

Procurement Services

19 March 2018

REQUEST FOR PROPOSALS

2018-14-GB

Subject: Skills for youth employment fund in Gambia

1. The International Trade Centre (ITC), a joint subsidiary organ of the United Nations and the World Trade Organization, hereby invites you to submit a proposal to this Request for Proposals (RFP) for the above subject. Proposals are required to be received by ITC no later than **19 April 2018** during business hours (the Closing Date).
2. This RFP consists of this letter, the subsequent instructions and the following annexes:
Annex A: Acknowledgement Letter
Annex B: Terms of references (please sign)
Annex C: Technical evaluation table (please use the ITC template form)
Annex D: UN Conditions of contract for the provision of services (please sign)
3. You are kindly requested to return the attached Annex A - Acknowledgement Letter, duly signed by an authorized representative of your company, to the ITC via email to batt@intracen.org, Attention: Geoffroy Batt, ITC Procurement Services, who shall serve as a focal point of contact with regard to this RFP, no later than nine days after the issuance date of this RFP. The letter should advise whether your company intends to submit a proposal and if not, indicate the reason.
4. We look forward to your Proposal and thank you in advance for your interest in ITC procurement opportunities.



Sophie Hecht de Alwis
Chief, Central Support Services

Instructions for Submission of Proposals

General

1. ITC solicits proposals in response to this RFP. Proposers must strictly adhere to all the requirements of this RFP.
2. Submission of a Proposal shall be deemed to constitute an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and unless specified otherwise, the Proposer has read, understood and agreed to all the instructions provided in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and not as an acceptance by the Proposer of any offer by ITC. This RFP does not commit ITC to award a contract.
4. Proposer shall bear any and all costs and expenses related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not.
5. Unless otherwise stated in this RFP, all times indicated in this RFP are Geneva time.

Submission of a Proposal

6. Proposers are required to complete, sign and submit in the English language, the following documents:
 - 6.1. Acknowledgment letter, Annex A
 - 6.2. Terms of references, Annex B
 - 6.3. Bid Form, please use the Application Form Template and ITC technical evaluation table Annex C
 - 6.4. Information in sufficient scope and detail to allow ITC to consider whether your company has the necessary capability, experience, knowledge, expertise, licenses, financial strength and the required capacity to perform the work specified at a high professional level
 - 6.5. Financial proposal including all costs
 - 6.6. Any attachments and/or appendices to your Proposal
 - 6.7. Full information of the identity and role of any subcontractor(s)
7. BEWARE that Proposals must be submitted in **two (2) separate e-mails**.
Mail 1 must only contain the technical offer, with indication on the subject line: **Tech-RFP-2018-14-GB
Mail2 must only contain financial offer with indication on the subject line: **Finan-RFP-2018-14-GB

Note that any submission which does not follow the above instructions will be disqualified.

8. Proposals must be submitted electronically to the e-mail address below:

ITCtenders@intracen.org

Mail1: Technical Offer; on Subject: **Tech-RFP-2018-14-GB**

Mail2: Financial Offer; on subject: **Finan-RFP-2018-14-GB**

Maximum file size: 15 MB

Closing Date: 19 April 2018 before 4 PM CET

9. ITC does not assume any responsibility for any missing and/or illegible pages of Bids, and this may result in rejection of your Proposal.



Closing Date

10. It is the responsibility of the Proposer to ensure that the emails containing the Proposal reach the above mentioned email address before the Closing date. **Proposals received after the Closing Date will be rejected and therefore not considered or evaluated, except in exceptional circumstances.**

Clarifications

11. For clarifications regarding this RFP, please contact the Procurement Officer in writing, at facsimile: +41.22.730.0900 or via e-mail: batt@intracen.org and watson@intracen.org, no later than **the 6th of April 2018**. All communications in connection with this RFP must be conducted in writing between the Proposer and the Procurement Service, to the above designated e-mail or fax number. **No communication, written or verbal, is allowed in connection with this RFP, with any ITC staff members outside of Procurement Services.**
12. In order to maintain transparency, all Proposers' requests for clarifications and ITC responses will be recorded and circulated to all Proposers, without indicating the source of the request.

Validity of Proposals

13. Your Proposal shall be irrevocable and remain valid for acceptance for at least a **180 - day period**, commencing one day after the Closing Date.
14. If deemed necessary by ITC, Proposers may be requested to extend the validity of their Proposals for an additional period(s), in order to finalize the solicitation process. If the extension of the validity period is accepted by a Proposer, the Proposer will not be permitted to otherwise modify or consequently withdraw its Proposal, and will be required to extend the validity period of the Proposal-Security, if so required in this RFP.

Withdrawal and Modification of Proposals

15. Proposals may be modified or withdrawn in writing, at any time prior to the Closing Date. Modification and/or any other complementary information shall be submitted in writing by email, before the Closing Date.
16. Proposals may not be modified or withdrawn after the Closing Date. If a Proposal is modified or withdrawn by the Proposer after the Closing Date, ITC shall be entitled, without prejudices to any other remedies available to ITC, to draw on the Proposal-Security, if required in this RFP. In addition, the Proposer's registration status as an ITC Vendor may be subject to review by the ITC and may be grounds to suspend or remove the Proposer from the ITC vendor roster.

Public Opening

17. A public opening of Proposals will take place on **the 20th of April 2018 at 11:00 am (Geneva Time)** at the ITC, 54-56 Rue de Montbrillant, 1202 Geneva, Switzerland. The purpose of the public opening is to record the names of Proposers who submitted Proposals by the Closing Date. Only Technical Proposals will be opened to record the Proposers' name. Financial Proposals will not be opened at the public opening. Proposers submitting Proposals are welcome to send one (1) representative to observe the recording of the Proposal opening.

Rejection of Proposal

18. ITC reserves the right to reject a Proposal if it does not adhere to the RFP instructions.
19. ITC will provide the Proposers, upon written request, with the reasons for their Proposal rejection.

Evaluation Criteria

20. The evaluation criteria are detailed in Annex C, Evaluation Criteria.

Selection Process

21. ITC reserves the right, at its sole discretion, to:
- 21.1. Award separate or multiple contracts for same or different elements covered by this RFP in any combination it may deem appropriate, or only a portion of the requirements. If the Proposal is submitted on an "all or none" basis, it should be clearly stated as such.
 - 21.2. Reject any or all Proposals received in response to this RFP and negotiate with any of the Proposers in any manner deemed to be in the best interest of ITC.
 - 21.3. Add new considerations, information or requirements at any stage of the process.
22. In exceptional situations, ITC may cancel this RFP by a written notification to Proposers.

Notice of Award

23. The selected Proposer(s) will be notified in writing that ITC is considering an award of contract. The contract award shall be subject to both parties mutually agreeing to the contract terms and conditions. No legal obligation exists until the contract is finalized and signed by both parties or until the issuance of a Purchase Order (PO) by ITC.
24. Unsuccessful Proposers will be notified in writing. ITC has the right to retain unsuccessful Proposals.
25. Unsuccessful Proposers having questions about the name of the selected Proposer and the contract value are invited to consult the Current Contracts web page at <http://www.intracen.org/about/procurement/current-contracts/>. Please note that Proposers have the option to request a post award debriefing.

UN's Conditions

26. This RFP is subject to the UN General Conditions of Contract (GCC). The GCC shall become an integral part of any Contract or Purchase Order resulting from this RFP. You may find the GCC at <http://www.intracen.org/about/procurement/general-conditions/>. By submitting a Proposal, the Proposer confirms that it has accessed, read, understood, agreed and accepted the ITC GCC.

Commercial Instructions

Payment Terms

27. The standard ITC terms of payment are net 30 days following satisfactory delivery of goods, performance of services and submission of an invoice, whichever is later. The provisions of Incoterms 2010 shall apply to any delivery terms specified in this RFP.
28. The ITC standard policy is to preclude and advance payments or payment by Letters of Credit. Such provisions in a Proposal may be prejudicial to its evaluation by ITC.

Currency

29. Prices may be quoted in a currency other than the US Dollar. However, for the purposes of commercial evaluation and comparison of all Financial Proposals, ITC will convert the currency quoted in the Financial Proposal to US Dollar, in accordance with the prevailing UN Operational Rate of Exchange at the Closing Date.
30. Unless otherwise agreed by the parties, the final contract/Purchase Order awarded to the selected Proposer, Proposer's invoices and ITC payments will be made in the currency as originally quoted by the Proposer in its Financial Proposal.



Price

31. The offered price should be all inclusive. If your price excludes certain fees and/or charges, you must provide a detailed list of excluded fees, with a complete explanation of the nature of those fees. Unless otherwise provided in this RFP, the contract shall be concluded on a Firm Fixed Price basis, and shall not be subject to any adjustment, including the actual cost incurred by the Proposer in performing the contract or any market price change.

GSA Clause (for USA vendors only)

32. ITC is officially eligible, under the United States Foreign Assistance Act of 1961, to receive full benefits under General Services Administration (GSA) Contracts. Accordingly, Proposal must specify whether or not items quoted by the Proposer are currently subject to GSA Federal Supply pricing and indicate the GSA Contract Number and Expiration Date, wherever applicable.

Miscellaneous

33. Proposers may find the UN Procurement Manual and UN Financial Regulations and Rules, which are applied to this RFP, at <http://www.un.org/depts/ptd/pdf/pmrev6.pdf>.

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34. The selected Proposer may be required to make the benefits of any contract/s resulting from this solicitation available to other UN Entities.
35. **Vendor Registration and update of information.** Proposers should register with ITC or start the registration process in the United Nations Global Market (UNGM) located at <http://www.ungm.org>. Proposers who have already registered in the UNGM shall keep the information updated at <http://www.ungm.org>.
36. **Code of Conduct.** By submitting a Proposal, the Proposer confirms that it has accessed, read, understood and agrees to comply with the UN Supplier Code of Conduct, which, amongst others, prohibits collusive bidding, anti-competitive conduct, improper assistance and corrupt practices. Proposers should refer to the UN Supplier Code of Conduct for further information at http://www.intracen.org/uploadedFiles/intracenorg/Content/About_ITC/Working_with_the_ITC/Procurement/supplier_code.pdf.
37. The procurement of goods and/or services by the International Trade Centre shall be in compliance with United Nations Security Council resolutions, and the rules, regulations and policies promulgated by the United Nations' principal organs.

Confidentiality

38. Unless otherwise indicated by ITC, ITC will consider and treat the Proposals received as confidential and commercially proprietary.
39. This RFP is confidential and proprietary to ITC, contains privileged information, part of which may be copyrighted, and is communicated to and 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 ITC; except that the Proposer may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining Proposals from them. The Proposer shall remain responsible towards ITC for any act or omission of such prospective sub-contractor, including breach of confidentiality obligation.
40. The confidentiality obligations hereof shall survive the expiration of this RFP, and shall be binding to all the Proposers who received the RFP, regardless of whether or not they submit a Proposal and/or are awarded a resulting contract.



