

## SECTION 1: RFP GENERAL INSTRUCTIONS

<b>Introduction</b>	<p>Proposers shall adhere to all the requirements of this RFP, including any amendments made in writing by Ministry.</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by Ministry. Ministry is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>Ministry reserves the right to cancel the procurement process at any stage without any liability of any kind for Ministry, upon notice to the proposers or publication of cancellation notice on Ministry and/or project website.</p>
<b>Deadline for the Submission of Proposal</b>	<p>COB, Friday, June 12, 2026 and GMT+1</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a></p>
<b>Method of Submission</b>	<p>Via e-mail to:</p> <p><b>Jelena Otasevic</b>  Administrative and finance support expert  jelena.otasevic8@gmail.com</p> <p>File Format: All attachments must be in PDF format unless otherwise instructed by Ministry.</p> <p>File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitated review.</p> <p>All files must be free of viruses and not corrupted.</p> <p><b>No. of copies of Proposal that must be submitted via e-mail:</b></p> <p>Original: <b>1 electronic copy of technical proposal and 1 electronic copy of financial proposal in separate files</b>, duly marked as Technical Proposal and Financial Proposal, with indicated tender <b>“REFERENCE”</b> number of tender (please see the 1st page above).</p> <p>Remark:</p> <p>Technical proposals and financial proposals must be submitted in separate emails. The technical proposal should not be password protected. In the eventuality, files containing the technical proposals exceed the 15MB permitted file size for attachments, should be broken down to several files and sent sequentially. Each file should be named as follows: &lt;proposer name–technical proposal file no. N&gt; (N=1, 2, 3, etc).</p> <p>The <b>financial proposals</b> should be sent in PDF format and <b>password protected</b> so that they cannot be opened otherwise. Password for the financial proposal must not be provided to the Ministry until it is formally requested by the Ministry procurement focal point.</p>
<b>Cost of preparation of Proposal</b>	<p>Ministry shall not 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.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>Ministry strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of Ministry vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.</p>
<b>Gifts and Hospitality</b>	<p>Proposers/vendors shall not offer gifts or hospitality of any kind to Ministry staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays,</p>

	<p>transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, Ministry: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a Ministry contract.</p>
<b>Conflict of Interest</b>	<p>Ministry requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to Ministry 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 RFP. Proposers shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Proposers found to have a conflict of interest shall be disqualified.</p> <p>Proposers must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of Ministry staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFP.</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by the Ministry may not be suspended, debarred, or otherwise identified as ineligible by any other institutions or organisations. Vendors are therefore required to disclose to the Ministry whether they are subject to any sanction or temporary suspension imposed by these organisations. Failure to do so may result in the termination of any contract issued to the vendor by Ministry.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by Ministry.</p> <p>Proposers must have the legal capacity to enter a binding contract with Ministry and to deliver in the country, or through an authorized representative.</p> <p>Other more specific eligibility requirements are included in Section 2.1 RFP Specific Instructions, if applicable.</p>
<b>Currency of Proposal</b>	<p>Quotations shall be quoted in EUR.</p>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p>
<b>Only one Proposal</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFP; or</li> <li>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFP process;</li> <li>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> </ul>

	e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the Proposal after the Proposal has been received.
<b>Alternative Offers</b>	If permitted, an alternative offer/proposal may be submitted only if a conforming offer to the RFP requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Ministry reserves the right to award a contract based on an alternative offer. If multiple/alternative offers are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
<b>Contact Person for correspondence, notifications</b>	<b>Jelena Otasevic</b> Administrative and finance support expert jelena.otasevic8@gmail.com  Any delay in Ministry response shall be not used as a reason for extending the deadline for submission, unless Ministry determines that such an extension is necessary and communicates a new deadline to the Proposers.
<b>Right not to accept any Proposal</b>	Ministry is not bound to accept any Proposal, nor award a contract.
<b>Right to vary requirement at time of award</b>	At the time of award of Contract, Ministry 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.