



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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PRS/CZ

Date: 29 May 2015

**Subject: Request for Proposal (RFP) No. 2015/010/CZ/mp
Provision of a Property Insurance for UNIDO, UNOV, UNODC and UN entities
administered by UNOV/UNODC for three (3) years (as of 01 January 2016) with
possibility of yearly extension up to a total of five (5) years**

Dear Sirs:

The UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO) hereby invite you to submit a written proposal for the provision of a property insurance for UNIDO, UNOV, UNODC and UN entities administered by UNOV/UNODC as specified in the Terms of Reference (Appendix 1) and related documents attached hereto.

1. CLOSING DATE

To ensure consideration, your complete, detailed proposal should reach the address indicated in **paragraph 3 of the Instructions for the Preparation and Submission of Proposals by 03 July 2015**, (16.00 hrs, Vienna time).

It is the sole responsibility of the proposer to ensure that the sealed envelope/package containing the proposal reaches the address and office indicated before the time and date shown above.

Proposals must be delivered to the designated address from 9:00 a.m. to 16.00 p.m. Monday through Friday except for UNIDO holidays. Delivery to any UNIDO office other than that stated will be at the risk of proposer and will not constitute timely delivery. **Proposals received after the closing date will be invalidated.**

2. GENERAL

- a) This RFP covers a total organizational responsibility as required by the Terms of Reference, dated April 2015 which are attached hereto as Appendix 1.
- b) The terms set forth in this RFP will form a part of any contract should UNIDO accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications to the proposal agreed to by UNIDO in the context of negotiations, in the event that negotiations have been entered into.
- c) Your Proposal should be comprehensive and detailed. It must include information in sufficient scope to allow UNIDO to consider whether your company/organization has the necessary capability, experience, knowledge, expertise, finance strength, and the required capacity to perform the work specified satisfactorily. Your proposal shall clearly and concisely respond to all points set out in this RFP. Any proposal, which does not fully and comprehensively address this RFP, may be rejected.

- d) You should strictly adhere to all requirements of this RFP. No changes, substitutions or other alterations to the technical specifications of requirements stipulated in this RFP will be accepted unless approved in writing by UNIDO.
- e) **In order to be considered for the contract proposer must meet the qualification requirements specified in Appendix 2.**

We look forward to receiving your proposal.

Yours truly,



Claudia Ziniel
Procurement Officer
on behalf of the Chief, Procurement Services Unit
Operational Support Services Branch
Programme Support and General Management Division

Enclosures

Instructions for the Preparation and Submission of Proposals
Appendix 1: Terms of Reference
Appendix 2: Qualification Requirements and Evaluation Criteria
Appendix 3: Financial Statement
Appendix 4: Acknowledgment Form
Appendix 5: Mandatory Statements and Information

1. Preparation and Submission of Proposal

Proposal shall be prepared and submitted in accordance with the instructions that follow under paragraphs 2-18 below.

2. Language of Proposal

Your proposal and all correspondence and documents relating to it shall be written in the English language.

3. Format and Signing of Proposal

- (a) Your proposal must be submitted in **one (1) original and two (2) copies**, clearly marked "Original Proposal" and "Copy of Proposal". In the event of any discrepancy between them, the original shall govern.

Your proposal must be typed or written in indelible ink and signed by an official legally authorized to enter into contracts on behalf of your company/ organization.

The proposal shall not contain any interlineations, erasures or overwriting except as necessary to correct errors made by the proposer, in which case the person or persons signing the proposal shall initial such corrections.

(b) Mailing Address

Your proposal must be submitted to the following address:

**United Nations Industrial Development Organization (UNIDO)
Procurement Services Unit/OSS/PSM
(Attention: Ms. Claudia Ziniel, D-2011)
PO Box 300
A-1400 Vienna
AUSTRIA**

(c) Preparation of the Proposal

Your proposal should contain, but not necessarily be limited to, the following information:

- i) **A statement** of your company/organization's ability and readiness to provide required insurance coverage in accordance with this RFP and its Annexes/Appendices. **Any deviation from the Terms of Reference (Appendix 1) or other documents contained in this request for proposal shall be clearly expressed;**
- ii) **A statement** of your company/organization's capacity of operations including company description, structure and number of employees, practical experience in provision of insurance services, **with relevant references to the requirements similar to those constituting the object of this RFP. In your proposal you should list at least three (3) current major client references with information regarding services provided and contact information (company name, phone number).**
- iii) **A statement** of your company/organization's operating standards and control systems (indicate if certificates of adherence to international quality standards such as ISO 9000 and ISO 9001 or similar are available and enclose copies thereof).

- iv) Any other information you may consider appropriate. However, unnecessarily elaborated brochures and other presentations beyond that sufficient to present complete and effective proposal are not encouraged.
- v) **Your best firm fixed price in EURO for each of the options of the insurance coverage requested in the Terms of Reference (Appendix 1). The proposals not expressed in EURO will be converted to this currency, using the United Nations Rate of exchange prevailing on the date of opening and the resulting EURO price will be used for price comparison and in the contract.**

Please indicate separately discounts, if any, which you may grant to UNIDO and the terms of such discounts.

- vi) **A certified copy of the Financial Statements** for the last 2-3 years of business and information regarding all claims, arbitration and other pending legal action concerning your company/organization, including the amounts of any pending claims, arbitration and other pending legal action of claims. Austrian companies/organizations could submit the KSV 1870 'Unternehmensprofil Standard' which includes the above requested information (Bilanzdaten as well as G+V figures).
- vii) **A completed certified Proposer's Financial Statement** (the form is enclosed herewith for completion as Appendix No. 3). Certification shall be normally provided by your bank, insurance company or any other authority customarily providing such certification according to the laws of your country. **Please note that proposal submitted without certified Financial Statement runs the risk of being rejected.**
- viii) **Completed and signed Mandatory Statements and Information** (Appendix 5) together with the requested information/documents therein.
- ix) **A statement that your proposal is valid for a minimum period of six (6) months** counting from the date of the proposal. Once your proposal is accepted during this period, the price quoted in your proposal must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFP.

4. Statement of Confirmation

You are required to complete and sign the Statement of Confirmation, on page 8 of these instructions.

5. Acknowledgment Copy Information of Proposal Status

You are kindly requested to return the attached Appendix 4, Acknowledgment Form, duly signed by an authorized representative, to UNIDO via facsimile or e-mail advising whether or not your company/organization intends to submit a proposal prior to the designated closing date for receipt of proposals.

6. Retention of Proposals

Following submission of the Proposals and final evaluation, UNIDO will have the right to retain unsuccessful proposals. It is the proposer's responsibility to identify any information of a confidential or proprietary nature contained in its proposal, so that it may be handled accordingly. However, UNIDO cannot guarantee confidentiality.

7. Completeness of Proposal

You are expected to examine all instructions, forms, terms and specifications in this RFP. Your proposal must include information in sufficient scope and detail to allow UNIDO to consider whether your company/organization has the necessary capability, experience, knowledge, expertise, financial strength, and the required capacity to perform the work specified satisfactorily. Failure to furnish all information required by the RFP or submission of a proposal not substantially responsive to the RFP in every respect will be at the proposer's risk and may result in the rejection of its proposal.

8. Correctness of the Proposal

Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the proposer does not accept the correction of errors, its proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. UNIDO reserves the right to verify all information furnished by the proposer through any sources of its choice. Any inaccurate information given may lead to a rejection of the proposal.

9. Period of Coverage

The period of coverage for the provision of insurance coverage is indicated in paragraph 3, page 4, of Appendix 1.

10. Withdrawal and Modification of Proposals

Proposals may be modified or withdrawn by proposers in writing, prior to the closing date specified in the RFP. Proposals may not be modified or withdrawn after that time.

11. Evaluation Procedure/Acceptance of Proposals

All proposals that are submitted in response to this RFP will be reviewed and evaluated by UNIDO in a fair and impartial way in accordance with the provisions of the UNIDO Financial Rules and Procurement Procedures applying the evaluation criteria specified in Appendix 2. Although price is an important factor, it shall not be the primary consideration in evaluating responses to this RFP.

The contract shall be awarded based on the best value for money principles to the qualified proposer whose proposal has been found substantively responsive and is the lowest cost to UNIDO. UNIDO will endeavor to advise you as promptly as possible concerning its decision.

UNIDO reserves the right to negotiate with the proposer who has submitted the lowest cost substantively responsive proposal, for the purpose of seeking revisions of such proposal to enhance its technical aspects and/or to reduce the price.

12. No Commitment

This RFP does not commit UNIDO to award a contract. UNIDO reserves the right to accept or reject any proposal(s), or annul this RFP and reject all proposals, at any time prior to award of contract, without thereby incurring any liability to the affected proposer(s) or any obligation to inform the affected proposer(s) of the grounds for UNIDO action.

UNIDO also reserves the right to negotiate and award only a portion of the requirement; to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, in its sole discretion; to add new considerations, information or requirements at any stage of the procurement process, including during negotiation with proposers; and reject the proposal submitted by any proposer that has previously failed to perform properly or on time contracts of a similar nature, or of a proposer that, in the opinion of UNIDO, is not in a position or is not sufficiently qualified to perform the contract.



This RFP contains no contractual proposal of any kind; any proposal submitted will be regarded as a proposal by the proposer and not as an acceptance by the proposer of any proposal by UNIDO. No contractual relationship will exist except pursuant to a written contract document signed by the authorized official of UNIDO and by the successful proposer(s) chosen by UNIDO.

13. Acceptance of Proposal

UNIDO will notify the successful proposer in writing by fax that its proposal has been accepted. Upon the successful proposer's confirmation of acceptance of the award, UNIDO will promptly notify each unsuccessful proposer. The notification to the unsuccessful proposers will not contain any information concerning other proposers and their prices, including that of the winning offer, due to the confidential and proprietary character of such information. Any queries of unsuccessful proposers to this respect will not be entertained by UNIDO.

14. Marking of Envelope

As provided in paragraph 3 above, your proposal shall be submitted in a sealed envelope, in one (1) original and two (2) copies.

The sealed envelope with your offer shall be marked as follows:

Request for Proposal No 2015/010/CZ/mp
Property Insurance
Closing Date: 03 July 2015
Do not open before the Closing Date

IMPORTANT NOTE: PLEASE ENSURE THAT IN PREPARING YOUR OFFER THE INSTRUCTIONS IN PARAGRAPH 3 OF THIS RFP FOR SUBMISSION OF THE PROPOSAL. IN CASE YOUR OFFER IS NOT SUBMITTED IN LINE WITH THESE INSTRUCTIONS IT MAY BE REJECTED.

15. Proprietary Information

It is understood that this RFP is confidential and proprietary to UNIDO, contains privileged information, part of which may be copyrighted, and is received by proposers on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of UNIDO, except that the proposer may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining proposals from them. Notwithstanding the other provisions of this RFP, proposers will be bound by the contents of this paragraph whether or not their company submits a proposal or responds in any other way to this RFP.

16. Rejection of Proposals and Split Awards

UNIDO reserves the right to reject any and all proposals if they are, inter alia:

- Received after the deadline stipulated in the RFP;
- Not properly marked or addressed as required in the RFP;
- Delivered to another UNIDO office than the one required in the RFP;
- Transmitted by facsimile unless specifically indicated in the RFP;
- Contains an alternate proposal;
- Or not otherwise in compliance with this RFP.

UNIDO also reserves the right to split an award requirements between any proposers in any combination, as it may deem appropriate. If the proposal is to be submitted on an "all or none" basis, it should clearly state as so in this RFP.

17. Request for Information

All questions should be directed in writing as follows:

- a) By letter:
To the address shown in paragraph 3) above
- b) By fax and/or e-mail to:
Ms. Claudia Ziniel or Ms. M. Petrovsky
Telefax: 0043-1-26026 6815
E-mail: C.Ziniel@unido.org or M.Petrovsky@unido.org

UNIDO will respond in writing to any request for clarification of this RFP, which is received no later than one (1) week prior to the deadline for the submission of proposals. The clarifications requested beyond this date will not be entertained by UNIDO. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all proposers who have indicated their intent to offer by submitting a completed Proposer's Response Sheet.

18. Costs of Preparation of the Proposal

This RFP does not commit UNIDO to pay any costs incurred in the preparation or submission of proposals, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services. The proposers shall bear all the costs associated with the preparation and submission of the proposals, and UNIDO will not in any case be responsible or liable for those costs, regardless of the conduct or outcome of this competitive exercise.



STATEMENT OF CONFIRMATION

On behalf of (insert name of company or institution): _____, I
Hereby attest and confirm that the company/organization:

- a) Possesses the legal status and capacity to enter into legally binding contracts with UNIDO for the supply of equipment, supplies, services or work.
- b) Is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a Court or Judicial Officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.
- c) Has fulfilled all its obligations to pay taxes and social security contributions.
- d) Has not, and that its Directors and Officers have not, within the last five years been convicted of any criminal offence related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.
- e) Pursues zero tolerance policy to all forms of corruption, including extortion and bribery.
- f) That UNIDO, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the company/institution from any further participation in its procurement proceedings.
- g) That UNIDO shall have the right to disqualify the company/institution from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of UNIDO a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by UNIDO in connection with a procurement proceeding.

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date: _____