



Date: 28 November, 2011

## **Request for Proposal**

Dear Sir/Madam,

Subject: Request for Proposal for provision of customs clearance and arrangement of freight forwarding services for air and sea shipments and overland transportation

You are invited to submit a proposal for the above subject matter as per the enclosed Terms of Reference (Annex III). Your proposal could form the basis of a contract between the offeror and the United Nations Development Programme (UNDP) Iran.

To enable you to submit a proposal, enclosed please find the following documents:

- Annex I** Instructions to Offerors
- Annex II** General Conditions of Contract
- Annex III** Terms of Reference (TOR)
- Annex IV** Package for Technical Proposal (to be used by Offerors)
- Annex V** Proposal Submission Form
- Annex VI** Financial Proposal (template)
- Annex VII** Checklist to be used by Offerors for Complete Proposal Submission

I would like to assure you that the information received from you will be kept confidential for the sole and internal consideration of UNDP. Please allow me to bring to your attention that UNDP reserves the right to disqualify you from further evaluation if (1) you fail to submit the complete requested documents before the mentioned deadline; (2) the evaluation panel finds you not suitable for the assignment. In addition, kindly note that this request contains no contractual offer of any kind and is not to be construed in any way as an offer of contract.

Your offer comprising of complete technical and financial proposals should be sent in two separate sealed envelopes put in one sealed envelope marked **“Proposal for provision of customs clearance and arrangement of freight forwarding services for air and sea shipments and overland transportation; please do not open before 15 December 2011”** to the following address no later than 12 noon of 15 December 2011 (24 Azar 1390)

Procurement Unit  
United Nations Development Programme  
No. 8 Shahrzad Blvd, Darrou, Tehran – Iran

If you request additional clarification please send your inquiries in writing; we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal. After receipt of proposals, UNDP reserves the right to request any additional information or seek clarifications from the offeror to ascertain responsiveness of offers received.

Sincerely,  
Negar Arefi

A handwritten signature in blue ink that reads 'Negar Arefi'.

Head of Operations (Global Funds Grants)

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## **Annex I**

### **Instructions to Offerors**

#### **A. Introduction**

##### **1. General**

Purpose of RFP: Provision of customs clearance and arrangement of freight forwarding services for air and sea shipments and overland transportation

##### **2. Cost of Proposal**

The Offeror shall bear all costs associated with the preparation and submission of the Offer; the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

#### **B. Solicitation Documents**

##### **3. Contents of solicitation documents**

Submissions must offer services for the total requirement. Incomplete submission may be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents and must provide all requisite information under this RFP and clearly and concisely respond to all points set out in this package. Any submission which does not fully and comprehensively address this RFP may be rejected or affect the evaluation of the offer.

##### **4. Clarification of solicitation documents**

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organization's mailing address. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than one (1) week prior to the deadline for the submission of Offers. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that have received the Solicitation Documents and/or will be published on relevant site/s.

##### **5. Amendments of solicitation documents**

At any time prior to the deadline for submission of offers, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment. Any amendment will be published in the same manner as the present RFP.

In order to provide the prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Offers.

## C. Preparation of Submission

### 6. Language of the Proposal

The submissions prepared by the Offeror and all correspondence and documents relating to the submission exchanged by the Offeror and the procuring UNDP entity shall be written in English.

### 7. Documents comprising the offer

The package shall comprise the following components:

- (a) Proposal Submission Form;
- (b) CV/Resume of Individual/Offeror;
- (c) Operational and technical part of proposal, including documentation to demonstrate that the offeror meets all requirements;
- (d) Completed Individual/Offeror's information sheet (Annex IV)

The **Financial Proposal** shall comprise the following components:

- Financial proposal, completed in accordance with clauses 9 and 10 and as per the template attached hereto as Annex VI;

### 8. Proposal Submission form (see Annex V)

The Offeror shall submit the signed proposal submission form.

### 9. Proposal prices

The Offeror shall indicate the costs on Price Schedule Form, as contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

### 10. Proposal currency

All prices shall be quoted preferably in Iranian Rials (IRR).

### 11. Period of validity of Proposals

Proposals shall remain valid for Hundred Twenty (120) days following the tender closing date, pursuant to the clause *Deadline for submission of offer*. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.



## 12. Format and signing of Proposals

The Offeror shall prepare two copies of the offer, clearly marking each “Original” and “Copy” as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the submission shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract, if so then the latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.

## 13. Payment

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

### D. Submission of offer

## 14. Sealing and marking of submission

The Offeror shall seal the submission in one envelope, as detailed below.

(a) The envelope shall be addressed to:

Procurement Unit,  
United Nations Development Programme  
Procurement Unit (GF Grants)

No. 8, Shahrzad Boulevard, Darrou, Tehran, 1948773911, Iran

and marked with: **RFP for the provision of customs clearance and arrangement of freight forwarding services for air and sea shipments and overland transportation services**

(b) The envelope shall indicate the name and address of the Offeror. The envelope shall contain the information specified in Clause 8 above, with the copies duly marked “Original” and “Copy” and also include the price schedule as well as the requested documents stipulated in questionnaire along with the questionnaire itself.

## 15. Deadline for submission

Submissions must be received by the procuring UNDP entity at the address specified under clause *Sealing and marking* no later than 15 December 2011 at 12:00 noon, local time.

The procuring UNDP entity may, at its own discretion, extend this deadline for the submission of Offers by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

UNDP will not give written proof of receipt unless a Postal/Courier Service or other form of receipt is presented for signature.

## 16. Late Submissions

Any Submission received by the procuring UNDP entity after the deadline for submission of Offers, pursuant to clause *Deadline for the submission of Offers*, will be rejected.

## 17. Modification and withdrawal of Submissions

The Offeror may withdraw after the package's submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of package.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Offers*.

No submission may be withdrawn in the interval between the deadline for submission of package and the expiration of the period of offer validity specified by the Offeror on the Proposal Submission Form.

## E. Opening and Evaluation of submissions

### 18. Opening

The procuring entity will open the submission in the presence of a Committee formed by the Head of the procuring UNDP entity.

### 19. Clarification of submission

To assist in the examination, evaluation and comparison of submission, the Purchaser may at its discretion, ask the Offeror for clarification of its documents sent. The request for clarification and the response shall be in writing and no change in price or substance of the offer shall be sought, offered or permitted.

### 20. Preliminary examination

The Purchaser will examine the submissions to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Submissions are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Submission will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each offer to the Request for Proposal (RFP). For purpose of these Clauses, a substantially responsive submission is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of submission responsiveness is based on the contents of the package and documentations.

## 21. Evaluation

Evaluation of the technical capacity and the documentations provided by the offeror being completed prior to any price Proposal being considered and compared. The price Proposal of the submission will be compared and examined only if submission proves the technical capacity of the offeror and also according to submitted requested documents.

The technical capacity is evaluated on the basis of its responsiveness to the Term of Reference (TOR) and completed questionnaire along with the submitted supporting documents.

Offeror who have attained minimum score in the technical evaluation which will be 70 out of 100 will be considered qualified for financial evaluation. The contract will be awarded to a technically qualified company who offered the minimum financial offer.

### Criteria

Summary of Technical Submission Evaluation Forms		Score Weight	Points Obtainable
Form A	Previous Similar Experiences and competence of Individual/Offeror	100%	100

#### A. Form A – Breakdown of Competence & Expertise of Individual/Offeror

A.1	CV/Resume of the Offeror/company profile and completeness of all the requested documents	<b>Provided: Yes/No</b>
A.2	Years of experience in customs, logistics and transportation field	<b>30 Points</b>
A.3	At least three presented similar experiences with the supporting documents(with consideration of volume, coverage, and budget)	<b>30 Points</b>
A.4	Previous similar practice with UN org or UN affiliated orgs	<b>20 Points</b>
A.5	Understanding of the expected challenges and problems in implementation of this work	<b>20 Points</b>

## **F. Award of Contract**

### **22. Award criteria, award of contract**

The procuring UNDP entity reserves the right to accept or reject any submission, and to annul the solicitation process and reject all offers at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action.

Prior to expiration of the period of Proposal's validity, the procuring UNDP entity will award the contract to the qualified Offeror whose submission after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

The procuring UNDP entity also reserves the right to award only a portion of the requirements and to award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, at its sole discretion

Any contract resulting from this Request for Proposal will include the General Conditions of Contract.

### **23. Purchaser's right to vary requirements at time of award**

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

### **24. Signing of the contract**

Within 15 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

## **Annex II**

### **General Conditions for Services**

#### **1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

#### **2. OBLIGATIONS**

The contractor shall neither seek nor accept instructions from any authority external to the United Nations Development Programme in connection with the performance of its services under this Contract. The contractor shall refrain from any action, which may adversely affect the United Nations Development Programme and shall fulfil its commitments with fullest regard for the interest of the United Nations. The contractor shall not advertise or otherwise make public the fact that it is a contractor with the United Nations Development Programme. Also the contractor shall, in no other manner whatsoever use the name, emblem or official seal of the United Nations Development Programme or any abbreviation of the name of the United Nations in connection with its business or otherwise. Contractors may not communicate at any time to any other person, Government or authority external to the United Nations or any information known to them by reason of their association with the United Nations which has not been made public, except in the course of their duties or by authorization of the Secretary-General or his designate; nor shall contractors at any time use such information to private advantage. These obligations do not lapse upon termination of their agreement with the United Nations Development Programme.

#### **3. TITLE RIGHTS**

- (a) The United Nations shall be entitled to all property rights including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to or is made in consequence of, the services provided to the Organization by the contractor. At the request of the United Nations, the contractor shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law. At the request of the United Nations, the contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law.
- (b) Title to any equipment and supplies which may be furnished by the United Nations shall rest with the United Nations and any such equipment shall returned to the United Nations at the conclusion of this Contract or when no longer needed by the contractor. Such equipment when returned to the United Nations, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear.

#### **4. SUB-CONTRACTING**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of



UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

## **5. INDEMNIFICATION AND INSURANCE**

The contractor shall indemnify, hold and save harmless and defend, at its own expense, the UN, its officers, agents, servants and employees from and against all suits, claims, demands and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the contractor or his employees or sub-contractors in the performance of this Contract. This clause shall extend to claims and liability in the nature of workmen's compensation claims or liability or those arising out of the use of patented inventions or devices.

In compliance with this clause, the contractor shall obtain and maintain adequate liability and property damage insurance in respect of any tort action or tort claim arising out of contractor's acts or omissions related to this Contract. The contractor shall, upon request, provide proof of such insurance.

The Contractor shall not permit any lien, attachment or other encumbrance by any person to remain on file in any public office or on file with the UN against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the contractor.

## **6. TERMINATION**

This Contract may be terminated by either party before the expiry date of the Contract by giving notice in writing to the other party. The period of notice shall be five days in the case of contracts for a total period of less than two months and fourteen days in the case of contracts for a longer period.

In the event of the Contract being terminated prior to its due expiry date in this way, the contractor shall be compensated on a *pro rata* basis for no more than the actual amount of work performed to the satisfaction of the United Nations. Additional costs incurred by the United Nations resulting from the termination of the Contract by the contractor may be withheld from any amount otherwise due to the contractor from the United Nations.

## **7. SETTLEMENT OF DISPUTES**

Any controversy or claim arising out of, or in accordance with this Contract or any breach thereof, shall, unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

## **8. PRIVILEGES AND IMMUNITIES**



Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

#### **9. OBSERVANCE OF THE LAW**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

#### **10. AUTHORITY TO MODIFY**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

## Annex III

### Terms of Reference (TOR)

#### Customs Clearance and Freight Forwarding Services

##### 1. Requirement

###### General

1.1 The United Nations Development Programme in Iran intends to have a contract for the provision of customs clearance and related services for goods ordered from suppliers and contingent owned equipment (shipments) at the airport/sea port and land borders of entry across the country, and freight forwarding, delivery of the shipments from the ports of entry to UNDP's designated place of final destination or place of delivery within Iran, when required, and in accordance with the scope of work below.

1.2 The proposed contract period is for one year with possibility of extension, subject to satisfactory performance of the Contractor and UNDP's requirements for the provision of the services.

###### Port of entry

1.3 The Contractor shall be responsible for the receipt, storage, handling, and customs clearance of UNDP shipments at IKIA and Mehrabad airports, Tehran West customs, Sea Ports, all road border areas and/or additional port of entry that may agreed upon during the course of contract.

Note: Permissions will be issued for IKIA, Mehrabad and West Tehran customs in which the clearances could be completed as per the arrangements made between UNDP and MFA (Ministry Of Foreign Affairs), however in some cases the clearances would need to be completed in other entry points across the country.

###### Surface transportation

1.4 The Contractor may be requested to arrange surface transportation of shipments within Iran between different cities.

1.5 UNDP does not guarantee any minimum volume of shipments and clearances to be handled by the Contractor at any of the places specified above.

##### 2. Scope of services to be provided by the Contractor

2.1 The Contractor shall provide its services to UNDP on a priority basis which will be specified by UNDP throughout the contractual period.

2.2 The Contractor shall provide the necessary equipment, facilities, qualified personnel, expertise and other means necessary to perform the customs clearance, freight forwarding and related services in accordance with the best commercial practice.

2.3 For each shipment, UNDP will provide the Contractor with Ministry of Foreign Affairs (MFA) Form or a Request for Handling Shipment providing a description and relevant particulars of the goods, point of origin, ultimate destination, the name and address of the recipient, terms of delivery, method of transport (road, rail, sea and air), shipping marks, special handling instructions and other pertinent details. The mentioned MFA Form/Request/Permission will indicate the expected delivery date by the supplier so that the Contractor can coordinate delivery of goods. Omission of any of the foregoing information shall not



invalidate the MFA Form or Request nor diminish the Contractor's responsibilities under this Contract. The Contractor shall carry out its services in respect of each shipment in accordance with the information indicated in MFA Form or Request, related to such equipment.

2.4 Upon receipt of the MFA Form or Request, the Contractor shall designate the Contractor's local office or a local freight forwarding agent at the port of entry of the cargo to provide services under the Contract, and notify the recipient or UNDP in writing of such designation. The word "Agent" as herein referred to shall mean an agent, representative, subsidiary or affiliate designated by the Contractor to provide services under the Contract. The word "recipient" as hereinafter referred to shall mean any other party designated by UNDP to receive the goods.

2.5 The Contractor shall promptly prepare required documentation based on the UNDP instructions, special instructions contained in the MFA Form or Request, applicable laws, regulations and as dictated by the nature of the goods and their packing; and follow up with the recipient with documentation necessary to accomplish the required services (e. g. Ministry of health approval, Dangerous goods certificate and pharmaceutical certificate etc.).

2.6 The Contractor shall, in accordance with UNDP directions, perform necessary liaison and coordination in connection with customs clearance, handling and movement of cargo and equipment within customs, between the ports, customs representatives, UNDP representative, air/sea freight and operational units, and similar entities.

2.7 The Contractor also shall provide an updated status reports which shall include information on all major steps relative to the goods and their movement, including an updated estimated date of delivery to UNDP.

2.8 The Contractor shall ensure that the number of pieces, dimensions of each piece, the description of items, the packing and the gross weight and markings are in accordance with the information contained in the documents submitted by UNDP, and in those cases where goods are physically received by the Contractor, check the packing and verify that it is suitable for carriage by the designated method of transport and for the particular item.

2.9 The Contractor shall give such timely notice of any loss, damage or delay in respect of the goods.

2.10 The Contractor shall, as soon as it has received the goods on behalf of UNDP, issue a signed Goods Receipt Note (GRN) indicating the date, the number of pieces, goods volume and weight, a description of the goods, the name of the recipient, the Supplier's invoice number, currency and amount, point of origin (delivery point or port of loading) and the port of discharge, and submit the arrival notice to recipient with copy to UNDP as soon as the shipping arrangement has been made.

2.11 The Contractor will prepay, or arrange for prepayment of, all applicable charges, from the point of delivery.

2.12 The Contractor shall promptly inform UNDP for purpose of approval of any situation under the Contract, which might impose additional financial obligations on UNDP.

2.13 Upon delivery of consignments to recipient or UNDP, acknowledgment receipt shall contain: (i) the quantity and type of goods received and the date received; (ii) the condition of the goods received, including details as to whether either the goods packaging were damaged prior to receipt by recipient or UNDP; and (iii) the name and signature of recipient or UNDP. The Contractor must include a copy of such acknowledgment receipt with all documentation provided in support of the invoiced claim submitted by the Contractor in connection therewith.

2.14 UNDP reserves the right to require the Contractor to discontinue providing services through any agent who, in the opinion of UNDP, is unfit or unsuitable to perform the services; such agent shall be promptly

replaced by the Contractor in consultation with UNDP, and all costs or additional expenses, if any, resulting from the withdrawal or replacement of the Contractor's agent in such cases shall be at the Contractor's expense.

2.15 The services to be provided by the Contractor at the ports listed above shall include arrangement freight and cargo handling, customs documentation, clearance, warehousing/storage of shipments, stuffing/unstuffing of containers, packing or re-packing of cargo/consignments, use/lease of equipment; forklifts, cranes, trucks, and any other equipment required for loading/offloading operations.

2.16 The Contractor shall, upon receipt of instructions from UNDP:

a) Prepare/collect all relevant documents relating to shipping, clearance, and issuance of customs documents as and when required;

b) If required, provide all necessary packaging “where applicable” and other materials for shipments;

2.17 Should the Contractor fail to provide customs clearances and/or arrange transportation of the goods to the required destination(s) within a time frame agreed at the time of issuance of equivalent document to the Contractor, following the Contractor's receipt of all necessary documents from UNDP, reserves the right to seek services elsewhere. In relation to this, all costs incurred in excess to those normally will be paid to the contractor.

2.18 Invoices shall include a breakdown of costs detailing all corresponding charges per consignment, to avoid any misunderstanding. All invoices submitted to UNDP must show detailed breakdown of services and charges and also a copy of Airway Bill or Truck Waybill or other pertinent transport document must be attached to the invoices together with proof of expenditures in regards of facilitating the custom procedure.

2.19 UNDP shall pay the Contractor the total cost of invoices provided by the custom office, all transport fees, handling, cold chain, etc (related to logistic and custom) in addition to the fees agreed according to the contract (as mentioned on Financial Proposal Form).

2.20 The Contractor shall be responsible for damage to and/or loss of cargo while in transit (in the Contractor's care) prior to delivery, or while in storage under the custody of the Contractor, the liability shall be the Contractor's sole responsibility. The Contractor shall adjudicate any such claim arising out of inadequate handling of cargo prior to shipment and/or delivery after receipt of damage/claim report submitted to UNDP. The Contractor is required to hold valid insurance during cargo transiting.

### **3. Affiliates/Agents of the Contractor**

3.1 The Contractor will be expected to provide the services through its existing offices and/or affiliates or agents at the location of the port of entry specified above.

3.2 In the event that the Contractor provides the services through its agents or affiliates in the location of the air/sea port of entry specified above, all services provided by such agents or affiliates of the Contractor shall be deemed to have been provided by the Contractor, and the Contractor shall remain responsible for the actions of its agents and affiliates performing work under the Contract.

3.3 The Contractor shall be responsible for all matters related to the operation of its network of offices, affiliates, or agents, at the location of the air/sea port of entry specified above.

#### **4. Refrigerated or controlled temperature container shipments**

4.1 The contractor may be requested to arrange controlled temperature facilities within the customs and for transportation within the country.

4.2 All entered cargos which need to be kept in cold chain must be stored in required temperature and must be delivered in cold chain process.

#### **5. Travel**

If travel is required under the contract, the contractor shall;

1. Obtain the security clearance from UNDP office (the details of travel including date of departure and arrival, accommodation and purpose of travel shall be submitted to UNDP office 2 working days before date of travel)
2. Undertake the training courses on Basic Security in the Field and Advanced Security in the Field (only applicable for certain destination; to be checked with UNDP) and provide UNDP with both certificates; the related CD ROMs are available at UNDP office.
3. Undertake a full medical examination including x-rays and obtain medical clearance from an UN-approved physician. This is only applicable for the contractors on the age of 62 years or more.



Please list similar previous activities (at least three cases) with description of services provided by you. Please attach three similar contracts with organizations/firms for reference.

1) **Name of Contractor:**

**Scope of the Work:**

**Brief Description:**

**Duration of Contract:**

2) **Name of Contractor:**

**Scope of the Work:**

**Brief Description:**

**Duration of Contract:**

3) **Name of Contractor:**

**Scope of the Work:**

**Brief Description:**

**Duration of Contract:**

**References: Please provide the full names and contact details of two organizations/companies with whom/which you/offeror have had previous work experience. Please note that if selected, these referees will be contacted for the purpose of reference checking.**

**1) Full name of referee:**

**Position/occupation:**

**Telephone no.:**

**E-mail address:**

**Name of organization/Company:**

**2) Full name of referee:**

**Position/occupation:**

**Telephone no.:**

**E-mail address:**

**Name of organization/Company:**

**Please explain your understanding of the expected challenges and problems in implementation of this work and explain your approach to address and resolve them (Please elaborate and use extra page if needed).**

If the Offeror is a company please introduce the key individual who is experienced in the field of this proposal with detailed explanation.

Name of Individual	Scope of the Work	Years of Experience	Academic Background

Please elaborate:

**Attachments:**

*Please attach following documents:*

- *CV of the individual/Offeror/profile of company*
- *Any other relevant documents including copy of contracts, publications, etc*

*Other explanations:*

Name and signature of the individual/Offeror

Name:

Signature:

Date:



## Annex V

### PROPOSAL SUBMISSION FORM

Dear Sir/Madam,

Having examined the documents of Request for Proposal, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to provide professional services for provision of customs clearance and arrangement of freight forwarding services for air and sea shipments and overland transportation the sum as may be ascertained in accordance with the financial proposal attached herewith and made part of this Proposal.

I undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this Proposal for a period of 90 days from the date fixed for opening of Proposals in the Cover Letter of Request for Proposal and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

I understand that you are not bound to accept any Proposal you may receive.

Dated this day /month .....of year .....

Signature

Name:

Title:

Date:

## Annex VI

### Financial Proposal

The offeror is asked to provide a Financial Proposal with detailed cost breakdown and separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of any equipment component to the service provided, the Financial Proposal should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

The format shown below should be used in preparing the Price Schedule.

	Price for following range of weights needs to be specified (IRR)				
<b>Clearing port</b>	<b>1-500 Kg</b>	<b>501-2000 Kg</b>	<b>2001-3000 Kg</b>	<b>3001 - 5000 Kg</b>	<b>5001 - Above</b>
IKIA Airport					
Mehrabad AirPort					
West Tehran custom					
*Any other sea port, border entry point, Air port, etc. Across the country					

Signature:

Name:

Title:

Date:

## Annex VII: Checklist for Submission of Proposal

To be used by Offerors for Complete Proposal Submission  
 Please fill out and attach to your submission:

	Items	Provided		Remarks
		Yes	No	
General	Submission is properly sealed in two separate envelopes (one financial envelope and one technical envelope) put into one main envelope			
	All envelopes have been properly marked with the name of case			
	Name and address of offeror has been correctly marked on all envelopes			
	Language of submission is English			
	One (1) original and one (1) copy of technical proposal are submitted			
	Relevant Documents and envelopes are marked "Original" and "Copy" as applicable			
Technical envelope	Completed & signed Annex IV is submitted including list of referees and all the required documents			
	Completed & signed Proposal Submission Form (Annex V) is submitted			
	Detailed description of similar experience			
	C.V. of the individual/Offeror is submitted Profile of the company is submitted			
	One copy of this checklist – filled out by offeror			
	Questionnaire is completed			
Financial Envelope	Completed & Signed Financial proposal Form (Annex VI) is submitted in a separate sealed envelope			