



24 July 2009

Reference: PD/PCMS/09070/MS

SUBJECT: **Separation of the Financial and Technical Proposals**

Dear Madam, Sir

1. It has come to our attention that some vendors occasionally do not strictly adhere to the United Nations' Bid<sup>1</sup> submission instructions, concerning the subject matter.

**GENERAL PRINCIPLES**

2. We would like to remind you and to emphasize that in order to ensure the integrity of the procurement process and ensure confidentiality of the financial information during the technical evaluation stage, the financial and the technical proposals **MUST BE COMPLETELY SEPARATED** and submitted in separate sealed envelopes, clearly marked on the outside as either **TECHNICAL PROPOSAL** or **FINANCIAL PROPOSAL**, as appropriate.
3. Any and all financial information must **ONLY** be included in the Financial Proposal. No Financial proposals, quotes or any other related financial information should appear in the Technical Proposal.

**SUBMISSION BY FACSIMILE**

4. Proposals may also be submitted via facsimile to the designated number, if this method is expressly allowed in the Bid Documents. If submitted by fax, please adhere to the following instructions, unless otherwise provided in the relevant Bid Documents:
  - a. Technical Proposal and Financial Proposal must be submitted each under a separate cover letter which clearly states either RFP-XXX TECHNICAL PROPOSAL or RFP-XXX FINANCIAL PROPOSAL. Any and all financial information shall be included **only** in the Financial Proposal. No Financial proposal, quotes or any other related financial information should appear in the Technical Proposal.
  - b. A total number of twenty five (25) pages (or the certain number specified in the relevant Bid Documents) may be transmitted. Should your proposal(s) exceed this limit, do not divide your proposal into separate deliveries of less

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<sup>1</sup> For the purpose of this letter, the term bid and proposal are considered the same.

than 25 pages each, but deliver your proposal by e-mail, by mail, by hand or by courier.

- c. Proposals received by the UN at any other facsimile number other than the designated number in the Bid Documents will be rejected.

#### **ELECTRONIC SUBMISSION**

- 5. In addition, you may submit your Proposal via electronic mail to the designated and secured e-mail address, if this method is expressly allowed in the Bid Documents. If submitted by e-mail, please adhere to the following instructions, unless otherwise provided in the relevant Bid Documents:

- a. You should send two separate e-mails. One containing the Financial Proposal and one containing the Technical Proposal.
- b. Technical proposal must have the Reference Number RFPG/S-XXX-TECH in the "Subject" line of the e-mail. Financial proposal must have the Reference Number RFPG/S-XXX-FIN in the "Subject" line of the e-mail. No other characters or spacing should be included in the Subject line.

#### **SUBMISSION BY CD-ROM**

- 6. Please also note that should the Bid submission instructions require the submission of your Proposal on CD-ROM or on other electronic device, you should send 2 separate CD-ROM or other electronic means, as required, in two sealed envelopes, clearly marked as provided in Article 2 above, one for the Technical Proposal and one for the Financial Proposal, or insert each one of them in the pertinent envelope along with your hard-copy submission.
- 7. Proposals submitted by fax, e-mail or by hand/courier, which do not comply with these requirements, e.g. mixed the financial and technical proposal in any way other than provided above, will be rejected.
- 8. Your kind and prompt attention to this matter would be appreciated.

Yours truly,

*(Original signed)*

Paul Buades  
Director  
Procurement Division