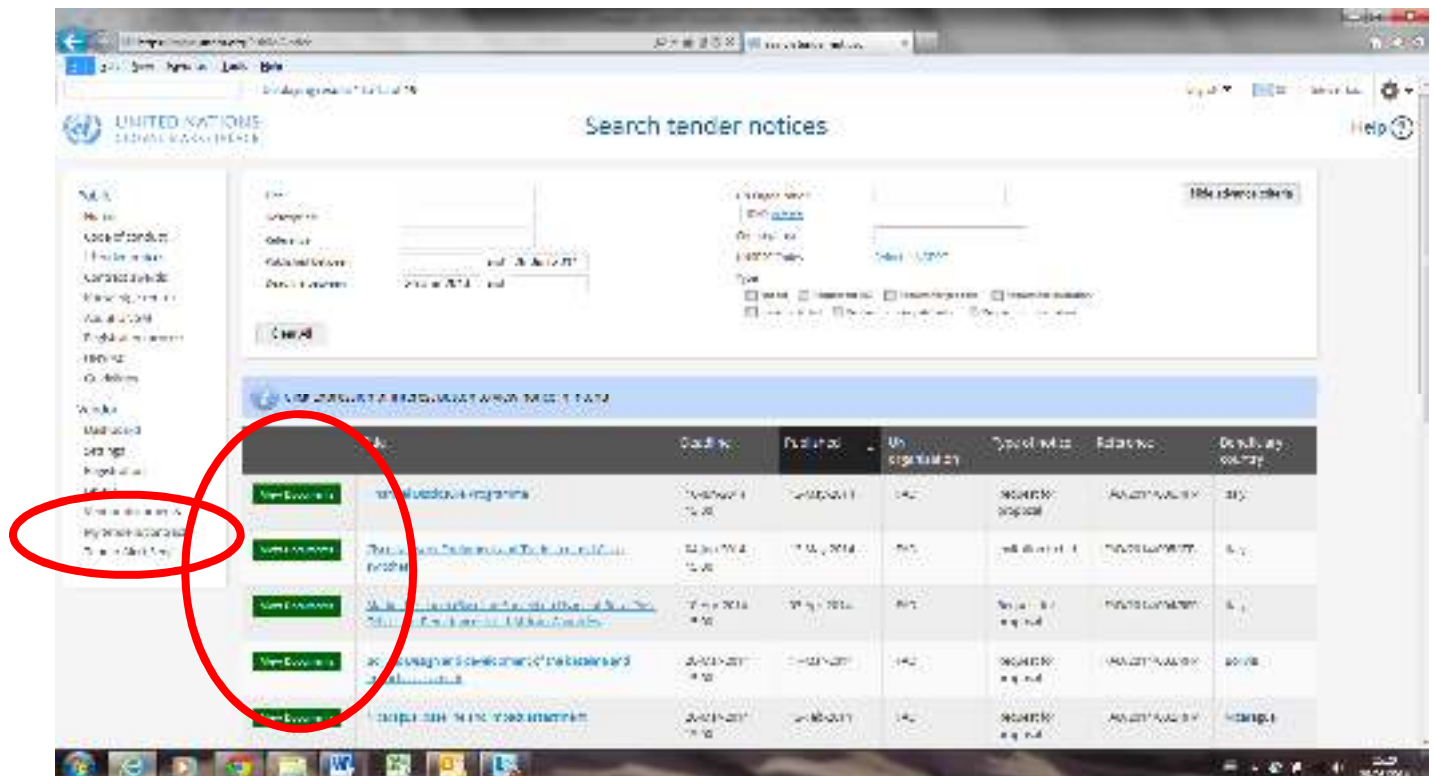
If you click on **UNGM** in the upper menu, you can return to the UNGM home page

From this point onward, we think that the system is more intuitive and you will be able to navigate without major difficulties. But if you have questions, please contact us using the CORRESPONDENCE function of the e-tendering system or via email at procurementsection@ifad.org.

5. IF YOU RE-ENTER UNGM AT A LATER STAGE

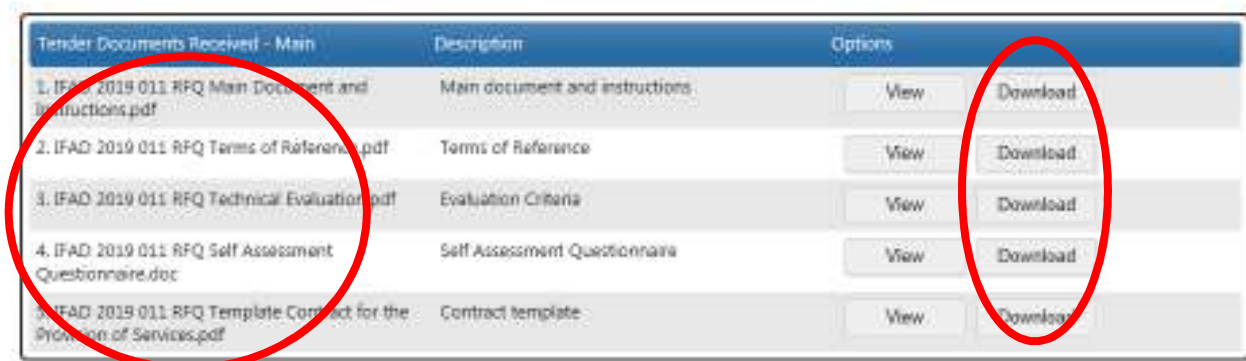
There is a short-cut to the tender notices.

After the LOGIN in UNGM, you can select the Menu option **MY TENDERS/CONTRACTS**, under the Vendor Menu on the left side of the UNGM main page. Again, click on **VIEW DOCUMENTS** to see the details of the Tender Notice and its document.



6. HOW TO DOWNLOAD THE TENDER DOCUMENTS

In the TENDER MANAGEMENT, select the BIDDING PROCESS menu tab, scroll down until the section TENDER DOCUMENTS RECEIVED - MAIN, and download all documents.



Tender Documents Received - Main	Description	Options
1. IFAD 2019 011 RFQ Main Document and Instructions.pdf	Main document and instructions	View Download
2. IFAD 2019 011 RFQ Terms of Reference.pdf	Terms of Reference	View Download
3. IFAD 2019 011 RFQ Technical Evaluation.pdf	Evaluation Criteria	View Download
4. IFAD 2019 011 RFQ Self Assessment Questionnaire.doc	Self Assessment Questionnaire	View Download
5. IFAD 2019 011 RFQ Template Contract for the Provision of Services.pdf	Contract template	View Download

7. OPT IN TO INFORM IFAD ABOUT YOUR PARTICIPATION

1. Once you have reviewed the tender document, you need to inform IFAD whether you intend to participate in the tender process and are willing to submit your proposal. You can do that by clicking on the option OPT IN. If you do not intend to participate, just click on OPT OUT.



Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

Opt In: This is I confirm to all of your involvement and your intention to submit a return.

Opt Out: If you do not intend to participate, you will be required to provide a justification for your decision to opt out. The justification should be submitted to the procurement team for review and approval.

[Opt In](#) [Opt Out](#)

8. HOW TO ATTACH & SUBMIT DOCUMENTS

1. If any mandatory documents have been requested, they will be shown in the **MY TENDER RETURN** section. You will need to attach them using the **Upload Document** button within the My Tender Return section to the bottom of this screen.

2. If any of the documents are **required** to be submitted, it will be shown in red **"Upload Document"**.



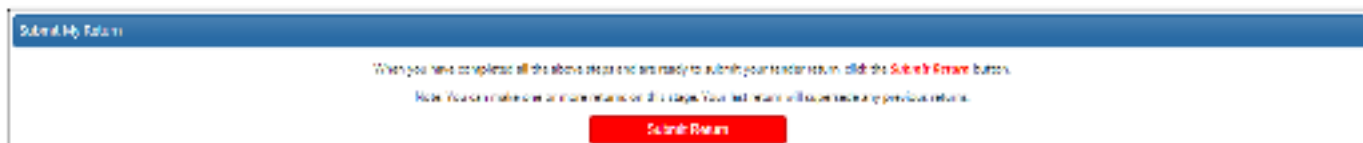
My Tender Return - Main	Description	Category	Options
Self assessment questionnaire	Please upload your self-assessment questionnaire in the provided space.	Technical Proposal	Upload Document
Vendor's Commercial Offer	Please upload your commercial offer in the provided space.	Commercial Proposal	Upload Document
Vendor's Technical Proposal	Please upload your technical proposal in the provided space.	Technical Proposal	Upload Document

3. To attach additional documents you wish to submit as part of your tender return, click the Attach Documents button under the My Tender Return section (if available). These will then appear in the My Tender Return section.

NOTE: Large files may take some time to upload.

NOTE: Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.

4. **IMPORTANT** : When you have completed all the above steps and are ready to submit your tender return, click **Submit Return** at the bottom of the page.

A screenshot of a web interface. At the top, there is a blue header bar with the text 'Submit My Return' in white. Below the header, there is a white area containing two lines of text: 'When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.' and 'Note: You can make an amendment at all stages. Your bid return will save replacing previous returns.' At the bottom of this white area, there is a red rectangular button with the text 'Submit Return' in white.

9. IF YOU HAVE QUESTIONS

Please note that the UNGM system has been recently upgraded, and it may present some issues. We apologise for any inconvenience caused. In case, you can also contact directly via email or over the phone.

Dmitri Lee

Procurement Officer

Tel. +39 06 5459 2478, Fax. +39 06 5459 7478

e-mail: d.lee@ifad.org

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Procurement Associate

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e-mail: b.tekle@ifad.org