



TENDER No. 2020/CSAPC/ESSDD/107778

[Via In-Tend]

REQUEST FOR PROPOSAL (RFP)

CLOSING DATE:

14 January 2021 23:59 hrs CET (Rome, Italy)

The Food and Agriculture Organization of the United Nations (“FAO” or “Organization”) is an intergovernmental organization with more than 194 member nations. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life.

To achieve its goals, FAO cooperates with thousands of partners worldwide, from farmers’ groups to traders, from non-governmental organizations to other UN agencies, from development banks to agribusiness firms (further and more detailed information on FAO can be found on the internet site: <http://www.fao.org>).

In preparing your offer, you should take into account the international status and activities of FAO by submitting your best commercial terms. You should also be aware that FAO enjoys certain privileges and immunities which include exemption from payment of Value Added Tax ("VAT" or "IVA"), customs duties and importation restrictions.

FAO requests the provision of the following services:

“Food Insecurity Experience Scale (FIES) Data Collection”

The invitation is subject to the following procedures and conditions which you deemed to have accepted by participating in this tender:

1. Procedures

- 1.1 You are invited to submit a proposal for the above-mentioned services. A description of the requested services is provided in **Appendix I: Terms of Reference**;

- 1.2 In submitting your proposal you are supposed to have considered all aspects relevant to the performance of the proposed contract and to have obtained all necessary information and data as to risks, contingencies and other circumstances which may influence or affect your proposal;
- 1.3 It is understood that all documents, calculations, etc., which may form part of your proposal will become the property of FAO, who will not be required to return them to the bidder;
- 1.4 All costs incurred to prepare your proposal will be borne by you; FAO will not be liable to reimburse any or all of such cost;
- 1.5 At no point prior to the award of the contract shall bidders contact or request any information pertaining to the tender from FAO, its staff or technical unit responsible for this tender, outside the specific channel indicated under paragraph 6 below;
- 1.6 FAO may also decide to make a partial award or no award at all should it consider that the results of this tender so require;
- 1.7 Consortium of firms will be accepted provided that the companies indicate which firm will be the main Contractor and will be responsible for the signature of the relevant contract and the delivery of the services. Bidders adhering to the Consortium will have to notify FAO of their acceptance to participate in the Consortium;
- 1.8 Registration as a vendor in the UN Global Marketplace (UNGM), www.ungm.org, is a prerequisite for receiving an award from FAO. Please register your firm with UNGM. If you have any difficulties registering, please contact UNGM team using the Help button on the web site www.ungm.org.
- 1.9 FAO has adopted a zero tolerance approach to fraud, and it prohibits firms from engaging in corrupt, fraudulent, collusive, coercive, unethical and obstructive practices when participating in procurement activities. As provided by the Vendor Sanctions Procedures (http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_-_Procedures.pdf), if FAO determines that a firm has engaged in such conduct, it will impose sanctions and may share information on sanctioned firms with other Intergovernmental or UN Organizations;
- 1.10 A firm and its affiliates, agents and subcontractors should not be suspended, debarred, or otherwise identified as ineligible by any Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by the institutions and bodies of economic integration organizations (e.g., the European Union). You are therefore required to disclose to FAO whether your firm, or any of your affiliates, agents or subcontractors, is subject to any sanction or temporary suspension imposed by any such organization or National Authority at any time during the three years prior to the contract or at any time throughout the execution of the contract. You acknowledge that a breach of this

provision will entitle FAO to terminate its contract with your firm and that material misrepresentations on your status constitute a fraudulent practice;

- 1.11 Bidders must certify that their firm is not associated, directly or indirectly, with entities or individuals (i) that are associated with terrorism, as in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011), or (ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. Selected bidders also agree to undertake all reasonable efforts to ensure that none of the funds received from FAO under the awarded contract are used to provide support to individuals or entities associated with terrorism or that are the subject of Security Council sanctions. This provision must be included in any subcontracts, sub-agreements, or assignments entered into under the awarded contract. The bidder acknowledges and agrees that this provision is an essential term of the awarded contract and any breach of these obligations and warranties shall entitle FAO to terminate the contract immediately upon notice to the Contractor, without any liability for termination charges or any liability of any kind of FAO;
- 1.12 Bidders must certify that their firm/organization (including all members of a consortium, if applicable) and any subcontractors are not associated, directly or indirectly, with the consultant or any other entity who prepared the terms of reference or other bidding documents for the project;
- 1.13 Please note that bidders who use an independent consultant to assist in the preparation of offers may risk engaging in unacceptable practices if the same consultant assists another bidder to prepare an offer for the same tender. Bidders are reminded that they are fully responsible for the conduct of any consultant who may be used to prepare offers for FAO tenders and they should take all measures to ensure that any independent consultant engaged to assist in the preparation of an offer for an FAO tender has not and will not be involved in the preparation of an offer for another bidder for the same tender process.

Bidders are kindly requested to disclose to the best of their knowledge whether their firm/organization has any personal or professional relationships with FAO. The disclosure shall include all relevant details and should include, but not be limited to:

- **ANY** current or past employment relationship between your firm/organization's representatives or employees and FAO;
- **ANY** current or past relationship between your firm/organization's representatives or employees and a FAO staff member (family members, spouses, etc.).

- 1.14 FAO reserves the right to publish the details of awards, including supplier name and country, total Contract value and a brief description of the services. In all cases, unsuccessful bidders will be notified.

2. Evaluation

The proposals received will be evaluated by applying the mandatory requirements and the evaluation criteria indicated in **Appendix II: Instructions to Bidders**. Pass/Fail methodology will be used for the mandatory requirements, whilst the evaluation criteria will be rated. **The technical evaluation criteria will have a weighting of 70% on the final evaluation results and the price will have a weighting of 30%.**

FAO reserves the right to consider, and disqualify firms based on, documented prior poor performance, including but not limited to poor quality of goods or services provided, late delivery and unsatisfactory performance. FAO also reserves the right to have further discussions/negotiations with the Bidder prior to issuance of a letter of acceptance.

3. Documents Enclosed

To facilitate preparing your proposal the following documents are enclosed:

- 3.1 The "**Proposal Summary**" form, to be used for submitting your proposal;
- 3.2 **Appendix I** to the Letter of Invitation, which provides the "**Terms of Reference**" object of the tender;
- 3.3 **Appendix II** to the Letter of Invitation, which provides the "**Instructions to Bidders**", including the **Mandatory Requirements** to participate in the tender and the **Evaluation Criteria**;
- 3.4 **Appendix III** to the Letter of Invitation, which provides the "**Financial Proposal Form**"; and
- 3.5 The sample Contract FAO intends to award consisting of the Sections I and II, and relevant Appendixes.

4. Documents to be Submitted

All documents are to be provided in English.

The proposal should be submitted in **two (2) separate parts**, consisting respectively of **Part A) Technical Proposal** and **Part B) Financial Proposal** which should be prepared as follows:

4.1 Part A) Technical Proposal:

- 4.1.1 The duly completed "Proposal Summary" form mentioned in paragraph 3.1 above, using the form enclosed herewith or copies of such form;
- 4.1.2 Information/Documents to support the Mandatory Requirements and Evaluation Criteria indicated in Appendix II; and

4.1.3 Technical Proposal, prepared in line with the information provided in Appendix I and II to this Letter of Invitation.

4.2. **Part B) Financial Proposal:**

4.2.1 The Financial Offer is to be submitted as per the Appendix III: Financial Proposal Form. Bids that have a different price structure may not be accepted. Bidders can submit proposals for one method only or for both. Bidders are encouraged to bid for both methods and for as many countries as they can offer the service.

5. **Form of Submission and Closing Date**

Companies' registration on UNGM is a mandatory requirement to participate in this tender as the procurement process is carried out exclusively on the UNGM portal. If you have any difficulties registering, please contact UNGM team using the Help button on the web site www.ungm.org.

5.1 Your proposal should be submitted as follows:

TO ENSURE THE VALIDITY OF YOUR PROPOSAL, IT MUST BE SUBMITTED AS FOLLOWS:

1. Uploading your Proposal on UNGM:

Please login and upload all the documents requested in paragraph 4 to this Letter of Invitation in the designated placeholders in the UNGM portal and within the indicated deadline.

It is the exclusive responsibility of the bidders to ensure that the files are uploaded before the tender deadline. The system will reject any bid received after the deadline.

Please follow the instructions below to upload the electronic files in the UNGM portal:

- a) **Log in the UNGM website** with your e-mail and password;
- b) Click on MY TENDERS and select the tender;
- c) Click on VIEW DOCUMENTS (green button on the left of the specific tender notice you are interested in);
- d) Click on the REQUEST FOR PROPOSAL tab of the tender notice;
- e) Click on the "OPT IN" button;
- f) To upload all the files, click on the relevant "UPLOAD DOCUMENT" red buttons under the "MY TENDER RETURN".

NOTE: It is highly recommended that the size of the files does not exceed 5MB and that the format of the files is “PDF”, unless otherwise requested.

IMPORTANT: Once all files are uploaded, please remember to click on the red button “SUBMIT MY RETURN” to send your offer. If the submission is properly completed, you will be able to view and download a receipt under the “HISTORY” tab.

SUBMISSIONS BY E-MAIL OR FAX ARE NOT ALLOWED.

2. Modification or Withdrawal of Bid:

A bidder may, without prejudice, modify or withdraw an offer before the deadline with the “MODIFY RETURN” function. No offer may be modified after the deadline for submission.

3. No Bid Notice:

In the event that your company is not interested to participate in this tender, the Organizations would appreciate your feedback with a brief explanation. In this case, you are kindly requested to click on the “OPT OUT” button displayed in the UNGM portal to send your reason for non-participation.

5.2 Your proposal should reach FAO no later than:

14 January 2021 23:59 hrs CET (Rome, Italy)

6. Communications Concerning this Tender:

All communications concerning this tender should mention the tender number (**RFP No. 2020/CSAPC/ESSDD/107778**) and should be submitted as soon as possible through the UNGM portal under the “CORRESPONDENCE” tab.

Bidders are responsible for appropriately examining this tender. If the Bidder finds discrepancies in or omissions from the documents, or if their intent or meaning appear unclear or ambiguous, or if any other questions arise, the Bidder shall submit any request for clarification through the aforementioned “CORRESPONDENCE” tab.

In submitting a request for clarification, do not, under any circumstances, submit a copy of your offer or reveal any information about your intended quotation. This will invalidate your offer.

Responses to clarification enquiries will be issued by FAO through the UNGM portal simultaneously to all bidders. The system will send automatic e-mail notifications to all bidders every time a clarification, or any other change to the tender notice, is made.

All FAO's responses to bidders' questions will be uploaded under the "CLARIFICATIONS" tab of your Tender Management page and made available to all bidders. Please ensure to read all the clarifications as they become part of the technical specifications.

IMPORTANT: Deadline for questions is

05 January 2021 23:59 hrs CET (Rome, Italy)

7. Registration with FAO (Services)

Registration as a vendor in the UN Global Marketplace (UNGM), www.ungm.org, is a prerequisite for receiving an award from FAO. Please register your firm with UNGM. If you have any difficulties registering, please contact UNGM team using the Help button on the web site www.ungm.org.

8. Completeness of Proposal

A proposal will only be considered if it contains all of the above information and documents and observes the provisions of the enclosed draft contract. Incomplete proposals may be rejected as otherwise it will not be possible to evaluate all proposals on an equal basis.

9. Participation by FAO

You should examine carefully the nature and extent of the participation in the contract performance by FAO as set out in Part III of the "Proposal Summary" as it is assumed that all other requirements for its successful completion are provided at the cost of the contractor. **You should therefore state in the appropriate space any additions or modifications which you suggest for a satisfactory performance of the contract.**

10. Privileges and Immunities

FAO enjoys certain privileges and immunities which include exemption from payment of "IVA" (VAT), customs duties and importation restrictions.

11. Currency of Proposal and of Contract

Your proposal should be expressed in **USD (US Dollars) or different convertible currency.** If the quote is in a different currency than specified here, FAO will convert prices for the commercial evaluation to a single currency using the official UN exchange rate corresponding to the date the submission of the offer is due.

12. Bidder Protests

Fairness and transparency are fundamental principles for FAO procurement activities. Bidders that believe that the procurement process was not fair and transparent may request feedback from the office that issued the tender. If a satisfactory response is not received, the bidder may present a protest following the instructions detailed in the following link: <http://www.fao.org/unfao/procurement/codedeconduitethique/protests/en/>

To report allegations of fraud or misconduct in the procurement process, bidders may submit information, also anonymously, to the Office of the Inspector General Hotline: <http://www.fao.org/aud/69204/en/>.

May I take this opportunity of expressing our appreciation of your interest in assisting the Organization in the implementation of this undertaking.

Yours sincerely,



Motohiro Ogita,
Chief, Procurement Services

PROPOSAL SUMMARY

Instructions: Please complete the spaces left blank below. Prices should be quoted in USD or other convertible currency and all documents are to be provided in English.

PART I: Mandatory Requirements

I certify to have submitted all the information/documents requested for the Mandatory Requirements set forth in Appendix II Part I to the Letter of Invitation.

PART II: Commencement of Contract Performance

I undertake to commence the performance of the contract immediately upon receipt of the contract itself duly signed by FAO.

PART III: Participation by FAO in the Contract

Either:

I certify that the inputs to be provided by FAO, as set out in the Letter of Invitation are adequate and sufficient for a satisfactory contract performance;

or

For a satisfactory contract performance, the following would have to be provided (please indicate the related costs only in your financial offer):

PART IV: Financial Offer

I hereby confirm that I have completed **Appendix III** to the Letter of Invitation showing the costs proposed for the requested services.

PART V: Completeness of Proposal

I certify that my proposal complies with **Appendix I** to the Letter of Invitation.

I confirm having obtained all relevant data and information as regards risk, and any other circumstances which may influence or affect the performance of the contract, which have been duly taken into account in the formulation of this proposal.

PART VI: Certification of Proper Procedures

- I certify that my firm/organization (including all members of a consortium, if applicable) and its subcontractors are not associated, directly or indirectly, with the consultant or any other entity who prepared the terms of reference or other bidding documents for the project.
- I acknowledge that my firm is responsible for any consultant, including independent consultants, who assists in the preparation of offers and confirm that my firm has taken all measures to ensure that any independent consultant engaged to assist in preparing this offer has not and will not be involved in the preparation of another bid for another bidder for the same tender process.

PART VII: Conflict of Interest Disclosure

Either:

- To the best of my knowledge, I confirm that none of my firm's representatives or employees has a current or former employment relationship with FAO, and none of my firm's representatives or employees have a current or past relationship with an FAO staff member (family members, spouses, etc.).

or

- I have provided below details regarding the following representatives or employees of my firm who have a current or former employment relationship with FAO and/or who have a current or past relationship with an FAO staff member:

PART VIII: Contract Provisions

- I confirm that I have read and that I accept the standard provisions (Section II of sample contract) set forth in the said General Terms and Conditions for Services and I do not have any reservation.
- I certify that my firm has not and will not engage in corrupt, fraudulent, collusive, coercive, unethical or obstructive practices during the selection process and throughout the negotiation and execution of the contract.
- I confirm that my firm, including any affiliates, agents or subcontractors, is not subject to any sanction or temporary suspension imposed by an Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by an institution or body of an economic integration organization (e.g., the European Union). If my firm, or any affiliates, agents or subcontractors, has been

subject to any temporary suspension or sanction by any such organization or a National Authority within the preceding three years, I have provided further information below:

I certify that my firm is not associated with any individual or entity appearing on the 1267/1989 list of the UN Security Council or with any individual or entity subject to any other sanctions or enforcement measures promulgated by the UN Security Council.

I confirm that the terms and conditions of the draft contract as enclosed with this Letter of Invitation are acceptable except for the reservations explicitly set out in this Proposal Summary.

PART IX: Validity of Proposal

This proposal is valid for acceptance for a period of TWELVE (12) MONTHS as from the deadline for the submission of the proposal indicated in the Letter of Invitation.

Name of Bidder: _____

UNGM Number:

Mailing Address:

Tel:

Email:

Person(s) to Contact:

Signature:

Date:

Name & Title:

Firm's Seal: