



REQUEST FOR QUOTATION (RFQ)

To: Interested Companies	DATE: July 8, 2020
	REFERENCE: RFQ-UNDP-OHR-2020-003 "Capability Map Digital Solution"

Dear Sir / Madam:

We kindly request you to submit your quotation for a **Capability Map Digital Solution** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before Wednesday 22 July 2020 at 5:00PM New York Eastern time through email to **cpu.bids@undp.org** by the indicated submission deadline. Should you have any questions please email:

United Nations Development Programme
Suzy Azafrani Benoliel
Suzy.azafrani.benoliel@undp.org; cpu.bids@undp.org

Quotations submitted must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Terms of Delivery Place of Destination	Capability Map Digital Solution			
Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars			
Value Added Tax on Price Quotation ²	All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes			
Deadline for the Submission of Quotation	5:00 PM, <i>Wednesday, July 22, 2020 New York Eastern Time</i>			
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English			
Documents to be submitted ³	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;			
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.			
Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	Complete the specifications for a capability mapping platform/digital solution and market research	40%	15 August - 15 September 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Complete the support to the EOI process	30%	1 September - 16 October 2020	
	Complete the support to the RFP process	30%	1 November - 15 December 2020	

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

² This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

³ First 2 items in this list are mandatory for the supply of imported goods

Evaluation Criteria	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements indicated in the terms of reference and lowest price⁴</p> <p><i>The technical application of the vendor will provide enough details to facilitate the screening of the technical proposal against the technical requirements:</i></p> <ul style="list-style-type: none"> – <i>Required demonstrated experience: At least 7 years of proven experience in employer branding and talent acquisition tools, including talent maps, applicant tracking and on-boarding;</i> – <i>Management Structure and Key Personnel (CVs/Resumes), according to the criteria required in the TOR, Annex 1.</i> <p><input checked="" type="checkbox"/> Full acceptance of the PO/UNDP Contract General Terms and Conditions</p>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services/Face Sheet
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFQ ⁵	<p><input checked="" type="checkbox"/> Annex I: Terms of Reference</p> <p><input checked="" type="checkbox"/> Annex II: Form for Submission of Quotation</p> <p><input checked="" type="checkbox"/> General Terms and Conditions</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Suzy Azafrani Benoliel</i> <i>Procurement Specialist, Procurement Services Unit, BMS/UNDP</i> <i>Suzy.azafrani.benoliel@undp.org and cc: cpu.bids@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

⁴ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.



Sincerely yours,
Ali Tahsin Jumah
Chief, Central Procurement Unit

Annex I

Terms of Reference Capability Map Digital Solution

Background:

UNDP is the UN Development Programme and works in some 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. UNDP helps countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results. UNDP supports the [2030 Agenda for Sustainable Development](#) and the 17 new [Sustainable Development Goals](#) (SDGs), as they help shape global sustainable development for the next 15 years.

The Organization has proven expertise across a wide range of development, crisis prevention and response, and management issues. More knowledge is being built as part of the recently created accelerator labs with personnel working in and with these labs becoming the anchors of innovation and experimentation in the organization.

Despite this rich expertise and practical experiences, UNDP corporately has a relatively incomplete view of what talent exists within the organization. This at times reduces the ability of the organization to make sure that critical projects are appropriately staffed or that important positions are filled with the best candidates. There have been sporadic attempts across the organization to create talent maps, but they have been inconsistent, based on different taxonomies and, hence, their application, and ultimate impact have been rather limited.

If UNDP is to live up to the expectations and deliver on its vision of being an effective global development network that delivers cutting edge development solutions, it is critical for the organization to have a sound understanding of the knowledge, competencies, and skills available in the organization, be able to mobilize required expertise in an effective and agile way, be clear about gaps in talent and about ways to cover such gaps through building, buying, or borrowing expertise.

With this objective in view, UNDP's [People for 2030 Strategy](#) calls for a targeted effort in talent management and acquisition, including workforce and succession planning. One of the key recommendations for workforce planning is to implement a capability mapping function and tools to have an up-to-date view of UNDP's current workforce and its potential to deliver on current and future business needs.

Scope of work:

The vendor will collaborate closely with the Office of Human Resources (OHR) in the Bureau for Management Services (BMS) and the Global Policy Network (GPN) to define the scope and requirements of a capability mapping digital solution for UNDP, building on the work which has already been undertaken by OHR and GPN.

At present, UNDP is currently working to introduce new HR systems to enhance talent management and effectiveness of HR service delivery, including an enhanced employee experience. Specifically, UNDP will

introduce a new ERP system (Oracle Cloud) and is currently implementing Service Now for case management and with an employee portal. Furthermore, a new ATS solution is planned to be launched in the end of 2020.

A digital capability mapping solution should integrate with the new Applicant Tracking System (ATS) and the new enterprise resource management system (Oracle Cloud).

Deliverables:

The vendor will deliver the following outputs:

Output	Actions	Time (total est. working days)	Tentative Timeframe
yeSpecifications for a capability mapping platform/digital solution	Map the requirements and specifications for a capability mapping digital solution (building on the work which has been undertaken by OHR and GPN). Provide a final report and presentation to UNDP. Prepare the TORs for the procurement of a capability mapping digital solution	6 days	15 – 30 August 2020
Market research	Undertake a market research and provide UNDP with an overview of the minimum 8 different systems and their offering. Provide three recommended solutions for UNDP to review	2 days	1 – 15 September 2020
Support to the EOI process	Provide technical input to the preparation of the Expression of Interest (EOI) process (including documentation and technical review) until the EOI is finalized	3 days	1 September – 16 October 2020
Support to the RFP process	Provide technical input to the preparation of the Request for Proposal (RFP) process (including documentation and technical review) until the RFP is finalized	6 days	1 November – 15 December 2020

Duration of Work:

The work is estimated to be completed by 15th December 2020.

Location of the Work:

Duty station will be Service provider's location.

Qualifications of the Successful Contractor:

Please note that Technical Proposals that do not meet the minimum requirements indicated below will be directly disqualified.

a. Company requirements:

- At least 7 years of proven experience in employer branding and talent acquisition tools, including talent maps, applicant tracking and on-boarding, **required**.

b. Personnel:

The bidder is expected to provide a copy of the CVs of the personnel that will be working on this assignment in order to ensure they meet the following criteria:

- At least Bachelor's Degree in Human Resources, Management, Business Administration, Information Technology or related area is **required**;
- At least 2 years of experience in digital talent management solutions, specifically talent mapping and applicant tracking, and up to date knowledge of available products **required**;
- At least 2 years of experience in supporting process mapping based on the candidate/employee experience **required**;
- At least 2 years of experience in IT HR Solutions is **desirable**;
- Excellent command in English **required**.

Maximum number of proposed personnel is two.

Modality of Payments:

Payment to the contractor will be processed based upon output, i.e. upon delivery of the services specified above and deliverables accepted and upon certification of satisfactory completion by the manager.

Output	% of total lumpsum	Tentative Timeframe
Complete the specifications for a capability mapping platform/digital solution and market research	40%	15 August - 15 September 2020
Complete the support to the EOI process	30%	1 September – 16 October 2020
Complete the support to the RFP process	30%	1 November – 15 December 2020
Total	100	

Annex II

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in **Table 1& 2** in conformity with the specification and requirements of UNDP as per RFQ Reference **RFQ-UNDP-OHR-2020-003 "Capability Map Digital Solution"**

TABLE 1: Price table

#	Description	Payment Percentage	Total Price
1	Complete the specifications for a capability mapping platform/digital solution and market research	40%	
2	Complete the support to the EOI process	30%	
3	Complete the support to the RFP process	30%	

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Technical responsiveness/Full compliance to requirements (PLEASE SUBMIT A TECHNICAL PROPOSAL TO VERIFY THE ADECUACY OF THE PROPOSED SERVICES WITH RESPECT TO UNDP REQUIREMENTS)			
Full compliance to requirements of proposed CVs			
Validity of Quotation, 90 days			
The vendor is not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List			
Full acceptance of the Contract General Terms and Conditions			
Item(s) listed should be delivered immediately after the issuance of UNDP PO.			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]

[Designation] & [Date]