



United Nations Population Fund (UNFPA)
Marmorvej 51, 2100 Copenhagen
Website: www.unfpa.org
Date: ~~17-07-24~~26-07-24

Emergency Request for Proposal (RFP) No. UNFPA/DNK/RFP/24/011

Dear Sir/Madam,

We hereby solicit your best technical and financial offer for the supply of the following items:

TWO (2) BEmONC, to be delivered to Port Sudan

Delivery lead time FCA 4-6 weeks following receipt of UNFPA PO.

If you are interested in submitting a bid for these items/services, kindly fill in the attached submission form and send to the secure email address indicated below/ not later than ~~31-07-24 at 16:00 Copenhagen Time.~~ **07-08-24 at 10:00 Copenhagen Time**

Please ensure to mark your email with the RFP reference number and the words “Sealed bid. Do not open before ~~31-07-24 at 16:00 Copenhagen Time.~~”. **07-08-24 at 10:00 Copenhagen Time**

Secure email address for bid submission: bidtender@unfpa.org

Email address of Contact Person: trozic@unfpa.org and engell@unfpa.org (please use both emails)

Note: Do not submit your bid to the contact person’s email address!

Please remember, the bid shall consist of two parts: the technical and the financial bid. The technical bid containing the technical specifications for services/products/works and the financial bid containing price information.

Your Technical Bid and Financial Bid should be submitted in **separate emails** to bidtender@unfpa.org. Do not submit Bid documents to any other email address, sending your electronic Bid to any other email address, or physical copies to our offices, may result in the invalidation of the Bid.

Bidders must enter the following text in the subject line: UNFPA/DNK/RFP/24/011,

Company Name, and specify “Technical Bid” or “Financial Bid”. Example below:

- 1) UNFPA/DNK/RFP/24/011, [Company name], Technical Bid
- 2) UNFPA/DNK/RFP/24/011, [Company name], Financial Bid

Submissions without this text in the subject line may be rejected, and the mails **should not exceed 20MB**.

Any questions relating to the Bid process and/or to the attached documents shall be sent to: Humanitarian Supplies Procurement Associate, Mirza Trozic and Humanitarian Supplies Specialist Dina Engell at emails: trozic@unfpa.org and engell@unfpa.org no later than ~~24-07-24 at 16:00 Copenhagen Time~~. (please use both emails) **31-07-24, at 16:00 Copenhagen Time**

It is the Bidder’s responsibility to assure compliance with the submission process. If the emails are not submitted as per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.

Documents to be submitted with the bid:

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Bidder’s previous experience and clients
- d. Technical bid, including documentation to demonstrate that the bidder meets all requirements for each of the four categories. The technical bid should be concisely presented and structured to include but not necessarily be limited to the information listed in the Annex A – Technical Specifications. Please remember to submit all the documents listed in Annex A – Technical Specifications
- e. Financial bid in a separate sealed envelope
- f. Product Item Overview Form

Partial bids **are allowed** under this RFP.

Evaluation of Proposals:

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical bids being completed prior to any financial bid being opened and compared. The financial bid will be opened only for those bidders whose technical bids reaches **42 points**,

meeting the requirements for the RFP. The total number of points which a bidder may obtain for technical and financial bids is **100 points**. (technical-financial ratio 70:30)

Technical Evaluation

The technical bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in the bidding documents and the evaluation criteria. The maximum technical score is **70 points**.

Criteria	[A] Maximum Points	[B] Points attained by the Bidder	[C] Weighting %	[B] x [C] = [D] Total Points
1. Vehicle (Please see Annex A – Technical Specifications for the documents required to be submitted)	100		25%	
2. Box Body Layout, Design, and Infrastructure (Please see Annex A – Technical Specifications for the documents required to be submitted)	100		30%	
3. Infrastructure/Utilities (Please see Annex A – Technical Specifications for the documents required to be submitted)	100		20%	
4. Solar/Battery/Inverter Feature (Please see Annex A – Technical Specifications for the documents required to be submitted)	100		5%	
5. Medical Equipment (Please see Annex A – Technical Specifications for the documents required to be submitted)	100		20%	
GRAND TOTAL ALL CRITERIA			100% (70 points in total)	

The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

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

The financial bid will only be evaluated if the technical bid achieves a minimum of **42 points**. Proposals failing to obtain this minimum threshold will not be eligible for further consideration. The financial bid is evaluated on the basis of its responsiveness to the Price Schedule Form. The maximum number of points for the price bid is **30**. This maximum number of points will be allocated to the lowest price. All other proposals will receive points in inverse proportion according to the following formula:

$$\text{Points for the Price Bid of a Proposal being evaluated} = \frac{[\text{Maximum number of points for the Price Bid}] \times [\text{Lowest price}]}{[\text{Price of bid being evaluated}]}$$

Total Score

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

Contract Award

UNFPA shall award the contract to the bidder who obtains the highest combined score of the technical and price evaluation.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Attachments:

- 1. Bid Submission Form**
- 2. Bidders Identification Form**
- 3. Technical Bid**
- 4. Product Item Overview Form**
- 5. Price Schedule Form**
- 6. Annex A – Technical Specifications**