

## Request for Quotation (RFQ)

**Ref: RFQ/UNITAR/NCD/2022-01**

**Date: 23 February 2022**

**Subject: Expert technical services to develop sound costing and financial analysis for the National Multisectoral Non-Communicable Disease Strategy and Action Plan for The Gambia**

Dear Sir/Madam:

The United Nations Institute for Training and Research (UNITAR) is seeking services for the above-mentioned subject. Kindly request you to submit your quotation as detailed in Annex 1 of this RFQ. Quotations are required to be submitted to UNITAR not later than **02 March 2022 at 12:00pm (CET)** via email: [tendering@unitar.org](mailto:tendering@unitar.org)

Please indicate **"RFQ/UNITAR/NCD/2022-01 – Subject: Expert technical services to develop costing and financial analysis"** in the subject line. Quotation may be submitted on or before **02 March 2022 via email: [tendering@unitar.org](mailto:tendering@unitar.org)**

The conditions set out in the UN General Terms and Conditions for the Procurement of Services, as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal purchase order.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNITAR after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Kindly ensure that your quotation is signed and in pdf format.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

### **Bid data sheet (BDS)**

Excepted duration of work	20 to 30 days
Target start date	09 March 2022
Expected completion date	31 March 2022
Preferred currency of quotation	US\$

Value Added Tax on price quotation	Must be inclusive of VAT and other applicable indirect taxes
Deadline for the submission of quotation	02 March 2022 at 12:00 Hours (CET)  Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNITAR may not be able to assist.
All documentations, including catalogues, instructions, and operating manuals, shall be in this language	English
Mandatory documents to be submitted  (Preliminary requirement)	<ol style="list-style-type: none"> <li>1. Duly completed the form for submitting supplier's quotation as provided in Annexes 3 and 4 in accordance with the list of requirements signed and company stamped.</li> <li>2. Company Profile: Name, Address, Contact Info.</li> <li>3. Latest Business Registration Certificate.</li> </ol>
Period of validity of quotes starting the submission date	60 days  In exceptional circumstances, UNITAR may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial quotes	Not permitted
Payment terms	Payment will be made within 30 days upon service completion and final acceptance by UNITAR.
Evaluation criteria	<ul style="list-style-type: none"> <li>• As set out in Annex 1 "Evaluation Criteria"</li> <li>• Criteria for award: Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</li> <li>• Full acceptance of the PO/Contract General Terms and Conditions.</li> <li>• If price found to be quoted in other currencies, UNITAR will use its prevailing official exchange rate at the time of bid evaluation.</li> </ul>
UNITAR will award to:	One supplier
Type of contract to be signed	UNITAR Purchase Order
Contract general terms and conditions	UN General Terms and Conditions for Contracts (goods and/or services)
Conditions for release of payment	The payment shall be made based on actual services received and accepted by UNITAR.

Annexes to this RFQ	<p>Annex 1 – Instruction to bidders</p> <p>Annex 2 – Terms of Reference (ToR)</p> <p>Annex 3 - Form for submitting Supplier’s Quotations</p> <p>Annex 4 – Quotation submission form</p> <p>Annex 5 - General Terms and Conditions available at:  <a href="https://www.un.org/Depts/ptd/about-us/conditions-contract">https://www.un.org/Depts/ptd/about-us/conditions-contract</a></p> <p>Website link: <a href="https://www.unitar.org/about/unitar/procurement-unitar">https://www.unitar.org/about/unitar/procurement-unitar</a></p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
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Submission details (What to submit)	<p>In addition to the mandatory documents mentioned above, the following details shall be submitted.</p> <ol style="list-style-type: none"> <li>1. Qualification and experience: <ol style="list-style-type: none"> <li>a) It is required that the company has 3-5 years of experience in costing and health financing.</li> <li>b) Demonstration of the service provider's capability and organizational structure for execution of the services, highlighting minimum of 2 similar experiences in costing and health financing.</li> <li>c) Curriculum Vitae of personnel that will be working on the project.</li> <li>d) Description of Quality Assurance mechanism(s) in place for ensuring that expert consultations and services provided comply to the terms of reference of requested services and industry standards.</li> <li>e) At least 3 reference letters from previous clients, otherwise the contact details (phone number and email address) of previous clients.</li> </ol> </li> <li>2. Technical and financial proposal: <ol style="list-style-type: none"> <li>a) All aspects of the technical and financial proposals must conform to the instructions to bidders as set out in Annex 1.</li> <li>b) Technical proposals shall answer to each of the requirements requested in Terms of Reference (Annex 2). Description of the service provider's approach, methodology, and timelines for meeting or exceeding the requirements described in this RFQ and its annexes shall be detailed.</li> <li>c) Financial proposals shall be provided with detail breakdown for the cost per deliverables, and the cost breakdown by resources/personnel as set out in Annex 3.</li> </ol> </li> </ol>
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Contact Person for Inquiries (Written inquiries only)	Email. <a href="mailto:tendering@unitar.org">tendering@unitar.org</a>  Any delay in UNITAR's response shall be not used as a reason for extending the deadline for submission, unless UNITAR determines that such an extension is necessary and communicates a new deadline to the Proposers.  The Subject Line of your email shall be:  <b>RFQ/UNITAR/NCD/2022-01 – Subject: Expert technical services to develop costing and financial analysis</b>
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At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNITAR after it has received the quotation. At the time of award of Contract or Purchase Order, UNITAR reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

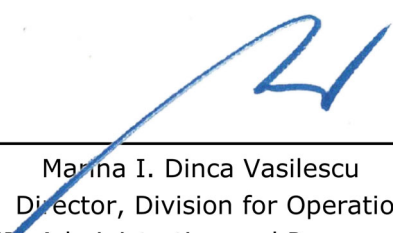
Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and the quantity) shall be re-computed by UNITAR. The unit price shall prevail, and the total price shall be corrected. Quotation will be rejected if the supplier does not accept the final price based on UNITAR's computation and correction of errors.

UNITAR encourages every vendor to avoid and prevent conflicts of interest, by disclosing to UNITAR if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, cost estimates, and other information used in this RFQ.

UNITAR implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNITAR, as well as third parties involved in UNITAR activities. UNITAR expects its suppliers to adhere to the UN supplier code conduct found in this link: <https://www.un.org/Depts/ptd/sites> Any Contract or Purchase Order that will be issued as a result of this RFQ shall be subject to the General Conditions attached hereto (Annex 5). The mere act of submission of a quotation implies that the vendor accepts without question the General Conditions of UN (Annex 5).

Thank you and we look forward to receiving your quotation.

Sincerely yours,


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Marina I. Dinca Vasilescu  
Director, Division for Operations  
Chief, HR, Administration and Procurement Unit  
UNITAR