

Bid Response 934639 UNDP Request for Proposal
UNDP-LKA-00622

Title Offer for UNDP-LKA-00622 - RFP/JURE/2511/97 Case and Workflow Management Solution for Legal Aid Commission

Supplier Muthuvelu, Swaminathan

Total Bid Price SEALED

Bid Currency LKR (Sri Lanka Rupee)

Offer Ref

Submitted To UNDP-LKA
UNDP Compound Colombo (CO) - 202-204 Bauddhaloka Mawatha, Colombo 7
COLOMBO
SRI LANKA

1.1 Section 1. General Provisions (Technical)

1 Requirements

* Response is required

1.1 Section 1. General Provisions (Technical)

Section Weight: 0.00

1. Introduction

Proposers shall adhere to all the requirements of this RFP, including any amendments made in writing by UNDP. This RFP is conducted in accordance with the [UNDP Programme and Operations Policies and Procedures \(POPP\) on Contracts and Procurement](#)

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.

UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the proposers or publication of cancellation notice on UNDP website.

2. General Instructions

Please carefully read the attached SECTION 2- GENERAL INSTRUCTIONS and Annex 1 describing main scope of the requirements and other provisions to this process.

3. Special Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

4. General Terms and Conditions

Do you confirm acceptance of UNDP General Terms and conditions available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> and herewith attached?

[General Terms and Conditions for contracts \(goods and/or services\)](#)

General Terms and Conditions for de minimis contracts (services only, less than \$50,000)

<https://popp.undp.org/document/general-terms-and-conditions-institutional-de-minimis-contracts-contracts-less-us-50000>

Bidders must accept these GTC without reservation. If a bidder objects to the GTC after winning the award, it is considered ex-post bid modification and ex-post modification is not permitted and the bid is considered disqualified.

Weight: 0.00

Target: Confirm acceptance of GTCs

Select all that apply:

- a. Confirm acceptance of GTCs (Score: 1)
- b. Confirm acceptance of special conditions (Score: 1)

5. Criteria for Evaluation and Contract Award

Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. **Non-acceptance of the GTC may be grounds for the rejection of the Proposal.**

Technical Proposal (70%)

- Expertise of the Firm
- Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan
- Management Structure and Qualification of Key Personnel.

Minimum score for technical compliance 70% (700 marks)

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the technically compliant proposals received by UNDP.

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| Currencies | <p>1.1 All prices shall be quoted in the currency or currencies indicated in the Negotiation. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <p>a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and</p> <p>b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the Negotiation, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p> |
| Nonconformities Reparable Errors and Omissions | <p>1.2 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>1.3 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities 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</p> |

comply with the request may result in the rejection of its Bid.

1.4 For the bids that have passed the technical evaluation, UNDP shall check and correct arithmetical errors as follows:

- a) 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 UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;
- b) 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
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

1.5 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.