

04.01.2020

Dear Sir/Madam,

**Subject:** Request for Quotation (RFQ) for the provision of Purchase of official vehicle for UN Women Turkey Office

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of official *vehicle for UN Women Turkey Office* as described in the annex I to this request for quotation.
2. In order to prepare a responsive quotation, you must carefully review, and understand the contents of the following documents:
  - a. This Invitation letter and Quotation Instruction Sheet (QIS)
  - b. [Detailed Technical Specifications of the Goods \(Annex 1\)](#)
  - c. [Quotation Submission Form and Quotation Format \(Annex 2\)](#)
  - d. [UN Women General Conditions of Contract \(Annex 3\)](#)
  - e. [Voluntary Agreement \(Annex 4\)](#)
  - f. [Model Form of Contract \(Annex 5\)](#)
  - g. [Eligibility Criteria \(Annex 6\)](#)
3. Quotations submitted by email must be limited to a maximum of 10 MB, virus-free or corrupted contents to avoid rejection, and no more than 3 email transmissions.
4. A contract may be awarded to the supplier having submitted the quotation representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers.
5. At the time of the contract award, UN Women reserves the right to vary the quantity of goods (and services, if applicable) by up to a maximum of twenty-five percent (25%) of the total offer without any change in the unit price or other terms and conditions. Therefore, suppliers must indicate, in their quotation, if any price/quantity restrictions are associated with their offer.
6. It is UN Women's intention to issue the contract as presented herein the RFQ documents. Therefore, offerors should ensure any due diligence regarding the legal review and ability to be compliant to all contract terms and conditions is undertaken prior to the submission of your quotation. Submission of a quotation will be confirmation of accepting UN Women General Conditions of Contract included herein.

7. In the case two (2) quotations are evaluated and found to be the same ranking in terms of technical qualification and price, UN Women will award contract to the company that is either women-owned or has a majority women employed. This is in support of UN Women's core mandate. In the case that both companies are women-owned or have a majority women employed, UN Women will request best and final offer from both suppliers and shall make a final comparison of the competing suppliers.
8. UN Women reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action.
9. At any time prior to the deadline for the submission of quotations, UN Women may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their quotations, UN Women may, at its discretion, extend the deadline for the submission.
10. The Quotation Instruction Sheet (QIS) below provides the requisite information for the Supplier as guide to respond to this request.

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## 1. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls, the empowerment of women, and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women, globally, has begun implementing the Strategic Plan (2018-2021) which outlines the Entity's strategic direction, objectives and approaches to support efforts to achieve gender equality and empower women and girls. One of the strategic outcomes of the Plan is to ensure that "Women lead, participate in and benefit equally from governance systems." In Turkey, UN Women Strategic Note (2019-2022) also prioritizes increasing women's political participation and supporting the government to meet its commitment to gender equality through the development of gender responsive plans and budgets.

UN Women established its full operational presence in Turkey as a Country Office in January 2019. Currently, UN Women supports the government of Turkey and provides technical assistance to national partners in the following areas: women, peace and security, elimination of violence against women, social and economic empowerment of women, and mainstreaming gender into national planning and budgeting processes.

### Statement of Need

UN Women Turkey Country Office intends to purchase a vehicle to be used for official purposes. The vehicle will be used to accommodate UN Women Country Director's use based in Ankara VIP guests, etc. Item details are listed as below. Quality assurance is expected from the SUPPLIER, such that any error or low-quality products shall be acted upon, or replaced accordingly at no cost to the organization. Likewise, upon final project acceptance, the SUPPLIER is required to ensure quality of the products after sales services and during the warranty period.

Location of the Office: UN Women Turkey Office

Turan Gunes Bulvari ParkOran Ofis binasi 180Y No: 58 Cankaya ANKARA