



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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Ref.: PSM/OSS/PRS/CZ

Date: 23 July 2010

Subject: Request for Proposal (RFP) No. 2010/004/CZ
Implementation of an Enterprise Resource Planning (ERP) System for UNIDO

Dear Sirs:

1. The United Nations Industrial Development Organization (UNIDO) hereby invites you to submit a written Proposal (hereinafter referred to as the "Proposal") for the purchase of Enterprise Resource Planning (ERP) software licenses and maintenance services (hereinafter referred to as the "RFP Software") and the provision of associated implementation services (hereinafter referred to as the "Services") for UNIDO. Proposers are requested to apply the concept and approach for ERP implementation based on Oracle or SAP software as defined in the Terms of Reference (TOR) and related documents attached hereto.

2. This Request for Proposal (RFP) consists of this letter and the following Appendices:

- Appendix 1: Instructions to Proposers
- Appendix 2: UNIDO Terms of Reference dated July 2010
- Appendix 3: Qualification Requirements and Evaluation Criteria
- Appendix 4: Financial Statement and Certification
- Appendix 5: Specification Sheet (One version to be completed by the Proposer and included in the **Technical Proposal without prices** and one version to be included in the **Commercial Proposal with prices**)
- Appendix 6: Mandatory Statements for the Technical Proposal
- Appendix 7: Mandatory Statements for the Commercial Proposal
- Appendix 8: UNIDO Contract Form,
Annex A - UNIDO General Terms and Conditions
and Annex E - Performance Bank Guarantee
(Annexes C, D & F are not attached herewith as they will be prepared during the awarding process)
- Appendix 9: Acknowledgement Form

3. To ensure consideration, your complete, detailed Proposal consisting of two separate sealed envelopes/packages, one containing your Technical Proposal and one your Commercial Proposal, must reach the address indicated in paragraph 3 of the Instructions to Proposers (Appendix 1) on or before 16:00h (CET) on **13 September 2010**.

A handwritten signature in the bottom left corner of the page.

4. It is the sole responsibility of the Proposer to ensure that the sealed envelopes containing the Proposal reach the address and office indicated before the time and date stated above. Proposals may be delivered by express mail or by hand to the designated address during UNIDO working hours from 9:00 h to 16:00 h, Monday through Friday except for UNIDO holidays. Delivery to any UNIDO office other than the one stated in paragraph 4 of the Instructions to Proposers (Appendix 1) will be at the risk of the Proposer and will not constitute timely delivery. **Proposals received after the above-mentioned deadline will be invalidated.**

5. Please note that this document is an RFP and *not an Invitation to Bid*. You should also note that the terms set forth in this RFP, including but not limited to the Terms of Reference, the UNIDO Contract Form and the UNIDO General Conditions of Contract, will form an integral part of any contract should UNIDO accept your Proposal. Any such contract will require compliance with all factual statements, covenants and representations made in the Proposal, subject to any modifications to the Proposal agreed to by UNIDO in the context of negotiations, should negotiations be entered into.

6. In order to be considered for the contract, your company must meet the qualification requirements specified in Appendix 3.

7. In this project, time is of the essence. Your ability to commence work and complete it strictly in accordance with the time frame contained in the Terms of Reference will be an important factor in awarding the contract.

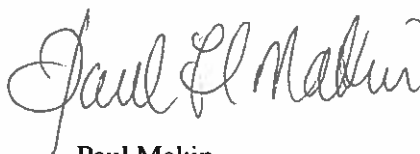
8. You are kindly requested upon receipt of these RFP Documents to return to UNIDO a duly signed Acknowledgement Form (Appendix 9), advising whether your company intends to submit a Proposal.

NOTHING IN OR RELATING TO THIS RFP SHALL BE DEEMED A WAIVER, EXPRESSED OR IMPLIED, OF ANY OF THE PRIVILEGES AND IMMUNITIES OF UNIDO. UNIDO RESERVES THE RIGHT TO ACCEPT OR REJECT ANY PROPOSAL OR SEVERAL PROPOSALS, AND TO CANCEL, IN WHOLE OR IN PART, OR TO SUSPEND THE SOLICITATION PROCESS, OR TO REJECT ALL PROPOSALS, AT ANY TIME AND WITHOUT ANY OBLIGATION TO INFORM THE AFFECTED PROPOSER(S) OF THE GROUNDS FOR UNIDO ACTION .

9. Please address all your queries or comments in writing as indicated in Appendix 1 and kindly refrain from any personal visits or telephone calls.

10. We look forward to receiving your Proposal.

Yours sincerely



Paul Makin
Director

Operational Support Services
Programme Support and General Management Division
UNIDO

