



UNITED NATIONS
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国際連合大学 本部

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5 December, 2012

REQUEST FOR PROPOSAL

Dear Sir/Madam,

Subject: Office Renovation

1. The United Nations University (UNU) hereby invites you to submit a Proposal to this Request for Proposal (RFP). Proposals are required to be received by the UNU no later than **4 January, 2013** at **14:00 hours (Tokyo Time)** (the Closing Time).
2. This RFP consists of this letter, the subsequent instructions and the following annexes:

Annex A: Acknowledgement Letter
Annex B: Specification Requirements
Annex C: Evaluation Criteria and Special Instructions
3. Please return Annex A - Acknowledgement Letter, duly signed by an authorized representative of your company to the UNU at Fax No. +81 3 3499 2828 (Attention: The Procurement Officer) who shall serve as a focal point of contact with regard to this RFP, no later than **12 December, 2012** at **14:00 hours (Tokyo Time)**.
4. We look forward to your Proposal and thank you in advance for your interest in UN procurement opportunities.

Angela Lee
Procurement & Administrative Officer

Instructions for Submission of Proposals

1. General

- 1.1 The UN solicits Proposals in response to this RFP. Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the provisions stipulated in this RFP will be accepted unless approved in writing by the UN. However, whilst fully complying with the RFP requirements, Proposers are encouraged to provide any suggestions and solutions that may achieve a more cost-effective and value-for-money approach to fulfilling the requirements of this RFP.
- 1.2 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.
- 1.3 Any Proposal submitted will be regarded as a proposal by the Proposer and not as an acceptance by the Proposer of any proposal by the UN. This RFP does not commit the UN to award a contract.
- 1.4 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.
- 1.5 Unless otherwise stated in this RFP, all times indicated in this RFP is Tokyo time.

2. Submission of a Proposal

- 2.1 Proposers are required to complete, sign and submit in the English language and in TWO COPIES, the following documents:
 - Technical Proposal
 - Financial Proposal
- 2.2 Information in sufficient scope and detail to allow the UN 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.
- 2.3 The financial proposal and the technical proposal MUST BE COMPLETELY SEPARATED and each of them must be submitted in its own individual sealed envelope/package, clearly marked on the outside as either TECHNICAL PROPOSAL or FINANCIAL PROPOSAL, as appropriate. The information in Paragraph 8 below must be marked on the outside of each envelope/ package. Any and all financial information must ONLY be included in the Financial Proposal. No Financial proposal, quotes or any other related financial information should appear in the Technical Proposal. Proposals which do not comply with these requirements will be rejected.

IMPORTANT: Your Financial Proposal and Technical Proposal must be submitted in two separate sealed envelopes/packages, clearly marked and addressed as follows:

<p>United Nations University Procurement Unit Attn: Bid Opening Unit, 9th Floor, 53-70, Jingumae, 5-chome, Shibuya-ku, Tokyo 150-8925, Japan</p>	
RFP Number: UNU-RFP/001/2012	
Closing Date & Time: 4 January 2013; 2 PM (Tokyo Time)	1. <u>TECHNICAL PROPOSAL</u>
Name of the Proposer:	

<p>United Nations University Procurement Unit Attn: Bid Opening Unit, 9th Floor, 53-70, Jingumae, 5-chome, Shibuya-ku, Tokyo 150-8925, Japan</p>	
RFP Number: UNU-RFP/001/2012	
Closing Date & Time: 4 January 2013; 2 PM (Tokyo Time)	2. <u>FINANCIAL PROPOSAL</u>
Name of the Proposer:	

2.4 The United Nations does not assume any responsibility for any missing and/or illegible pages of Proposals, and this may result in rejection of your Proposal

3. Closing Time

3.1 It is the responsibility of the Proposer to ensure that the sealed envelopes/packages containing the Proposal reach the above mentioned address before the Closing Time so that it is time stamped and acceptable for opening. Proposals must be delivered to the above mentioned address during UN working hours from 09:30 hours to 17:30 hours, Monday through Friday, except for the UN holidays. Delivery to any other UN office location will be at the risk of the Proposer and may not meet the Closing Time. Written proof of receipt will not be given by UN staff unless a Postal/Courier service receipt or other form of receipt is presented for signature by the UN. Proposals received after the Closing Time will be rejected and therefore not considered or evaluated, except for in exceptional circumstances.

4. Clarifications

- 4.1 For clarifications regarding this RFP please contact the Procurement Officer in writing, via e-mail: lee@unu.edu or at facsimile: +81(3) 3499-2828, no later than **12 December, 2012 at 17:30 hours** (Tokyo Time). All communications in connection with this RFP must be conducted in writing between the Proposer and the Procurement Officer, to the above designated e-mail or fax number. No communication, written or verbal is allowed in connection with this RFP, with any UN staff members outside of the Procurement Unit.
- 4.2 In order to maintain transparency, all Proposers' requests for clarifications and UN responses will be recorded and circulated to all Proposers, without indicating the source of the request.

5. Validity of Proposals

- 5.1 Your Proposal shall be irrevocable and remain valid for acceptance, for at least a 120 day period, commencing on the Closing Time.
- 5.2 If deemed necessary by the UN, 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 Bid-Security, if so required in this RFP.

6. Withdrawal and Modification of Proposals

- 6.1 Proposals may be modified or withdrawn in writing, at any time prior to the Closing Time. Modification and/or any other complementary information shall be submitted in writing and in a sealed envelope, marked and labeled as provided in Paragraph 8 above, before the Closing Time.
- 6.2 Proposal may not be modified or withdrawn after the Closing Time. If a Proposal is modified or withdrawn by the Proposer after the Closing Time, the UN shall be entitled, without prejudices to any other remedies available to the UN, to draw on the Bid-Security, if required in this RFP. In addition, the Proposer's registration status as a UN Vendor may be subject to review by the UN Vendor Review Committee and may be grounds to suspend or remove the Proposer from the UN vendor roster.

7. Public Opening

- 7.1 A public opening of Proposals will take place on **4 January 2013 at 02:00PM** (Tokyo Time) in the Bid Opening Unit, 9th Floor, 53-70, Jingumae, 5-chome, Shibuya-ku, Tokyo 150-8925, Japan. The purpose of the public opening is to record the names of Proposers who submitted Proposals by the Closing Time. 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 representative to observe the recording of the Proposal opening.

8. Rejection of Proposal

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

9. Evaluation Criteria

9.1 The evaluation criteria are detailed in Annex C.

10. Selection Process

10.1 The UN reserves the right, at its sole discretion, to:

- a) 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.
- b) 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 the UN.
- c) Add new considerations, information or requirements at any stage of the process.

10.2 In exceptional situations, the UN may cancel this RFP by a written notification to Proposers.

11. Notice of Award

11. The selected Proposer(s) will be notified in writing that the UN is considering an award of contract. The contract award shall be subject to both parties mutually agreeing to the contract terms and conditions:

11.2 No legal obligation exists until the contract is formalized and signed by both parties.

11.3 Unsuccessful Proposers will be notified in writing. The UN has the right to retain unsuccessful Proposals.

11.4 This RFP is subject to the UN General Conditions of Contract (UNGCC). The UNGCC shall become an integral part of any contract resulting from this RFP. You may find the UNGCC at http://www.un.org/Depts/ptd/pdf/general_condition_services.pdf

11.5 By submitting a Proposal, the Proposer confirms that it has accessed, read, understood, agreed and accepted the UNGCC. However, if any of the UNGCC provisions is not accepted, the Proposer is required to indicate in the Technical Proposal with specificity any reservation(s) it has in respect of any of them and must provide alternative language to the particular clause. Note that the extent of non-compliance with the UNGCC will be a factor in the evaluation process and may lead to the rejection of your Proposal.

12. Commercial Instructions Payment Terms

12. The standard UN 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 2000 shall apply to any delivery terms specified in this RFP.
- 12.2 The UN policy is to preclude advance payments or payment by Letters of Credit. Such provisions in a Proposal will be prejudicial to its evaluation by the UN.

13. Currency

- 13.1 Prices should be quoted in Japanese Yen. However prices quoted in other currencies will be converted using the prevailing UN Operational Rate of Exchange at the Closing Time, for the purposes of evaluation of Financial Proposals
- 13.2 Unless otherwise agreed by the parties, the final contract/Purchase Order awarded to the selected Proposer, Proposer's invoices and the UN payments, will be made in the currency as originally quoted by the Proposer in its Financial Proposal.

14. Price

- 14.1 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.

15. Liquidated Damage

- 15.1 If the Proposer fails to supply specified goods/services within the lead time to be stipulated in the contract or in the Purchase Order, for any reason other than the UN act or omission, the UN shall deduct as liquidated damages, a sum equivalent to 1% of the total contract/Purchase Order value for each business day of delay until actual delivery, up to a maximum deduction of 10% of the total contract/Purchase Order value; all without prejudices to any other remedies available to the UN. A maximum grace period of 7 (seven) business days may be permitted. However, if the delivery is not completed within the grace-period, liquidated damages will apply from the day immediately following the required delivery date. Said amount is agreed to be a reasonable estimation of the damages which the UN will sustain, without having required proving the actual damage

16. Miscellaneous

- 16.1 Proposers may find the UN Procurement Manual and the UN Financial Regulations and Rules, which are applied to this RFP, at <http://www.un.org/depts/ptd/pd:ffpmrev6.pdf>.

17. Code of Conduct

- 17.1 By submitting a Proposal, the Proposer confirms that it agrees to comply with the UN Supplier Code of Conduct, which 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.un.org/depts/ptd/pdf/conduct_english.pdf.
- 17.2 The procurement of goods and/or services by the United Nations shall be in compliance with Security Council resolutions, and the rules, regulations and policies promulgated by the United Nations' principal organs.

18. Confidentiality

18. Unless otherwise indicated by the UN, the UN will consider and treat the Proposals received as confidential and commercially proprietary.
- 18.2 This RFP is confidential and proprietary to the UN, 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 the UN; 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 the UN for any act or omission of such prospective sub-contractor, including breach of confidentiality obligation.
- 18.3 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.

ANNEX A

ACKNOWLEDGEMENT LETTER

Subject: Request for Proposal - Office Refurbishment (UNU-RFP/001/2012)

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. UNU-RFP/001/2012 and hereby confirm that we:

INTEND DO NOT INTEND

to submit a proposal to the United Nations University by the deadline date **4 January, 2013 at 14:00 hours** (Tokyo Time), and that if we submit a proposal:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure.

NOTE: Your authorized representative must present a completed copy of this letter in order to observe the public opening procedure.

We acknowledge that this RFP is confidential and proprietary to the United Nations University, and contains privileged information. Upon request, we will return this RFP or any part thereof, and all copies thereof, to the United Nations University.

Name & Title of Authorized Representative: _____

Signature: _____

Company Name and Address: _____

Telephone No.: _____ Email: _____

If you do not intend to submit a proposal to the United Nations University, please indicate the reason:

- We do not have the capacity to submit a proposal at this time.
- We cannot meet the technical requirement for this RFP.
- We do not think we can make a competitive offer at this time.
- Others: (Please specify: _____)

Kindly return this Acknowledgement Letter immediately via fax +81 3 3499 2828, to the UNU Procurement Department, United Nations University. Attention: The Procurement Officer

ANNEX B

SPECIFICATIONS REQUIREMENTS

SPECIFICATIONS:

1. デザイン・レイアウトプランは、SYOUEI Create 作成の内容とおりに
2. ファイリングキャビネット(H2600xD450xW900 x 9 台)の解体・移動・組立て（内容物の梱包、及びキャビネット移動後の復帰も含む）
3. パティション新設
4. 所長室のパティション解体・新設（移動）
5. ワークステーション6名分のローパティション移動・新規設置
既存パーテーションを移設し足りない部材は新設
6. ワークステーション用机（7台）・事務用椅子（7脚）の移動
7. 会議・レセプション（受付）エリア
8. コピー用スペース（移動無し）
9. スタッフ用ロッカーのスペース（移動無し）
10. コーヒー・紅茶給支スペース（移動無し）
11. IT 機器用ケーブルをOA 機材新配置にて設置
12. 電源ケーブルをOA 機材新配置にて設置
13. IP phone の設置（新規入替で設置(リースまたは買取))
14. その他移動・廃棄・修理
15. 照明スイッチ：変更箇所のみ移動
16. 防火設備：変更無し
17. 入口間仕切り撤去：壁面・扉解体・撤去
18. タイルカーペット部分貼り替え：状況による

SPECIFICATIONS:

1. Design, layout plan, in accordance with the plan provided by SYOUEI Creage
2. Disassembling the floor-to-ceiling filing cabinets (H2600xD450xW900 x 9), move and re-installation work, including boxing of contents and putting them back on the shelves/drawers to restore their original condition.
3. Creation of wall to divide the adjacent area (new low-type partitions)
4. Removal of old wall and installation of new (current) wall to create Director's office and door.
5. Removal of old partitions and installation of new (current) office partitions to create cubicles for six(6) staff members.
6. Creation of a workstation with existing office desks (7) and office chairs (7).
7. Creation meeting/reception area for visiting guests.
8. A space for copier/scanner at the current location.
9. A space for lockers for staff at the current location.
10. A coffee/tea serving area for staff at the current location.
11. EDP/data equipment cabling work to adhere with the new layout
12. Electrical supplies and wiring, expansion work, reflecting the new layout.
13. Installation of new telephone system (including IP phone). Proposal should include both leasing and purchasing.
14. Removal of other fittings, disposal of debris and waste, and repair work, where required.
15. Relocation of the lighting switches, if needed
16. No work required for the fire-prevention system
17. Dismantle of the current entrance and disposal.
18. Replacement of the tiled carpets is required only if needed.

ANNEX C

EVALUATION CRITERIA AND INSTRUCTIONS

Evaluation

A two-stage procedure shall be utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared.

The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 60% of the maximum obtainable score of 1000 points in the evaluation of the technical proposals.

The Technical Proposal is divided into 2 sections. The first section will evaluate the Proposers experience, financial strength and stability, demonstrable technical knowledge and ability to satisfy UNU's requirements. In this section, scoring will be based on Pass/Fail rating. In order to pass, Proposers must meet all the criteria described in this section. The second section will evaluate the Proposer's responsiveness to the specifications requirements.

The Financial Proposal will be opened only for proposers who have attained 60% score in the Technical Evaluations. The financial score will be calculated based on the Formula: $P = Y \times U/Z$

- P = Points for the financial offer being evaluated
- Y = Maximum number of points for the financial offer
- U = Price of the lowest priced proposal
- Z = Price of the proposal being evaluated

The contract will be awarded to the vendor offering the best overall score which combines the technical score and commercial score and weighting factors:

Formula: Overall Score = (Technical Score x 60%) x (Financial Score x 40%)
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The Technical Evaluation Form is attached as Annex C-1

The Financial Proposal Form is attached as Annex C-2

ANNEX C-1

TECHNICAL PROPOSAL FORM¹

SECTION 1

Description of the Company's Qualifications, Organizational and Technical Capacity²

MANDATORY PRE-QUALIFICATION CRITERIA	PROPOSER'S RESPONSE
Provide Company profile highlighting the company's reputation, competence and reliability and general organizational capability including quality assurance certificates (if any) and customers' reference letters (if any)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Provide list of similar projects undertaken in past 3 years	Yes <input type="checkbox"/> No <input type="checkbox"/>
Provide the financial statements for the previous two fiscal years	Yes <input type="checkbox"/> No <input type="checkbox"/>
Agree to the UN Conditions for Contract by signing on the <i>Confirmation of Undertaking</i> below	Yes <input type="checkbox"/> No <input type="checkbox"/>

CONFIRMATION OF UNDERTAKING

We confirm that we have read, understood and accept that if the contract is awarded to us, we will adhere to the terms, conditions and specifications contained in this RFP, including its Annexes. We further confirm and warrant that our Company is able to perform the services under this RFP, with our work force.

Name of Company: _____ Tel. No. _____

Full Postal Address

Name of representative _____

Signature _____

Date _____

¹ Please provide all requested information and submit this Form as part of the Technical Proposal. This form together with supporting documents should be sealed in an envelope and clearly marked as TECHNICAL PROPOSAL

² Proposers are requested to provide all documents and information required in the Mandatory Pre-Qualification Criteria failing which the overall Proposal will be disqualified.

SECTION 2

Description of the Company's understanding of the requirements

PROPOSED WORK PLAN AND APPROACH	PROPOSER'S RESPONSE
Provide detailed schedule or timetable for completion of works including delivery of goods timeline	
Provide explanation of how many personnel you plan to put on the job	
Provide information of the identity and role of subcontractor(s), if any	
Give detailed checklist of goods and services to be provided	
Provide curriculum vitae of project supervisor indicating qualification, number of years' experience, list of similar projects undertaken and his/her roles and responsibilities in those projects.	
Please provide any additional information which will support the Proposal.	

ANNEX C-2

FINANCIAL PROPOSAL FORM

Summary of Financial Offer	Price (JPY)
1. Lump sum price for provision of goods and services detailed in the RFP No. UNU-RFP/001/2012	_____
2. Other costs, if any (Please provide detailed breakdown of price separately)	_____
TOTAL	_____

Please also indicate the following:

- Terms of payment:
(UNU standard terms of payment are 30 days) _____
- Validity of offer: _____
- Delivery Timeline for completion _____

Company: _____

Name of authorized representative: _____

Title: _____

Signature: _____

Facsimile number: _____

Telephone number: _____

Date: _____

