



United Nations Population Fund
Marmorvej 51, 2100
Copenhagen Ø, Denmark
Email: bragado@unfpa.org
Website: www.unfpa.org

14 January 2021

INVITATION TO BID **ITB No. UNFPA/USA/21/002**

FOR THE ESTABLISHMENT OF A LONG TERM AGREEMENT (THREE YEARS) FOR THE
PROVISION OF DOCUSIGN ENVELOPES PER CONTRACT YEAR FOR DOCUSIGN
ENTERPRISE VERSION (POSSIBILITY OF 2 ADDITIONAL YEARS)

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, invites sealed bids for the supply of DOCUSIGN ENTERPRISE VERSION LICENSES for its programme in New York, USA.
2. Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing price information shall be submitted together.
3. The Bidder shall be required to quote for all items. However, Bidders are encouraged to quote for as many items as possible.
4. To enable you to submit a bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Technical Specifications and Schedule of Requirements
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions for Contracts
Section V:	Bidding Forms

5. The bid shall reach UNFPA's reception or the email inbox of bidtender@unfpa.org no later than **11 February 2021, at 13:00 Copenhagen time**¹.
6. The bid shall be opened on 11 February 2021, at 15:00 Copenhagen time at UN City, Marmorvej 51, 2100 Copenhagen Ø, Denmark. Bidders or their authorized representatives may attend the bid opening. Kindly confirm by email by 21st January 2021 whether your company shall be represented at the bid opening.
7. Bids received after the stipulated date and time shall not be accepted under any circumstances. Bids delivered through courier and posted later than the due date shall not be registered and

¹ Reference: www.timeanddate.com/worldclock
UNFPA/USA/ITB/21/002 for the Provision of
DocuSign Enterprise Version

shall be returned unopened or shall be shredded. Bids submitted to any other email address than bidtender@unfpa.org shall be rejected.

8. Bidders shall acknowledge receipt of this Invitation to Bid according to the Bid Confirmation Form, Section V, 1 of this solicitation document by email to Mr. Diego Bragado Zapatero at bragado@unfpa.org no later than 4 February 2021 and to indicate whether or not a bid shall be submitted. If you are declining to bid please state the reasons for UNFPA to improve its effectiveness in future invitations.
9. Any questions relating to the attached documents shall be addressed in writing to Mr. Diego Bragado Zapatero at bragado@unfpa.org

Do not submit your bid to these contacts, or your bid will be disqualified.

10. This letter is not to be construed in any way as an offer to contract with your firm.
11. UNFPA strongly encourages all Bidders to register on the United Nations Global Marketplace (<http://www.ungm.org>). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, vendors become part of the database that UN buyers use when searching for suppliers. Vendors can also access all UN tenders online and, by subscribing to the Bid Tender Service, vendors can be automatically notified via e-mail 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 http://www.ungm.org/Publications/UserManuals/Suppliers/UserManual_Supplier.pdf.

Yours sincerely,

Mr. Diego Bragado Zapatero
Contracts Associate,
Procurement Services Branch
UNFPA



UNITED NATIONS POPULATION FUND

INVITATION TO BID

ITB NO.: UNFPA/USA/21/002

**LONG TERM AGREEMENT (THREE YEARS) FOR THE PROVISION OF DOCUSIGN
ENTERPRISE VERSION LICENSES (WITH THE POSSIBILITY OF TWO ADDITIONAL
YEARS)**

14 January 2021

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SECTION I: Instructions to Bidders

A. Introduction

1. Scope

- 1.1. The products to be procured are for the Provision of Licenses DocuSign Enterprise version for UNFPA's Programme located in New York, USA.

2. Eligible Bidders

- 2.1. All Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNFPA to provide consulting services under these bidding documents.
- 2.2. Bidders shall not be eligible to submit a bid if at the time of bid submission:
 - a. The Bidder is listed as suspended on United Nations Global Marketplace (<http://www.ungm.org>) as a result of having committed fraudulent activities,
 - b. The Bidder's name is mentioned in 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;
 - c. The Bidder is debarred by the World Bank Group.

Fraud and Corruption

- 3.1 UNFPA's policy regarding fraud and corruption is available at <http://www.unfpa.org/about-procurement#FraudCorruption> and applies fully to this Invitation to Bid. The submission of any offer implies that the Bidder is aware of this policy.

B. Solicitation Documents

4 UNFPA Solicitation document

- 4.1. Bidders are expected to examine all instructions, forms, specifications, terms and conditions contained within this UNFPA solicitation document. Failure to comply with these documents shall be at the Bidder's risk and may affect the evaluation of the bids, or may result in the rejection of the bid.
- 4.2. Bidders are cautioned to read the specifications carefully (see Section II Technical Specifications and Schedule of Requirements), as there may be special requirements. The technical specifications presented herein are not to be construed as defining a particular manufacturer's product. Bidders are encouraged to advise UNFPA if they disagree.

- 4.3. The specifications are the minimum requirements for the products and related services. Products and services offered must meet or exceed all requirements herein. The products shall conform in strength, quality and workmanship to the accepted standards of the relevant industry. Modifications of or additions to basic standard products of less size or capability to meet these requirements will not be acceptable.

5 Clarifications of solicitation document

- 5.1 A prospective Bidder requiring any clarification on the bid solicitation documents may notify UNFPA in writing within One week from the date of issue of the bid. UNFPA shall respond in writing to any request for clarification received and circulate its response (including an explanation of the query but without identifying the source of enquiry) to all prospective Bidders who have received the bid solicitation documents. A copy of UNFPA's answer shall also be posted on the UN Global Marketplace, <http://www.ungm.org/>
- 5.2 The deadline for submission of questions is 25 January 2021 at 15 Hours Copenhagen Time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

6 Amendments to UNFPA bid solicitation document

- 6.1. At any time prior to the deadline for submission of bids, 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 amendment.
- 6.2. All prospective Bidders that have received the bidding documents shall be notified in writing of all the amendments to the bidding documents. In order to give prospective Bidders reasonable time to take the amendments into account in preparing their bids UNFPA may, at its discretion, extend the deadline for the submission of bids.

C. Preparation of Bids

7 Documents to be submitted with the bid

7.1. Documents Establishing the Eligibility of the Bidder

To establish their eligibility, Bidders shall:

- a. Complete the Bid Submission Form, Section V, 2.
- b. Complete Bidders Identification Form, Section V, 3.

7.2. Documents Establishing the Qualifications of the Bidder

To establish its qualifications, the Bidder shall submit to UNFPA's satisfaction the following documents:

- a. Evidence that the Bidder is established as a company and legally incorporated in the country where it resides; e.g. through provision of certification of incorporation or other documentary evidence (this is not required for companies already registered in national, regional or international Stock Exchanges);
- b. Post qualification documentation outlined in Instructions to Bidders, Sub-Clause 27

Failure to furnish all the information required for submission shall be at the Bidder's risk as it may then be determined that the bid does not substantially respond to the UNFPA bid document in every respect. This may result in a rejection of the bid.

7.3. Documents Establishing the Eligibility and Conformity of the Goods and Related Services

Bidders shall submit:

- a. Documentary evidence that the products conform to the Technical Specifications and standards specified in Section II Technical Specifications and Schedule of Requirements.
- b. Completed Product Item Overview Form, Section V, 4.
- c. Documentary evidence that the bidder is an authorized reseller of DocuSign. Inc.

8 Bid Currency and Prices

8.1. All prices shall be quoted in US Dollars (USD).

9 Validity of Bid

9.1. The prices of the bid shall be valid for 120 days after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA on the grounds that it is non-responsive.

9.2. In exceptional circumstances, UNFPA may solicit the Bidder's consent for an extension of the period of validity under exceptional circumstances. The request and the responses shall be made in writing.

D. Submission of Bids and Bid Opening

10 Partial Bids

10.1. Partial bids are not allowed under this tender.

11 Alternative Bids

11.1. Alternative bids will not be accepted. In the event of a supplier submitting more than one bid, the following shall apply:

- a. All bids marked alternative bids will be rejected and only the base bid will be evaluated.
- b. All bids will be rejected if no indication is provided as to which bids are alternative bids.

12 Bids

12.1. Bids shall be submitted in an email to a secure email address designated by UNFPA.

12.2. Bids shall be prepared in accordance with Section II: Schedule of Requirements and Technical Specifications and shall include the requested documentation as per Instructions to Bidders Clause 7, and in accordance with the Price Schedule Form in Section V, 5 of the bid forms.

- 12.3. Bids shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the Bidder. In that case such corrections shall be initialled by the person or persons signing the bid.

13 Electronic Submissions

- 14.1. Bids must be submitted electronically. Please note the following guidelines for electronic submissions:
- 14.2. Bidders shall make clear reference to the specific bid in the subject field as instructed, otherwise bids may be rejected. Clearly specify the following text in the subject line: ITB No. **UNFPA/USA/21/002, Bidder's Name.**
- 14.3. The bid shall be submitted to bidtender@unfpa.org. Bids received at the bidtender@unfpa.org mailbox are kept undisclosed and shall not be opened before the scheduled opening date. Sending to any other email address will violate confidentiality and invalidate the bid.
- 14.4. E-mail submission shall not exceed 20 MB, including the size of the cover email. It is recommended that all the bidding documents are consolidated into as few attachments as possible which shall be in commonly used file formats. If the bid consists of large electronic files, it is recommended to send these files separately before the deadline indicating the order of emails (email 1, email 2, etc.) after the bid reference number and the Bidder's name in the subject line of each email.
- 14.5. It shall be the Bidder's responsibility to ensure that bids sent by e-mail are received by the deadline. All Bidders shall receive an auto-reply acknowledging the receipt of their email. Bidders shall not receive responses to questions sent to bidtender@unfpa.org since it is a secure mailbox. If you do not receive any auto-reply from UNFPA's email system, please inform Mr. Diego Bragado Zapatero at bragado@unfpa.org
- 14.6. In order to avoid last minute internet congestion it is recommended to send your bid as early as possible before the deadline.

14 Bid Submission Deadline/Late Bids

- 15.1. Bids must be delivered to the office on or before the date and time specified in the introductory letter of this solicitation document. If any doubt exists as to the time zone in which the bid should be submitted please refer to www.timeanddate.com/worldclock, or contact the bid focal point.
- 15.2. UNFPA may, under special and exceptional circumstances, extend the bid submission deadline and such changes shall be notified in UNGM before the expiration of the original period.
- 15.3. Any bid received by UNFPA after the bid submission deadline shall be rejected and returned unopened to the Bidder. UNFPA shall not be legally responsible for bids that arrived late due to the Bidder's problems with transmission of bid submissions via email and/or with the courier company.

15 Storage of Bids

- 16.1. Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in the UNFPA's solicitation document. No responsibility shall be attached to UNFPA for prematurely opening an improperly addressed and/or identified bid.

16 Bid Opening

- 17.1. UNFPA shall conduct the bid opening in public at the following address, date and time.

Street Address: Marmorvej 51, 2100,

City: Copenhagen Ø

Country: Denmark

Date: February 11, 2021

Time: 15:00 Copenhagen time (reference: www.timeanddate.com/worldclock).

- 17.2. Only the last received bid will be opened if multiple bids are sent by a same Bidder.

- 17.3. The bids shall be opened publicly at the time and place specified in the ITB and an immediate record made thereof.

- 17.4. Only those who have submitted bids or their authorized agent or representative may attend the bid opening.

- 17.5. The report shall be available for viewing by Bidders for a period of thirty days from the date of the opening. No information that is not included in the bid opening report can be given to Bidders.

- 17.6. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

E. Evaluation and Comparison of Bids

18. Confidentiality

- 18.1. 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 persons not officially concerned with such process until the contract award is published.

- 18.2. 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.

19. Clarification of Bids

- 19.1. 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.

20. Responsiveness of bids

- 20.1. UNFPA's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 20.2. A substantially responsive bid is one that 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:
- a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
 - b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the Bidder's obligations under the contract; or
 - c. if rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.

21. Nonconformities, Errors, and Omissions

- 21.1. Provided that a bid is substantially responsive:
- a. UNFPA may waive any non-conformities or omissions in the bid that do not constitute a material deviation.
 - b. UNFPA may request that the Bidder 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.
 - c. UNFPA shall correct arithmetical errors on the following basis:
 - 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;
 - if there is a discrepancy between words and figures, the amount in words shall prevail;
 - 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; and

22. Preliminary examination of Bids

- 22.1. UNFPA shall examine the bids to determine whether they are complete, that all documents and technical documentation requested as per Instructions to Bidders Clause 7 have been provided and to determine the completeness of each document submitted. UNFPA will also examine whether any computational errors have been made, whether the documents are properly signed, and whether the bids are generally in order.

23. Examination of Terms and Conditions and Technical Evaluation

- 23.1. UNFPA shall examine the bid to confirm that it does not contain any material deviations, reservation, or omission related to the conditions and requirements specified in the Section II Technical Specifications and Schedule of Requirements, Section III UNFPA General Conditions of Contract and Section IV UNFPA Special Conditions for Contracts.
- 23.2. If after the examination of the terms and conditions and the technical evaluation UNFPA determines that the bid is not substantially responsive in accordance with Instructions to Bidders Clause 21, the bid shall be rejected.

24. Conversion to Single Currency

- 24.1. Not applicable

25. Evaluation of Bids

- 25.1. UNFPA shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

26. Comparison of Price Bids

- 26.1. UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid
- 26.2. Bid comparison will be made on the total cost, delivered to final destination. UNFPA reserves the right to compare freight prices of Bidders with rates of reputable freight forwarders and to consider such rates for the purpose of bid evaluation. In the event that Bidder's freight prices are found to be less competitive than the rates offered by freight forwarders, UNFPA may issue a contract on FCA basis to the Vendor instead of CPT/CFR, and issue a separate contract for freight to a freight forwarder if deemed in the best financial interest of UNFPA.

27. Post-qualification of the Bidder

- 27.1. UNFPA shall determine to its satisfaction whether the Bidder with the lowest priced, substantially responsive bid is qualified to perform the contract satisfactorily.
- 27.2. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted in the bid.
- 27.3. To evaluate a Bid, UNFPA shall consider the following:
- Copy of last year audited company Balance and Financial Statements
 - Copy of certificate that the bidder is an authorized AO Docs reseller
 - Financial Capability:
 - a. Liquidity ratio: Current ratio (Current Assets/ Current liabilities) > 1.

- b. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback.

For non manufacturer Bidders:

- a. Legally enforceable authorization from the manufacturer assuring full guarantee and warranty obligations as per the tender conditions for the goods offered; and
- b. The Bidder, as authorized by the manufacturers, has supplied and provided after sales service for similar goods to the extent of at least 20 percent of the quantities indicated in the tender requirements in any one of the last three years, and the goods must be in satisfactory operation.

27.4. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder's capabilities and capacity to execute the contract satisfactorily before deciding on award.

27.5. 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 record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

28. UNFPA's Right to Accept Any Bid and to Reject Any or All Bids

28.1. A bid that is rejected by UNFPA may not be made responsive by the Bidder by correction of the non-conformity. A responsive bid is defined as one which conforms to all the terms and conditions of the UNFPA's bid solicitation documents without material deviations. UNFPA shall determine the responsiveness of each bid against the UNFPA solicitation documents.

28.2. UNFPA reserves the right to reject any bid if a Bidder has previously failed to perform properly or complete on time in accordance with contracts or the Bidder who in UNFPA's perspective is not in a position to perform the contract.

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

29. UNFPA's Right to Annul a Bidding Process

29.1. UNFPA reserves the right to annul the bidding process and reject all bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for UNFPA's action.

F. Award of Contract

30. Award Criteria

30.1. UNFPA intends to award a single non-exclusive Long-Term Agreement (LTA) to the Bidder that obtain the lowest-priced technically acceptable offer. The LTA is valid for THREE (3) years with possibility of TWO additional years.

30.2. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the lowest Bidder cannot fully meet the delivery requirements or if 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 lowest, second lowest, third lowest, etc., bid which meets the requirements.

31. Right to Vary Requirements at Time of Award

- 31.1. At the time of award of the LTA and any Purchase Order(s) pursuant to the LTA, UNFPA reserves the right to vary the quantity of goods and/or services specified in the ITB without any change in the prices proposed by the Bidders or other terms and conditions.
- 31.2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the LTA to ensure that the Financial Bid is competitive on all aspects of the price.
 - 31.2.1. 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.
 - 31.2.2. 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.

32. Signing of the contract

- 32.1. Prior to the expiration of the period of bid validity, UNFPA shall send the successful Bidder the Long Term Agreement, which constitute the notification of award. The successful Bidder shall sign, date the contract and return it to UNFPA within 10 days of receipt of the contract. After receipt of the contract, the successful Bidder shall deliver the commodities in accordance with the quantity, quality and delivery schedule outlined in its bid in conjunction with UNFPA terms and conditions.

33. Publication of Contract Award

- 33.1. UNFPA shall publish the contract award on United Nations Global Marketplace <http://www.ungm.org>, with the information of the awarded Bidder company name, contract amount or LTA and the date of the contract.
- 33.2 Suppliers perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may lodge a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org, who will then make an assessment of the complaint and provide a reply to the Supplier within a week and, if required, advise the Supplier on further recourse.

SECTION II: Terms of Reference

Background:

UNFPA is currently using DocuSign Business Pro as its eSignature solution for all internal users located at its Headquarters office in New York as well as in about 125 countries. Access to DocuSign is provided to internal users on a need basis and is managed by internal systems administrators.

This solution is in place since April of 2020 and used mainly to self-sign documents as well as have the documents signed using work-flows. DocuSign has been integrated with Google Workspace for single-sign-on. It has also been integrated with various Google Workspace apps like Gmail, Google Drive, etc.

UNFPA has also subscribed to DocuSign Enterprise Premium Support.

UNFPA prefers to upgrade the DocuSign Business Pro version to DocuSign Enterprise version.

Objective:

Sign a Long Term Agreement (LTA) with a selected vendor for a duration of 3 (three) years, with a possibility of extension for 2 (two) additional years, to procure a minimum of 100,000 DocuSign envelopes per contract year for **DocuSign Enterprise** version.

Scope:

UNFPA intends to upgrade from the existing DocuSign Business Pro version to DocuSign Enterprise version on or around 1 March, 2021. At the same time, UNFPA intends to buy additional envelopes to commit a total volume of at least 100,000 envelopes per contract year. To facilitate the process of envelope procurement for all its future needs, UNFPA wishes to sign a Long Term Agreement (LTA) with a DocuSign authorized vendor for a period of 3 (three) years. At the end of the 3rd year, UNFPA at its discretion may extend the LTA for 2 (two) additional years.

UNFPA requests interested vendors to send a quotation in USD. Vendors must quote per envelope price for the DocuSign Enterprise version. This price must include all components like:

- eSignature Access Management with Single-Sign-On
- Annual Enterprise Premium Support
- Any other related cost

Per envelope price including all components mentioned above under the "Scope".	
Ability to buy envelopes on an ad-hoc basis with a maximum lead time of 10 working days from order placement for the unit price quoted	<input type="checkbox"/> Yes <input type="checkbox"/> No

UNFPA requires that all bidders are DocuSign, Inc. certified resellers and are authorized to sell DocuSign envelopes and other related services including premium support. Bidders must provide proof that they are

authorized by DocuSign, Inc. to resell the requested envelopes and services. Failure to submit this proof will result in disqualification of the quotation.

Delivery Requirements:

		Is bid compliant? Bidder to complete	Details Bidder to complete
Delivery time	Bidder shall be able to deliver the envelopes within 1 week after Contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
Delivery place and Incoterms rules	United Nations Population Fund, 605 3rd Avenue, New York, NY 10158 USA	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
UNFPA Right to vary requirements	At the time the Contract is awarded, UNFPA reserves the right to vary the quantity of the goods and associated services specified above, provided that the annual committed volume for the envelopes does not go below 100,000 per contract year and without any change in the unit prices or other terms and conditions of the ITB.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details

SECTION III: UNFPA General Conditions of Contract

The General Conditions of Contract can be found at:

<https://www.unfpa.org/resources/unfpa-general-conditions-services>

If the above link doesn't work, please inform Mr. Diego Bragado Zapatero at bragado@unfpa.org.

SECTION IV: UNFPA Special Conditions for Contracts

There are no special condition for this bid

SECTION V: Bidding Forms

1. Bid Confirmation Form

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

Date:

To: UNFPA
Diego Bragado Zapatero
Procurement Services Branch

Fax/email: [Insert UNFPA contact person's fax
or email (Not the secure bid fax no./email
address)]

From: [Company name]
[Contact person]
[Telephone]
[Email address]
[Postal address]

Subject: ITB No.: UNFPA/USA/20/013

YES, we intend to submit a bid.

NO, we are unable to submit a bid in response to the above mentioned Invitation to Bid due to the following reason(s):

- ☐ The requested products and services are not within our range of supply
- ☐ We are unable to submit a competitive bid for the requested products at the moment
- ☐ The requested products are not available at the moment
- ☐ We cannot meet the requested specifications
- ☐ We cannot offer the requested type of packing
- ☐ We can only offer FCA prices
- ☐ The information provided for quotation purposes is insufficient
- ☐ Your ITB is too complicated
- ☐ Insufficient time is allowed to prepare a quotation
- ☐ We cannot meet the delivery requirements
- ☐ We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc)
- ☐ We do not export
- ☐ Our production capacity is currently full
- ☐ 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)

Please confirm one of the following two options:

- ☐ We would like to receive future ITBs for this type of goods
- ☐ We don't want to receive ITBs for this type of goods

If UNFPA has questions to the Bidder concerning this NO BID, UNFPA should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

2. Bid Submission Form

[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid Submission]

ITB No.: UNFPA/USA/ITB/21/002

To: Complete name of Purchaser, UNFPA

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the Bidding Documents No. UNFPA/USA/21/002 and amendments We hereby offer to supply, in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following goods and related services which are subject to UNFPA General Conditions of Contract and other terms and conditions specified in the document.

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

We, including any subcontractors or suppliers for any part of the contract, have nationality from countries [insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subcontractor and supplier; otherwise buyer should delete this text if non-applicable]

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 2.1;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 2.2;

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Dated onday of[year].

Signature:
[insert signature of person whose name and capacity are shown]

In the capacity
of: [insert legal capacity of person signing the Bid Submission Form]

Name:
[insert complete name of person signing the Bid Submission Form]

Company:
[insert name of company]

3. Bidders Identification Form
 Bid No. UNFPA/USA/ITB/21/002

1. Organization

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

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 supply contracts	

4. Client Reference List

Please provide references of main client details.

Name of company	Contact person	Telephone	E-mail
1.			
2.			
3.			

5. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

4. Product Item Overview Form

Item No.	Description and minimum /mandatory specifications	Description of items offered and Bidder's statements on deviations (To be completed by the Bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
1	Licenses for DocuSign Enterprise		

5. Price Schedule Form

	Year 1	Year 2	Year 3	Year 4	Year 5
Per Envelope. DocuSign Enterprise version. This price must include all components like: <ul style="list-style-type: none"> • eSignature Access Management with Single-Sign-On • Annual Enterprise Premium Support • Any other related cost 	\$0	\$0	\$0	\$0	\$0
Ability to buy envelopes on an ad-hoc basis with a maximum lead time of 10 working days from order placement for the unit price quoted	<input type="checkbox"/> Yes <input type="checkbox"/> No				

UNFPA requires that all bidders are DocuSign, Inc. certified resellers and are authorized to sell DocuSign envelopes and other related services including premium support. Bidders must provide proof that they are authorized by DocuSign, Inc. to resell the requested envelopes and services. Failure to submit this proof will result in disqualification of the quotation.

Delivery Requirements:

		Is bid compliant? Bidder to complete	Details Bidder to complete
Delivery time	Bidder shall be able to deliver the envelopes within 1 week after Contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
Delivery place and Incoterms rules	United Nations Population Fund, 605 3rd Avenue, New York, NY 10158 USA	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
UNFPA Right to vary requirements	At the time the Contract is awarded, UNFPA reserves the right to vary the quantity of the goods and associated services specified above, provided that the annual committed volume for the envelopes does not go below 100,000 per contract year and without any change in the unit prices or other terms and conditions of the ITB.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details

BIDDER'S SIGNATURE AND CONFIRMATION OF THE ITB	
<p>PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA WITHIN THE REQUIRED BID VALIDITY PERIOD, THE UNDERSIGNED HEREBY COMMITTS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.</p>	
<p><i>Exact name and address of company</i></p> <p>COMPANY NAME _____</p> <p>ADDRESS _____</p> <p>_____</p> <p>PHONE NO. _____ FAX NO. _____</p> <p>EMAIL ADDRESS OF CONTACT PERSON _____</p> <p>OTHER EMAIL ADDRESSES _____</p>	<p>_____</p> <p>AUTHORIZED SIGNATURE DATE</p> <p>_____</p> <p>NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT)</p> <p>_____</p> <p>FUNCTIONAL TITLE OF SIGNATORY</p> <p>_____</p> <p>WEB SITE _____</p>

