



Date: 19 August 2021

REQUEST FOR QUOTATION RFQ N° UNFPA/USA/RFQ/21/095

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“BrightIdea Programs as a SaaS solution”

UNFPA requires the provision of a branded web portal using Software-as-a-Solution (SaaS) to jumpstart participation of internal and external innovators. The portal is also expected to help UNFPA implement full-scale processes to run its innovation programs.

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

I. 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](#)

II – Service Requirements/Terms of Reference (ToR)

Background:

To enable UNFPA to be fit-for-challenge to achieve the outputs in complex development and humanitarian contexts, UNFPA needs to harness innovation to meet tomorrow’s challenges and boost its impact, especially for those furthest behind. Harnessing the power of innovation is a key change strategy to maximize our impact by identifying new and more effective approaches in solving problems to accelerate progress for women and girls. For UNFPA, making a positive impact at scale - at national level, across countries and regions - is only possible if we innovate at scale, together with our strategic partners.

One of the goals of the UNFPA’s newly developed Roadmap is to strengthen its innovation architecture and capabilities. This is with an aim to enable UNFPA to enhance its internal capacity to scan the horizon for potential solutions and emerging trends including through internal and external innovation scouting and challenges. These potential solutions will be evaluated, refined, enhanced and integrated in ongoing programme efforts. They may also be used to develop new ways of learning, strengthening UNFPA’s role as state-of-the-art knowledge broker and generator or improve internal efficiencies.



In this regard, UNFPA wishes to implement a branded web portal using Software-as-a-Solution (SaaS) to jumpstart participation of internal and external innovators. The portal is also expected to help UNFPA implement full-scale processes to run its innovation programs.

To develop this web portal, UNFPA has decided to use BrightIdea Programs as a SaaS solution.

Objective:

Sign a long term agreement (LTA) with a selected vendor for a duration of 4 years, with a possibility of extension for 1 additional year, to annually renew subscription for BrightIdea Programs.

Scope:

UNFPA intends to buy subscriptions starting from the commencement of the LTA for a period of 1 or 2 year(s) at a time for 4 years. At the end of the 4th year, UNFPA at its discretion may extend the LTA for an additional year. The subscription must give UNFPA an ability to make the solution available to all of its personnel.

The BrightIdea Programs must integrate its authentication services with UNFPA’s Google Workspace directory, thereby allowing all UNFPA users to access the portal using single-sign-on. The selected vendor must work with UNFPA’s Google Workspace Administrator Team to activate the single-sign-on.

UNFPA also expects the selected vendor to provide at least 1,000 external (non-UNFPA) user licenses. The authentication mechanism for the external users will be decided after the contract is in place.

The selected vendor must also provide appropriate training to UNFPA’s personnel. UNFPA expects a minimum of 8 training sessions of one hour each to cover all important modules of the solution.

Quotation:

All bidders must provide proof that they are authorized by BrightIdea (brightidea.com) to resell the requested licenses. Failure to submit this proof will result in disqualification of the quotation.

The quotation must include annual subscription pricing in USD and any discounts offered for multi-year advance payment

The quotation must be provided using the following format:

	Year 1 Price in USD	Year 2 Price in USD	Year 3 Price in USD	Year 4 Price in USD	Year 5 Price in USD
Annual subscription price for BrightIdea Programs for unlimited internal users and 1,000 external users					



Annual subscription for a pack of 1,000 external users	
Discount offered for multi-year advance payment (% of the annual subscription price)	
Ability to add external users on an ad-hoc basis with a maximum lead time of 10 working days from order placement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bidder is in full agreement with the attached General Contract Conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No

Minimum Qualification Criteria		Bidder to complete	Bidder to complete
Authorized by BrightIdea Resellers	Proof that You are an authorized BrightIdea reseller (brightidea.com)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
Delivery time	Bidder shall be able to deliver the licenses within 1 week after Contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
Delivery place and Incoterms rules	United Nations Population Fund, 605 3rd Avenue, New York, NY 10158 USA	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
UNFPA Right to vary requirements	At the time the Contract is awarded, UNFPA reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the ITB.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details



Questions

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

Name of contact person at UNFPA:	<i>Mr. Diego Bragado Zapatero</i>
Email address of contact person:	bragado@unfpa.org

The deadline for submission of questions is 26th August 2021 at 17 hours Copenhagen Time. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

II. Content of quotations

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

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- 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.

III. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section II above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than : **03 Sept 2021 at 13:00 PM Copenhagen Time**¹.

Name of contact person at UNFPA:	<i>Mr. Garik Adamyan</i>
Official Email address of PSB:	bidtender@unfpa.org

Please note the following guidelines for electronic submissions to UNFPAs PSBs dedicated email address:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/USA/RFQ/21/095–BrightIdea** 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.
- Please do NOT send the emails with your offer to any other email address (Not even as CC or BCC); otherwise, UNFPA will not be able to guarantee the fair and transparent handling of your quote.
- 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 **Mr. Diego Bragado Zapatero** at: bragado@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.

IV. Overview of Evaluation Process

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>
UNFPA/USA/RFQ/21/095



Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

V. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Long Term Agreement with duration of 4 + 1 years to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

VI. 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.

VII. 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.

VIII. Fraud and Corruption

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](#). 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](#).

IX. 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](#).

X. RFQ Protest

Bidder(s) perceiving that they have been unjustly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org.

XI. Disclaimer



United Nations Population Fund
Procurement Services Branch
Marmorvej 51, 2100
Copenhagen, Denmark
Email: bragado@unfpa.org
Website: www.unfpa.org

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 N°:	UNFPA/USA/RFQ/21/095
Currency of quotation:	USD
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

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

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Bidder is in full agreement with the attached General Contract Conditions	<input type="checkbox"/> Yes		<input type="checkbox"/> No		



		Bidder to complete	Bidder to complete
Delivery time	Bidder shall be able to deliver the licenses within 1 week after Contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
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UNFPA Right to vary requirements	At the time the Contract is awarded, UNFPA reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the ITB.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/USA/RFQ/21/095 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	



United Nations Population Fund
Procurement Services Branch
Marmorvej 51, 2100
Copenhagen, Denmark
Email: bragado@unfpa.org
Website: www.unfpa.org

**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, available in the link below:

- ✓ <https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts>