

**Design and Development of Website for the EU & UNDP’s Mayors for Economic Growth Facility**

<b>Application Deadline :</b>	<input type="text"/>	<b>COB 6:00 PM,</b>
<b>Type of Contract :</b>	Contract for professional services	
<b>Starting Date :</b>	September 2021	
<b>Duration of Initial Contract:</b>	Estimated September 2021 – 15 March 2022 <i>(Approximately 60 working days)</i>	

**1. BACKGROUND**

The Mayors for Economic Growth Facility is part of the Mayors for Economic Growth initiative, launched and funded by the European Union since 2017 to support mayors and municipalities in the Eastern Partnership countries. The project is being implemented by UNDP, starting from 2021. The M4EG will be launched in all six Eastern Partnership countries in the summer of 2021. Cities in the network will benefit from training and knowledge exchange activities focused on the development of innovative growth strategies that are highly contextualized and build on local ecosystems. This will entail support in developing a new generation of local economic development plans (LEDPs), strategic thinking and building urban resilience. Local authorities will benefit from new capabilities and access to funding, including the upcoming Annual Portfolio Call for Interests and Annual Innovation Call for Proposals.

This assignment aims to build on new website based on the existing M4EG web page. If needed, the website will be migrated to a new technological platform to provide required functionality and ensure easy support for minimum 4 years. At the moment, the M4EG website (<https://www.m4eg.eu>) is composed of a set of static pages with some functionalities. UNDP wishes to develop a new website with a user-friendly and visually pleasing platform with special access to the online courses and other learning materials that will be made available under the project. The webpage will provide different content and functionality for the public and for registered users. A full administration section will be developed. The website will be produced as a multilanguage system allowing to add new languages during the lifetime of the portal. Initially, the system will provide full support for English language (content and administration). The system should, however, be designed to add new languages at a later stage. A new graphical design will be developed for the M4EG project. Some visual components will be carried over from the current website, but the overall look and feel of the website will be newly designed.

**2. SCOPE OF WORK**

The assignment is focused on the following major objectives:

- Develop a detailed concept and prototype design for the M4EG website based on the core functionality requirements outlined below and make adjustments according to the comments received from UNDP.
- Develop the M4EG website based on the approved concept and outline design with the full functionality described below in the Deliverables section.
- Work closely with the European Commission and UNDP M4EG project team to integrate and

comply with all EU and UNDP communication rules and regulations, including branding, visibility, copyrights, layout, linkages to EU and UNDP websites and communication tools, etc., and to ensure that the design will enrich user experiences.

- Adaptation for various devices (mobile phone, tablets, desktops).
- Creating an adaptive design for visually impaired users.
- Test, debug and improve the application for optimization of the performance.
- Develop a section for introducing online thematical courses.
- Provide Operations & Maintenance services (including security support) for the website 24/7 from September 2021 to December 2024.
- Produce monthly reports for the website performance and recommendations for improvements and updates.

Core functionality requirements:

- The system will be designed for multilanguage use. Initially, the system will be developed in English. The system should allow for easy addition of other languages for content as well as for system texts in the administration section (translation module). It is planned that the public content in the M4EG will be published in the English and the Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine) official languages from the beginning. The administration part must be available in English from the beginning, with the possibility to translate it to other languages within the contract’s framework.
- Developing or upgrading the [M4EG signatories map](#) with an update access and information.
- User management module: general user, editor, moderator, administrator.
- Full admin section.
- All content will be published in multiple languages. The system must be designed for uploads and content modifications in multiple languages.
- Web domain and hosting. The website will be published at the <https://www.m4egfacility.eu/> domain. The vendor will propose hosting type and hosting requirements. UNDP will contract hosting in line with vendor’s requirements.
- The interface must be user-friendly and attractive for target audiences.
- Intellectual Property. All the information uploaded on the web portal will be the property of UNDP and EU. The Contractor must submit all source code and documentation to them upon successful launch and expiry of three months testing period.
- Consideration of cybersecurity requirements.
- Keywords embedded in website architecture (headings, page titles, meta descriptions, URLs, etc.) for maximum searchability/visibility on popular search engines.

### 3. DELIVERABLES

Details of the expected deliverables and schedule is given below

<b>Deliverable #</b>	<b>Task description</b>	<b>Deadline</b>
<b>Deliverable 1:</b>	1. Conceptual design of the website with detailed structure, required functionality and other technical details required for further web-development and	29 October 2021

	<p>description of the website’s content developed and agreed with Supervisor.</p> <ol style="list-style-type: none"> <li>The prototype of the website in English language is developed and agreed with the Supervisor.</li> <li>Short interim report #1 prepared and submitted.</li> </ol>	
<b>Deliverable 2:</b>	<ol style="list-style-type: none"> <li>A clean, user-friendly, and fully operational multilingual web-portal. All the coding will be handed over to UNDP. The website is fully operational with all proposed technical functions outlined.</li> <li>The hosting type and hosting requirements are proposed, set up and secured by the incumbent until 2024. The domain owner is UNDP.</li> <li>Manual, training in English, and Operations &amp; Maintenance services provided to the web managers to manage, upgrade, and maintain the website, including 24/7 Operations &amp; Maintenance services from March 2021. A guarantee of Operations &amp; Maintenance letter on ad-hoc service support is provided.</li> <li>Development or upgrade of the <a href="#">M4EG signatories map</a> with an update access and information.</li> <li>All administration parts are translated into M4EG Facility countries’ languages (six official languages in Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine).</li> <li>Final Report summarizing the tasks accomplished and suggested way forward prepared and submitted to the Supervisor.</li> </ol>	30 December 2021
<b>Deliverable 3</b>	<ol style="list-style-type: none"> <li>Technical updates and maintenance are performed as needed (at least, once per month).</li> </ol>	1 Jan – 15 March 2022

## 1. PAYMENT SCHEDULE

UNDP will pay the negotiated amount in four tranches according to the following payment schedule:

- the first payment (50% of the contract amount) upon successful completion of the Deliverable 1 and approval of the Interim Report #1;

- the second payment (40% of the contract amount) upon successful completion of the Deliverable 2 and approval of the Final Report.
- Third payment (10%) for minor maintenance and updates, as needed.

The payments will be processed upon the full completion and acceptance of contractual obligations where upon the vendor signs the certification of acceptance.

## **5. MONITORING/REPORTING REQUIREMENTS**

The Contractor to develop and design the website will work under the general leadership of the UNDP Regional Project Manager for the Mayors for the Economic Growth Facility and in close coordination and under the guidance of the M4EG Communications Lead. He/she will receive the necessary guidance and clarification that may be needed for this task. He/she will duly inform the Supervisor of any problems, issues or delays arising in the course of implementation of assignment and take necessary steps to address them.

The Contractor will report to the Supervisor on the progress of the work performed and provide regular updates to the M4EG Communications Lead. The Final Report will be in English and to be accepted by the Supervisor at the end of the assignment. UNDP will be the final authority to control the quality and evaluate the work. No reports, documents, communications should be published or distributed to third parties without prior approval of UNDP.

Should any travel be needed for the assignment, the incumbent should include this cost in the financial proposal.

## **6. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS**

- At least five years of practical experience in web design and development.
- Experience in the development of multilanguage online webpages/portals. Experience in creating websites with content in English is mandatory.
- Demonstrable previous experience in developing UX, user-friendly, visually attractive, highly interactive, simple but elegant, and clean websites for different organisations. Provision of at least three samples facing the mentioned criteria.
- Experience with similar previous assignments with development partners or UNDP is an asset.

The vendor's team assigned (minimum two people, composed a team leader and a team member) for the task should demonstrate the following qualifications (CVs of core team members to be provided):

### **For team leader and team member:**

- Expert knowledge of modern multimedia and interactive website design techniques, including graphic design and web-based application platforms. At least three years for a team leader and two years for a team member.

- Fluency in English.

**For team leader:**

- Proven experience in developing educational and learning products (At least two common assignments).

For team member:

- Demonstrable experience in developing web-based applications involving data illustration, based on the provided samples (for team member(s)).

**7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Bidders shall submit the following documents:

Required	
<input checked="" type="checkbox"/>	Technical proposal, including information about past experience in similar projects / assignments and contact details for referees, proposed methodology, approach and implementation plan, management description and the team’s role.
<input checked="" type="checkbox"/>	Financial proposal.
<input checked="" type="checkbox"/>	Track record of previous experience in developing UX, user-friendly, visually attractive, highly interactive websites for organizations.
<input checked="" type="checkbox"/>	List of examples: <ul style="list-style-type: none"> <li>• At least one example of a web site developed previously can serve as a prototype graphical design template to describe the proposed visualization and structure of the web site to be developed under this assignment.</li> <li>• For Team Leader: As an asset, an example of knowledge and learning product/resource on economic development and urban transformation.</li> <li>• For Team Member/s: At least one example of web site and/or web-based applications involving data illustration.</li> </ul>

**8. FINANCIAL PROPOSAL**

Lump sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

**9. EVALUATION**

**The evaluation of technical proposal shall be conducted using scoring method (700**

points), as follows:

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Max Points Obtainable</b>
<b>1</b>	Bidder's qualification, capacity and experience.	250
<b>2</b>	Proposed Methodology, Approach and Implementation Plan.	200
<b>3</b>	Management Structure and Key Personnel.	250
<b>Total</b>		<b>700</b>

<b>Section 1. Bidder's qualification, capacity and experience</b>		<b>Max Points obtainable</b>
<b>1.1</b>	Practical experience in web design and development.	80
<b>1.2</b>	Demonstrable previous experience in developing UX, user-friendly, visually attractive, highly interactive websites for organizations based on track record provided.	80
<b>1.3</b>	Demonstrated previous experience in development of multilanguage online webpages/portals.	60
<b>1.4</b>	Experience with development partners, especially UN Agencies working on economic development and urban transformation projects.	30
Total		250

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Max Points obtainable</b>
<b>2.1</b>	Clear workplan and suitable manpower allocation for the assignment.	50
<b>2.2</b>	Prototype graphical design template to describe the proposed visualization and structure of the website (including a Homepage and a landing page) (at least one example) and a technical proposal for the website	150
Total		200

<b>Section 3. Management Structure and Key Personnel</b>		<b>Max Points obtainable</b>
<b>3.1</b>	The team leader:	
<b>3.1.1</b>	Has professional qualifications in Information Technology with exposure to multimedia applications, following web design standards and making use of Web 2.0 or later.	30
<b>3.1.2</b>	Expert knowledge of modern multimedia and interactive website design techniques, including graphic design and web-based application platforms.	70
<b>3.1.3</b>	Experience in the development of knowledge and learning products/ resources on economic development and urban transformation is an asset (based on one example provided)	60
<b>3.2</b>	Team member/s:	
<b>3.2.1</b>	Has demonstrable experience in developing web-based applications involving data illustration, based on the sample provided.	40
<b>3.2.2</b>	Has proven experience in developing web products related to economics, development or urban renewal/transformation.	20
<b>3.3</b>	Composition and structure of the team proposed. Proposed key experts suitable for the provision of the necessary services.	30
Total		250



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

<b>NAME &amp; ADDRESS OF FIRM</b>	<b>DATE:</b> <a href="#">Click here to enter a date.</a>
	<b>REFERENCE: 20-UNDP/IRH-RFP-202120-M4EG</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Provision of Website Development Services**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before  **COB 6:00 PM,**  
Istanbul Time and via email, courier mail or fax to the address below:

**United Nations Development Programme**  
***procurement.irh@undp.org***

Your Proposal must be expressed in the **English**, and valid for a minimum period of **90 days**.  
**days.**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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 Service Provider 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/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

### Description of Requirements

Context of the Requirement	<i>Contractor to develop an interactive website with signatories map, hosting and access to Urban Learning Center for the M4EG Facility Contractor to develop an interactive website with signatories map, hosting and access to Urban Learning Center for the M4EG Facility</i>
Implementing Partner of UNDP	-
Brief Description of the Required Services <sup>1</sup>	Please refer to the Terms of Reference (ToR)
List and Description of Expected Outputs to be Delivered	Phase 1: Conceptual design and the prototype development: September – October 2021. Phase 2: Website development: November – December 2021 Phase 3: Website test: January-March 2022 Phase 3: 24/7 operations and maintenance services from March 2021 to December 2024. Home-based.
Person to Supervise the Work/Performance of the Service Provider	<i>The Contractor will report directly to UNDP IRH M4EG Facility Project Manager and M4EG Facility Comms Lead.</i>
Frequency of Reporting	<i>As per TOR</i>
Progress Reporting Requirements	
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	6 months
Target start date	September 2021
Latest completion date	March 2021
Travels Expected	N/A
Implementation Schedule indicating	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

breakdown and timing of activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency
Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>3</sup>	As per TOR.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The Contractor will report directly to UNDP IRH M4EG Facility Project Manager and M4EG Comms Lead.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

2 VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

3 UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<input checked="" type="checkbox"/> 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.
Criteria for the Assessment of Proposal	<p><b>Technical Proposal (70%)</b></p> <input checked="" type="checkbox"/> Expertise of the Firm 25% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25% <p><b>Financial Proposal (30%)</b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The minimum technical score required to pass is 70%. Total points obtainable for the Technical part is 700. The minimum points obtainable to pass the Technical part is 490. The maximum points obtainable for Financial is 300.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions <sup>4</sup>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input type="checkbox"/> Others <sup>6</sup> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p>Procurement IRH  <a href="mailto:Procurement.irh@undp.org">Procurement.irh@undp.org</a></p> <p>All clarification requests must be sent 7 days before the deadline.</p>

4 Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

5 Where the information is available in the web, a URL for the information may simply be provided.

6 A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

7 This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that

	Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	
Deadline for submission	<input type="text"/> <b>COB 6:00 PM</b>

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*the query was received.*

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

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[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [ ] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### 1. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- 1. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- 2. Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- 3. Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- 4. Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- 5. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- 6. Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### 2. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance*

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<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**3. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- 26 Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- 27 CVs demonstrating qualifications must be submitted if required by the RFP; and*
- 28 Written confirmation from each personnel that they are available for the entire duration of the contract.*

**4. Cost Breakdown per Deliverable\***

	<b>Deliverables [list them as referred to in the RFP]</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	Deliverable 1	50%	
2	Deliverable 2	40%	
3	Deliverable 3	10%	
	Total	100%	

*\*This shall be the basis of the payment tranches*

**5. Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Team leader				
2. Team member				

*Authorized Person]  
[Designation]  
[Date]*

## Form for Submitting Self-Declaration

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

We, the undersigned hereby declare that we are not in the removed or suspended ineligibility list of the UN, UN Procurement Division list or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*

Yours sincerely,

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<sup>10</sup> *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*