Date: [*August 17, 2021*]

REQUEST FOR QUOTATION

RFQ Nº UNFPA/PHL/RFQ/21/038

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Service Provider for the Development of a Comprehensive Action Plan for EO 141”**

UNFPA requires the provision of technical assistance to the development of a comprehensive action plan of POPCOM in relation to EO 141, including support in the coordination with relevant agencies (government and/or non-government partners), and gathering of inputs from various stakeholders for incorporation and consolidation into the action plan. The technical assistance includes the review of existing initiatives related to addressing adolescent pregnancy done in the Philippines, design of interagency monitoring mechanism for the implementation of the Executive Order, and development of a resource mobilization plan.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.

1. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

**Terms of Reference (ToR)**

**Objectives and scope of the Services**

**Background**

**Executive Order 141 - which declares addressing adolescent pregnancy as a national priority was signed by the President last 25 July 2021. The objective of the EO is to serve as a policy framework for inter-agency action that will respond to the challenge of high adolescent pregnancies in the country and was primarily championed by POPCOM in the Human Development and Poverty Reduction Cluster of the Cabinet - which is composed of agencies such as POPCOM, DOH, DepEd, DSWD, NAPC, and NYC, among others.**

**Other salient points of E.O.141**

* **All government agencies and instrumentalities shall identify and implement as far as practicable interventions related to the prevention of adolescent pregnancies such as CSE, employment opportunities for young people, and health promotions through media and communications. Agencies shall also closely monitor the implementation of intervention in their regional and field offices and units**
* **Extend all assistance necessary to capacitate SKs in implementing programs, activities, and projects within their localities**
* **NYC to establish a forum between government and youth sector on the proper planning and evaluation of policies, program and activities affecting the youth**
* **POPCOM to consolidate into a ComprehensiveAction Plan towards the Prevention of Adolescent Pregnancies**
* **DBM shall ensure that the annual National Expenditure Program shall include initiatives for the prevention of adolescent pregnancies in the annual Budget Priority Framework and its corresponding budget guidelines**

**While the Executive Order is relatively new, initiatives and programmes to address adolescent pregnancy, either directly or as part of a bigger initiative, are already being done or have started. Some of these key initiatives include the Implementation of the Comprehensive Sexuality Education (CSE) as stipulated in Sec. 14 of the RPRH Law with the Department of Education as the lead agency, assisted by UNFPA Philippines and its implementing partner; and Youth Leadership and Governance programme which capacitated Sangguniang Kabataan (SKs) Leaders to lead and participate in developing, implementing, and monitoring and evaluating sexual and reproductive health programs in local government units through specific multi-agency and multi-level interventions which include health, education and livelihood. There are also various initiatives being implemented by partners nationwide, which were already being initially discussed during the Kapit-Kamay Summit last 2019 as a result of the President’s directive to convene relevant stakeholders to understand the education, development, and health dimensions of adolescent pregnancy and form a multi stakeholder commitment (refer to Manila Declaration to Address Adolescent Pregnancy) to address the said issue.**

**The EO 141, therefore reiterates the need to continue synergizing efforts to strengthen or effectively implement existing programs aimed at preventing adolescent pregnancies and protecting adolescent mothers as well as be used for budget advocacy.**

**Scope of Work**

**An external service provider will be engaged by UNFPA to perform the following specific tasks and functions:**

* **Provide technical assistance to the development of a comprehensive action plan to POPCOM in relation to EO 141**
  + **Review existing initiatives (programs, activities, projects) related to addressing adolescent pregnancy done by various agencies in the Philippines as well as initial efforts to consolidate and analyze with existing evidence and framework as part of the situational analysis**
  + **Detail and describe technical strategies with sub-activities and timelines**
  + **Estimate resources and costs**
  + **Identify financing gaps**
  + **Secure approval and buy-in of the comprehensive action plan**
  + **Establish and manage institutional arrangements for implementation**
  + **Design interagency monitoring mechanism for the implementation of the Executive Order**
  + **Develop a resource mobilization plan**
* **Support in the coordination with relevant agencies (government and/or non-government partners) as necessary. This includes**
  + **Facilitation and documentation of coordination meetings with government and non-government partners**
  + **Consolidation of agreements and inputs for key stakeholders for incorporation in the action plan**
* **To gather inputs from various stakeholders, in particular work with current implementing partners of UNFPA who are working on the components of the EO for incorporation and consolidation into the action plan.**
* **Perform tasks related to the development of the comprehensive action plan for EO 141**

**Expected Outputs**

* **Comprehensive National Action Plan for Addressing Adolescent Pregnancy vetted by POPCOM and the HDPRC Cluster**
* **Medium Term Costing for the Programmes and Activities Detailed in the Action Plan**
* **Monitoring and Evaluation Framework for the Action Plan**
* **Technical Assistance to POPCOM in setting up an M&E system for the Action Plan**

1. **Institutional Arrangements**

**The project will be under the overall supervision of the UNFPA Country Representative and Assistant Country Representative, and the direct supervision of the UNFPA Youth Program Officer and the Population and Development Officer. The firm is expected to work closely with the UNFPA Country Office and the Commission on Population and Development. The firm is expected to**

1. **Duration of Work**

**The engagement shall commence immediately upon awarding of the contract until June 2022.**

1. **Qualifications of the Successful Contractor**

**The company must have documented experience in providing support to institutions in their planning and monitoring of major programs. Provision of similar services to UN agencies, government and/or**

**The contractor should have in their team someone who has at least 5 years work experience related to public sector planning, programming or policy formulation. Having expertise on working on adolescent sexual and reproductive health, and/or adolescent development programmes is preferred.**

1. **Scope of Bid Price and Schedule of Payments**

**The bidder is expected to submit realistic and competitive itemized cost estimates in undertaking the project, including professional/talent fees if needed, logistics and production. Schedule of payment shall be as follows:**

|  |  |
| --- | --- |
| **25% after the submission of an Inception Report** | **September 2021** |
| **15% after the submission of the draft Comprehensive Action Plan to UNFPA and POPCOM** | **September 2021** |
| **30% after submission of draft monitoring framework with clear targets and indicators** | **November 2021** |
| **30% after submission of the final report and documentation on the technical assistance to POPCOM** | **June 2022** |

**The project shall be charged to PHL08DEM-UDD32-PU0074.**

1. **Questions**

Questions or requests for further clarifications should be submitted in writing to the contact person below:

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Marrychris Machanidis* |
| Tel Nº: | *63-2-9989563345* |
| Email address of contact person: | *machanidis@unfpa.org* |

The deadline for submission of questions is [23 August 2021, 12noon*, and Manila Philippines time*]. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than : [*31 August 2021 5:00PM, Manila Philippines time*][[1]](#footnote-1).

|  |  |
| --- | --- |
| Dedicated email address: | *procurement.ph@unfpa.org* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/PHL/RFQ/21/038 – Service Provider for the Development of a Comprehensive Action Plan for EO 141 . Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
* When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should you offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform Marrychris Machanidis at machanidis@unfpa.org
* Any quotation submitted will be regarded as an offer by the bidder and does not  
  constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

1. **Overview of Evaluation Process**

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

**Technical Evaluation**

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

| **Criteria** | [A] Maximum Points | [B]  Points attained by Bidder | [C]  Weight (%) | [B] x [C] = [D]  Total Points | |
| --- | --- | --- | --- | --- | --- |
| Project Management   * + 1. Staffing, including proposed members of the team     2. Availability to handle project and finish on schedule to be agreed upon | 100 |  | 35% |  | |
| Technical Expertise   * 1. Experience in developing comprehensive and strategic national action plan   2. Experience in coordinating government and non-government partners working to address adolescent pregnancy in the country   3. Experience in working with UNFPA | 100 |  | 40% |  | |
| Approach in methodology   1. Likelihood of achieving expected outputs within the given timeframe and budget 2. Appropriateness of approaches and strategies to deliver expected outputs 3. Overall clarity of proposal | 100 |  | 25% |  | |
| *Grand Total All Criteria* | 300 |  | 100% |  |

The following scoring scale will be used to ensure objective evaluation:

|  |  |
| --- | --- |
| **Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted** | **Points**  **out of 100** |
| Significantly exceeds the requirements | 90 – 100 |
| Exceeds the requirements | 80 – 89 |
| Meets the requirements | 70 – 79 |
| Partially meets the requirements | 1 – 69 |
| Does not meet the requirements or no information provided to assess compliance with the requirements | 0 |

**Financial Evaluation**

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of [50] points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the TOR. All other price quotes will receive points in inverse proportion according to the following formula:

|  |  |  |
| --- | --- | --- |
| Financial score = | Lowest quote | X 100 (Maximum score) |
| Quote being scored |

## Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

|  |
| --- |
| Total score = [70%] Technical score + [30%] Financial score |

1. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a [Purchase Order / Professional Service Contract on a fixed-cost basis to the Bidder(s) that obtain the highest total score.

1. **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s policy regarding fraud and corruption is available here: [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required.  Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records.  Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Representative, Dr. Leila Joudane at [joudane@unfpa.org](mailto:joudane@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/PHL/RFQ/21/038 |
| **Currency of quotation :** | PHP |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation must be valid for a period of at least 3 months after the submission deadline* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Example Price Schedule below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Professional Fees* | | | | | Php |
| 1. Out-of-Pocket expenses | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | | | | | Php |
| ***Total Contract Price***  *(Professional Fees + Out of Pocket Expenses)* | | | | | Php |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/PHL/RFQ/21/038 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |  |
| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place | |

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)