



SECTION 1: REQUEST FOR PROPOSAL (RFP)

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Contracting a Consultancy Firm for Global Regulatory Shifts and Business Resilience after LDC Graduation**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal. Proposals may be submitted on or before the deadline indicated in the system directly in the portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Offers received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements. The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective supplier to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.



UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf

Thank you and we look forward to receiving your proposal.



Table of Contents

1 Overview.....	4
1.1 General Information.....	4
1.2 Tender Timeline.....	4
1.3 Terms.....	5
1.4 Attachments.....	5
2 Requirements.....	6
2.1 Section 1. General Provisions.....	6
2.2 Section 2. Documents to be submitted.....	7
2.3 Section 3. Technical evaluation.....	9
2.4 Section 4. Bidders' Declaration.....	12
2.5 Section 5. Financial Evaluation.....	13
2.6 Section I-1.	14
2.7 Section I-2.	14
2.8 Section I-3.	14
3 Lines.....	15
3.1 Line Information.....	15



1 Overview

1.1 General Information

Title	Contracting a Consultancy Firm for Global Regulatory Shifts and Business Resilie
E-Mail	bd.procurement@undp.org
Financial Offer Sealed	Yes
Reference Number	PRC0152660/UNDP-BGD-01069
Beneficiary Country	BGD

Introduction Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

A pre-bid meeting will be held on 08 January 2026 at 11:00 AM vis Zoom. the link is as below

<https://undp.zoom.us/j/88174532775>

[UNDP OFFICE BANGLADESH
PROCUREMENT UNIT]

This is a two-envelope process. Financial proposals will be opened and evaluated only for offers that qualify from the technical evaluation.

1.2 Tender Timeline

Open Date	06/01/26 03:00 AM
Close Date	19/01/26 10:30 AM



Time Zone Coordinated Universal Time

1.3 Terms

Negotiation Currency USD (US Dollar)

Eligible Response Currencies

Check the one currency in which you will enter your response.

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	US Dollar	1
<input type="checkbox"/>	BDT	Taka	2

1.4 Attachments

File Name or URL	Type	Description
Annex-1 Financial Proposal Tem	File	
ToR_Hiring Firm for Consultati	File	
Vendor Registration in Quantum	File	

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly



2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**Response is required*

Kindly upload financial proposal documents in financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

Please read the questions carefully and answer the questions by selecting an appropriate response. kindly also upload relevant documents where necessary.

2.1 Section 1. General Provisions

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.

Attachments:

File Name or URL	Type	Description
EN RFP Low Value - Section 2 G	File	Section 2 - General Instructions

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: <https://www.undp.org/procurement/business/how-we-buy> 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>

Target: Confirm acceptance of GTCs

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

Financial Proposal (30%)

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

2.2 Section 2. Documents to be submitted

***1. Company Profile**

Company profile, which should not exceed fifteen (15) pages, including any printed brochure relevant to the services being provided.

Target: Company profile provided

***2. Legal Documents:**

- a. Valid Business Registration Certificate/Trade License (including Articles of Association - if applicable)
- b. TIN and VAT/BIN certificate

Target: Yes

***3. Financial Statements**

Last two years' audited financial statement – income statement and balance sheet to indicate financial stability, liquidity, credit standing, market reputation,

***4. Please submit the Technical Proposal**



***5. List of Recent Projects**

List of clients (last eight years) : name of the organization, address, name of the contact person, e-mail address, contact number, and description of the work done with the amount.

Target: Yes

***6. Years of experience:** Minimum 8 years of experience in conducting research and policy advocacy related to private sector development, export competitiveness, sustainability, trade policy, and sectoral dynamics with UN Agency/International NGO/bilateral donor/ Government (please submit a minimum of two copies of the Contract as proof).

***7. Working experience:** At least 8 years of working experience with the government directly on research-driven policy advocacy (please submit a minimum of one copy of the Contract as proof)

***8.**

Team Leader (01)

- Minimum master's degree in economics, Development Studies, Social Science, Business Studies or related discipline(s)

- At least 10 years of working experience in conducting policy advocacy based on primary data collection, stakeholder consultation and secondary data analysis on private sector development

- At least 05 years of working experience in the areas of private sector development, working in collaboration with the government

Research Associate (01)

- Minimum master's degree in economics, Development Studies, Social Science, Business Studies or related discipline(s)



- At least 3 years of working experience in conducting research and policy advocacy based on primary data collection, secondary data analysis and stakeholder consultation

Project Coordinator (01)

- Minimum master's degree in development studies, Social Science, Business Studies or related discipline (s)

- At least 3 years of working experience in conducting research and policy advocacy based on primary data collection, secondary data analysis and stakeholder consultation

Note: Please share the signed CV (maximum 5 pages for each) for the positions

Target: Team Leader

2.3 Section 3. Technical evaluation

1. Description of Requirements OR attach Terms of Reference (TOR)

Please attach the Terms of Reference of Annex-1 Schedule of requirements

- *2. **Expertise of supplier:** Years of experience in conducting research and policy advocacy related to private sector development, export competitiveness, sustainability, trade policy and sectoral dynamics.

70 points: 8 years of experience in conducting research and policy advocacy related to private sector development, export competitiveness, sustainability, trade policy, and sectoral dynamics (two copies of the Contract as proof).

71-100= For an additional 01 year of experience, will get an additional **2 points**

- *3. **Expertise of the Supplier:** Working experience with the government directly on research-driven policy advocacy on business environment, investment, value chain analysis etc. with quantitative and qualitative



research tools

42 Points: 8 years with the government directly on research-driven policy advocacy on business environment, investment, value chain analysis etc., with quantitative and qualitative research tools .(one copy of the Contract as proof).

43-60= For an additional 01 year of experience, will get 2 additional points.

- *4. **Expertise of the Supplier:** Having a multidisciplinary team including expertise in trade, sustainability, gender, business policy, and quantitative and qualitative data analysis. Proposed team members should have the necessary academic qualifications

0= No/ The team worked on one issue

20 points: The team has worked on any two issues of- trade, sustainability, gender, business policy, and quantitative and qualitative data analysis.

21-40=An additional 05 points for working on other issues relevant to the private sector's trade competitiveness

- *5. **Methodology:** Understanding of the Assignment

Point 0-25= No/Average understanding of the assignment

Point 26-50= Clear understanding of the assignment

Point 51-100=excellent understanding of the assignment

- *6. **Methodology:** Work plan and coverage of areas relevant to the assignment as per the Terms of Reference

Point 0-75 =No/Average work plan and coverage of areas relevant to the assignment as per the Terms of Reference

Point 76-120 =Clear work plan and coverage of areas relevant to the assignment as per the Terms of Reference

Point 121-150= Excellent work plan and coverage of areas relevant to the assignment as per the Terms of Reference

- *7. **Methodology:** Monitoring Plan and quality assurance mechanisms

Point 0-25= No/Average Monitoring Plan and quality assurance mechanisms

Point 26-50= Clear Monitoring Plan and quality assurance mechanisms

Point 51-100 =excellent, well-defined Monitoring Plan and quality assurance mechanisms



***8. Methodology: Risk Management and Mitigation Plan**

0= No possible risk and its mitigation plan

1-25= Provided possible risk and its mitigation plan

26-40= Provided a clear possible risk and its mitigation plan, including risk register and risk mitigation method, etc.

41-50= Provided very clear, specific, and realistic possible risk and its mitigation plan, including risk identification, risk register, and risk mitigation method

***9. Management Structure and Qualification of Key Personnel: Team Leader**

Education (30)

Point 21-24: Master's degree in economics, Development Studies, Social Science, Business Studies, or related discipline(s)

Point 25-30: Double master's/PhD in Economics, Development Studies, Social Science, Business Studies, or related discipline(s)

Relevant experience (20)

Point 14: 10 years of working experience in conducting policy advocacy based on private sector development, primary data collection, secondary data analysis, and stakeholder consultation

Point 15-20= **For an additional 1 year of experience, 1 point will be added**

Specific experience (40)

Point 28: 5 years of working experience in the areas of private sector development, working in collaboration with the government

Point 29-40= **For an additional 1 year of experience, 2 points will be added**

***10. Management Structure and Qualification of Key Personnel: Research Associates**

Education (20)

Point 14-15: Master's degree in economics, Development Studies, Social Science, Business Studies or



related discipline(s)

Point 16-20: Double master's/ PhD degree in Economics, Development Studies, Social Science, Business Studies or related discipline(s)

Relevance of experience (40)

Point 28: 3 years of working experience in conducting research and policy advocacy based on primary data collection, secondary data analysis, and stakeholder consultation

Point 29-40= **For an additional 1 year of experience, 1 point will be added**

***11. Management Structure and Qualification of Key Personnel: Project Coordinator**

Education (20)

Point 14-15: Master's degree in economics, Development Studies, Social Science, Business Studies or related discipline(s)

Point 16-20: Double master's degree/ PhD in Economics, Development Studies, Social Science, Business Studies, or related discipline(s)

Experience (30)

Point 21: 3 years of working experience in conducting research and policy advocacy based on primary data collection, secondary data analysis and stakeholder consultation

Point 21-30=**For an additional 1 year of experience, 1 point will be added**

2.4 Section 4. Bidders' Declaration

***1. Requirements and Terms and Conditions**

I/We have read and fully understand the RFP, including the RFP Information and Data, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.

***2. Capacity and capability**

I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

***3. Ethics**

In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or



anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

***4. Code of Conduct**

I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

***5. Conflict of Interest**

I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFP process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

***6. Prohibitions, Sanctions:**

I/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

***7. Bankruptcy**

I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

***8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

***9. Acceptance of contract**

I/We understand and recognize that you are not bound to accept any Proposal you receive, and we certify that the goods offered in our Proposal are new and unused.

***10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

2.5 Section 5. Financial Evaluation



***1. Financial Proposal**

Please provide the cost breakdown of your financial proposal as per the template Annex 4 - Financial offer form, and instructions provided.

Attachments:

File Name or URL	Type	Description
Annex-1 Financial Proposal Tem	File	

Response attachments are required.

2.6 Section I-1.

2.7 Section I-2.

2.8 Section I-3.



3 PART: Schedule of Requirement and Price Schedule

Instructions

Note for buyer:

List deliverables in the lines section below, as copied from requisition. Share the template for the cost breakdown as a returnable form in word for suppliers to provide the cost breakdown.

Instructions for supplier

Provide Lump sum cost per deliverable for the provision of the services stated in the Terms of Reference your technical offer.

The detailed cost breakdown should be submitted as per the Annex 4 including all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Payment for hiring a Consultancy Firm for Global Regulatory Shifts and Business Resilience After LDC Graduation (1st Installment)	Events management						
2-Payment for hiring a Consultancy Firm for Global Regulatory Shifts and Business Resilience After LDC Graduation (2nd Installment)	Events management						



Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
3-Payment for hiring a Consultancy Firm for Global Regulatory Shifts and Business Resilience After LDC Graduation (3rd installment)	Events management						
4-Payment for hiring a Consultancy Firm for Global Regulatory Shifts and Business Resilience After LDC Graduation (4th and Final Installment)	Events management						
5-Value added tax VAT	Value added tax VAT						

*For Additional Attributes of lines, please review the negotiation lines from supplier portal.