



November 16, 2017

**REQUEST FOR PROPOSAL (RFP)**  
**RFP Number UNFPA/DNK/RFP/17/031 (1)**

For the establishment of a:

**LONG TERM AGREEMENT**

In regards to:

PROVISION OF SERVICES

**LETTER OF INVITATION**

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the provision of the following services.

<b>Lot 1</b>	<b>RH Medicines and other Pharmaceuticals:</b> Dossier assessment. Multiple LTAs will be awarded for this lot.
<b>Lot 2</b>	<b>Male and Female Condom Prequalification:</b> Technical documentation assessment and on-site inspection services. Multiple LTAs will be awarded for this lot.
<b>Lot 3</b>	<b>Male and Female Condoms: Research, Guideline Development, and Training Services.</b> Multiple LTAs will be awarded for this lot.
<b>Lot 4</b>	<b>Copper TCu380A IUDs Prequalification:</b> Technical documentation Assessment and on-site inspection services. Multiple LTAs will be awarded for this lot.
<b>Lot 5</b>	<b>Copper-bearing intra-uterine devices: Research, Guideline development, and Training Services.</b> Multiple LTAs will be awarded for this lot.
<b>Lot 6</b>	<b>Personal Lubricants for Use with Male and Female Condoms: technical evaluation of tenders, research, and quality assurance training services.</b> Multiple LTAs will be awarded for this lot.
<b>Lot 7</b>	<b>Medical Equipment and Consumables: technical evaluation of tenders, site assessments, product sample assessments, development of technical specifications, development of guideline documents, training, and workshop facilitation.</b> Multiple LTAs will be awarded for this lot.
<b>Lot 8</b>	<b>Note taking and report writing for technical meetings and workshops.</b> One LTA will be awarded for this lot.

2. Your company is hereby invited to submit your best Technical and Financial Bids for **any or all of the eight LOTS**. Your Bid could form the basis for a Long Term Agreement (LTA) between your company and UNFPA.
3. To enable your company to submit a Bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Section III:	UNFPA General Conditions of Contract



Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Section VII:	Contractual Forms

- The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid *separately* from their Financial Bid containing price information. Specific instructions for the submission can be found Section I – Instructions to Bidders, clause 20 Submission, Sealing and Marking of Bids.
- Bidders are requested to carefully read Section I – Instructions to Bidders, clause 20 Submission, Sealing and Marking of Bids, where detailed instructions of the submission process are provided. It is the Bidder’s responsibility to assure compliance with the submission process. If the emails are not marked / submitted 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.

All Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than **January 8, 2018, at 13:00 Copenhagen time<sup>1</sup>: (3)**

Your Technical Bid and Financial Bid should be submitted in separate emails in accordance to clause 20.3 Submission of electronic Bids, should reach the email inbox of [Bidtender@unfpa.org](mailto:Bidtender@unfpa.org). Do not submit Bid documents to any other email address, sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

- Bids received after the stipulated date and time will be rejected.
- Bidders are asked to acknowledge receipt of this RFP using the Bid Confirmation Form SECTION VI – ANNEX A: BID CONFIRMATION FORM. A completed Form should be e-mailed to Ms. Lilia Velinova at [velinova@unfpa.org](mailto:velinova@unfpa.org) no later than **December 19, 2017** and indicate whether or not a Bid shall be submitted. Bidders that will not submit a Bid are kindly asked to indicate the reason(s) for not bidding on the Bid Confirmation Form to help UNFPA improve its future Bid exercises.
- Any questions relating to the Bid process and/or to the attached documents shall be sent to: Ms. Lilia Velinova, Contracts Associate at email: [velinova@unfpa.org](mailto:velinova@unfpa.org)

Responses to all questions received will be handled in accordance to the instructions included in Section I - Instructions to Bidders, clause 8 Clarifications of solicitation documents. Do not submit a Bid to this contact, or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bid process.

- UNFPA posts all Bids notices, clarifications and results in the United Nations Global Marketplace; hence, we strongly encourage Bidders to register on [UNGM](http://www.ungm.org). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, suppliers become part of the database that UN buyers use when searching for suppliers. The link describes the registration process: <https://www.ungm.org/Public/Pages/RegistrationProcess>

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



Suppliers can also access all UN Bids online and, by subscribing to the Tender Alert Service, suppliers can be automatically notified via email of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for suppliers.

10. UNFPA looks forward to receiving your Bid and thanks you in advance for your interest in UNFPA procurement opportunities.

11. This letter is not to be construed in any way as an offer to contract with your company/institution.

Yours sincerely,

Ms. Lilia Velinova  
Contracts Associate  
Procurement Services Branch  
UNFPA



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## SECTION I: INSTRUCTIONS TO BIDDERS

### A. INTRODUCTION

#### 1. General

- 1.1. UNFPA's Procurement Services Branch wishes to enter into non-exclusive Long Term Agreements (LTAs) with qualified suppliers for services in support of UNFPA's Programmes and Third Party Purchasers.
- 1.2. As a result of this competitive Bid process, UNFPA plans to sign non-exclusive Long-Term Agreements (LTAs) with multiple, lead and back-up supplier(s) for 3 years. In addition to the initial term, the LTA(s) will have the option of a one-year extension, subject to satisfactory performance and price competitiveness.
- 1.3. In the event of UNFPA signing an LTA the following shall apply:
  - 1.3.1. The successful Bidder(s) shall accord the same terms and conditions to any other organization with the United Nations Systems, that wishes to avail itself of such terms, after written consent from UNFPA's Procurement Services Branch.
  - 1.3.2. The LTA template specified in SECTION VII – ANNEX A: LONG TERM AGREEMENT TEMPLATE, shall be used.
  - 1.3.3. UNFPA will not be committed to purchase any minimum quantity of the goods/services, and purchases will be made only if and when there is an actual requirement. UNFPA shall not be liable for any costs in the event that no purchase is made under any resulting LTA. All reductions in market prices provided by the supplier will be passed on in full to UNFPA.

#### 2. Eligible Bidders

- 2.1. This Bidding process is open to all legally-constituted companies with a core business related to medical devices or pharmaceuticals that can provide the requested services and have legal capacity to perform in the country, or through an authorized representative.
- 2.2. Bidders and all parties constituting the Bidder may hold any nationality.
- 2.3. Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
  - 2.3.1. Are, or have been associated in the past, with a company or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.
  - 2.3.2. Submit more than one Bid in this Bidding process, except for alternative Bids accepted under instructions to Bidders clause 19 is not permitted. However, this does not limit the participation of subcontractors in more than one Bid.
  - 2.3.3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA's guidance.
  - 2.3.4. The following information must be disclosed in the Bid:
    - 2.3.4.1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved

in procurement functions and/or of any government official of the beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and

- 2.3.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.
  - 2.3.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.
- 2.4. Bidders under declaration of ineligibility by UNFPA in accordance with clause 2 at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:
- 2.4.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);
  - 2.4.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on [United Nations Global Marketplace \(UNGM\)](#) as a result of having committed fraudulent activities;
  - 2.4.3. Included on the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
  - 2.4.4. Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).
- 2.5. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).
- 2.6. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA.

### **3. Cost of Bid**

- 3.1. Bidder will bear all costs associated with the preparation and submission of the Bid(s), and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

### **4. Fraud and Corruption**

- 4.1. UNFPA's Policy regarding fraud and corruption is available by clicking on [Fraud Policy](#) and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.
- 4.2. UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. To this effect, UNFPA has developed an Anti-Fraud Policy with the aim to raise awareness of fraud risks, implement controls to prevent fraud, and establish a procedure to detect fraud and to enforce the Policy.
- 4.3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.
- 4.4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:
  - 4.4.1. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;



- 4.4.2. "Fraudulent practice" means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;
- 4.4.3. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- 4.4.4. "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- 4.4.5. "Obstructive practice" means acts intended to materially impede the exercise of UNFPA's contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.
- 4.4.6. "Unethical practice" means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority and harassment
- 4.5. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;
- 4.6. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for, or in executing, a UNFPA contract/agreement.
- 4.7. Any supplier participating in UNFPA's procurement activities must provide all required documents, records, and other elements to UNFPA personnel upon first request to facilitate any investigation of allegations of misconduct by either suppliers or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the supplier from the UNFPA supplier roster and may lead to suspension following review by UNFPA.
- 4.8. 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.
- 4.9. A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#)

## 5. Zero Tolerance

- 5.1. UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. If interested on reading further on this policy, please select [Zero Tolerance Policy](#).



**6. Disclaimer**

6.1. Should any of the links malfunction or are inaccessible for any reason in this Request for Proposal or any of its Annexes, suppliers can contact the Procurement Official referenced below in clause 8 and request for them to share a PDF version of such document(s).

**B. SOLICITATION DOCUMENTS**

**7. UNFPA Bidding document (5)**

7.1. This RFP document is posted on [United Nations Global Marketplace \(UNGM\)](#).

7.2. Bidding documents consists of the following:

Section I:	Instructions to Bidders
Section II:	Terms of Reference
Annex A:	Instructions for Preparing Technical Bid
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions of Contract
Section V:	Supplier Qualification Requirements
Section VI:	Bid and Returnable Forms
Annex A:	Bid Confirmation Form
Annex B:	Bid Submission Form
Annex C:	Bidder Identification Form
Annex D:	Bidder’s Previous Experience
Annex E:	Price Schedule Form
Annex F:	Does not apply
Annex G:	Checklist of Bid Forms
Section VII:	Contractual Forms
Annex A:	Template of Proposed Long Term Agreement
Annex B:	Does not apply
Annex C:	Does not apply

7.3. Bidders are expected to examine all instructions, forms, Terms of Reference, terms and conditions contained within this Bid document. Failure to comply with these documents shall be at the Bidder’s risk and may affect the evaluation of the Bid or result in the rejection of the Bid.

7.4. Bidders are cautioned to read Section II – Terms of Reference, as there may be special requirements. The requirements presented herein are not to be construed as defining a particular service provider’s service. Bidders are encouraged to advise UNFPA if they disagree.

7.5. The requirements included in this document are the minimum requirements of the services solicited. Services offered in the Bid must meet or exceed all requirements herein.

**8. Clarifications of Bidding documents (6)**

8.1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:

Ms. Lilia Velinova, Contracts Associate  
[velinova@unfpa.org](mailto:velinova@unfpa.org)



Bidders should **NOT** submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications no later than **November 29, 2017 at 13:00 Copenhagen time]**<sup>2</sup>.

- 8.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA's answers will also be posted on UNGM, ([www.ungm.org](http://www.ungm.org)).
- 8.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA's response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

#### **9. Amendments to Bidding documents**

- 9.1. At any time prior to the Bid submission deadline, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by issuing an amendment.
- 9.2. UNFPA shall post all amendments under the original notice on UNGM. All prospective Bidders that have received the Bidding documents shall periodically check if amendments have been posted to the bidding documents on UNGM.
- 9.3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

### **C. PREPARATION OF BIDS**

#### **10. Language of the Bid**

- 10.1. Bid documents and all related correspondence will be written in English.
- 10.2. Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For the purpose of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.

#### **11. Bid currency and prices (7)**

- 11.1. All prices shall be in US dollars (USD) or any other convertible currency.
- 11.2. The Bidder shall indicate on the Price Schedule Form in accordance to SECTION VI – ANNEX E: PRICE SCHEDULE FORM the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the LTA.

#### **12. Conversion to single currency**

- 12.1. To facilitate evaluation and comparison, the procurement official will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable to USD at the [UN Operational Rate of Exchange \(UNORE\)](#) on the last day for submission of Bids.

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<sup>2</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



### **13. Most favored pricing**

13.1. By submitting a Bid, the Bidder certifies that the same services have not been offered to other customers under similar circumstances at a lower cost. Should a Bidder be found to have done so, it must offer the lower cost to UNFPA.

### **14. Validity of Bids (8)**

14.1. Bids must remain valid for 120 calendar days after the Bid submission deadline. UNFPA will consider Bids with shorter validity as not substantially responsive and reject them. Under special circumstances, UNFPA may request Bidders to extend the validity of their Bids. Requests for validity extension will be made in writing.

### **15. Bidders' conference (9)**

15.1. A Bidders' conference may be conducted at UNFPA's discretion. All Bidders will be encouraged to attend. Non-attendance, however, will not result in disqualification of an interested Bidder. Minutes of the Bidders' conference will be either posted on UNGM or e-mailed to the Bidders that have confirmed participation or expressed interest in the Bid. Verbal statements made during the Bidders' conference will not modify the terms and conditions of the RFP, unless such statements are specifically written in the minutes of the Bidder conference or issued as an amendment to the Bid documents and posted on UNGM.

15.2. When appropriate, a Bidders' conference will be conducted at the date, time and location specified in Section II – Terms of Reference.

## **D. SUBMISSION OF BIDS**

### **16. Documents establishing eligibility and conformity to Bid documents**

16.1. Evidence of conformity of the goods/services to the Bidding documents may include the following documentation as described in clauses 17 Technical Bid and 18 Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.

16.2. Submission of a Bid that does not substantially respond to the UNFPA Bid document in every respect shall be at the Bidder's risk and may result in a rejection of the Bid.

All required documents returned with the Technical Bid should be submitted in PDF version. The Financial Bid should be submitted both in PDF version and Excel version.

### **17. Technical Bid**

17.1. Documents establishing the eligibility of the Technical Bid:

17.1.1. Completed and signed Bid Submission Form; SECTION VI – ANNEX B: BID SUBMISSION FORM, in PDF format. Note: if the bid submission form is not submitted or not signed, and provided the bidder has not indicated they do not accept any of the conditions required in this form, UNFPA shall consider that the bidder has accepted all such conditions. For the sake of good order, at the time of bid evaluation UNFPA will request the bidder to provide the signed Bid Submission Form.

17.1.2. Completed Bidder Identification Form; SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM in PDF format.



- 17.1.3. Completed Bidder's Previous Experience; SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE in PDF format.
- 17.1.4. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements. The Technical Bid should be presented concisely and structured to include but not necessarily be limited to the information listed in SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID in PDF format
- 17.1.5. Supporting documents/information per the Supplier Qualification Requirements;
- 17.1.6. Copy of last three years of audited financial statements.

## 18. Financial Bid

- 18.1. Bidders must complete the Price Schedule Form in accordance to SECTION VI – ANNEX E: PRICE SCHEDULE FORM – in PDF format. The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.
- 18.2. Please consider the following information when completing the Price Schedule Form:
  - 18.2.1. The Price Schedule Form must provide a detailed cost breakdown, as shown in SECTION VI – ANNEX E: PRICE SCHEDULE FORM. Bidders are required to provide separate figures for each of the steps for each item.
  - 18.2.2. Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include the prices for these services broken down into itemized prices.
  - 18.2.3. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes. The applicable unit of measure should be clearly indicated.
  - 18.2.4. Submit this Financial Bid in a separate envelope/email from the rest of the Technical Bid.

## 19. Partial & Alternative Bids

- 19.1. Partial Bids are allowed under this RFP. **A bidder may bid for any or all LOTs.** However, all services under each LOT are required – i.e., bidders bidding for a particular LOT must submit a proposal for all services listed in this LOT. UNFPA reserves the right to select and accept a part or parts of any Bid.
- 19.2. Alternative bids are not accepted.

## 20. Submission, sealing, and marking of Bids (10)

- 20.1. The Bid process shall be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid(s) *separately* from their Financial Bid(s) containing price information.
- 20.2. UNFPA provides the following method of Bid submission:
  - 20.2.1. Electronic Bids may be submitted via email in accordance with the guidelines provided in clause Submission of electronic Bids (11)20.3.

### 20.3. Submission of electronic Bids (11)

- 20.3.1. Bidders must enter the following text in the subject line: UNFPA/USA/RFP/17/031, *Company Name*, and specify "Technical Bid" or "Financial Bid". Example below:
  - 20.3.1.1. UNFPA/USA/RFP/17/031, Company name, Technical Bid email X
  - 20.3.1.2. UNFPA/USA/RFP/17/031, Company name, Financial Bid



- 20.3.1.3. Submissions without this text in the subject line may be rejected.
- 20.3.2. Electronic submissions must be sent only to [Bidtender@unfpa.org](mailto:Bidtender@unfpa.org). Bids received at [Bidtender@unfpa.org](mailto:Bidtender@unfpa.org) mailbox shall not be opened before the scheduled opening date. Sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.
- 20.3.3. The total size of the email submission must **not exceed 20 MB**, including e-mail body, attachments, and headers.
- 20.3.4. It is recommended that the entire Bid be consolidated into as few attachments as possible, in commonly-used file formats in accordance to what has been stated in clauses 17 & 18. If the Bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. Multiple emails must be clearly identified by indicating in the subject line “email X” sequentially, and the final “email Y – final”.
- 20.3.5. It is the Bidder’s responsibility to ensure that Bids sent by email are received by the submission deadline. When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the first 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 from UNFPA’s email system, please inform Ms. Lilia Velinova, Contracts Associate ([velinova@unfpa.org](mailto:velinova@unfpa.org))

## **21. Deadline for submission of Bid and late Bids**

- 21.1. Bids must be delivered to the place, date and time specified in this RFP. If any doubt exists as to the time zone in which the Bid should be submitted, refer to <http://www.timeanddate.com/worldclock/>, or contact the Bid focal point.
- 21.2. Bids received after the submission deadline shall be declared late, rejected and the supplier informed by UNFPA accordingly. UNFPA will not be responsible for Bids that arrive late due to the courier company and any other technical issues which are not within the control of UNFPA.

## **22. Modification and withdrawal of Bids**

- 22.1. Bidders are expected to have sole responsibility to examine the conformity of their Bids to the requirements of the RFP, keeping in mind that material deficiency in providing information requested by UNFPA, or lack of clarity in the description of goods or services to be provided may result negatively in the evaluation process of the Bids.
- 22.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.
- 22.3. Any proposed modification, substitution or withdrawal must be submitted in accordance to clause 20 - Submission, sealing and marking of Bids based on the approach utilized. The respective envelope or email shall be clearly marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”. Any revision to the Bid must be received by the deadline.
- 22.4. No Bid may be modified, substituted or withdrawn in the interval between the submission deadline and the expiration of the period of the Bid validity. No Bid may be modified, substituted or withdrawn after the submission deadline.



### **23. Storage of Bids**

- 23.1. Bids received prior to the deadline of submission and the time of opening shall remain secure and unopened until the Bid opening date stated in UNFPA's RFP.

## **E. BID OPENING AND EVALUATION**

### **24. Bid opening (13)**

- 24.1. UNFPA will conduct an internal Bid opening on January 8, 2018 at 15:00 Copenhagen time<sup>3</sup> at the office of UNFPA in Copenhagen, Denmark.
- 24.2. Bids will be opened by an ad-hoc panel consisting of at least two staff members (of which one may be from a different United Nations agency/fund/program) and where at least one individual has no involvement in the subsequent stages of the procurement process. There will be separate Bid openings for Technical and Financial Bids. The Bidders' names and submitted documents shall be announced and recorded on the Technical Bid opening report.
- 24.3. A Bid opening report will be available for viewing only to Bidders who have submitted a bid or their authorized representatives for a period of thirty days from the date of the opening. Information not included in the Bid opening report will not be provided to Bidders.
- 24.4. Once the Technical evaluation has been completed, the Financial Bids will be opened. During the Financial Bid opening, the Bidders' names and the prices stated in the Financial Bid shall be announced and recorded on the Financial Bid opening report.
- 24.5. No Bid shall be rejected during Bid opening, except for late Bids. Rejected Bids will be shredded except for any bank securities, which will be returned to the Bidder.

### **25. Clarification of Bids**

- 25.1. To assist in the examination, evaluation and comparison of Bids, UNFPA may ask Bidders for clarification of their Bids. The request for clarification and the response shall be in writing by UNFPA, and no change in price or substance of the Bid shall be sought, offered or permitted. Clarification of Bids may be provided only in response to UNFPA request for clarification or request for additional information.

### **26. Preliminary examination of Bids (14)**

- 26.1. Prior to the detailed evaluation, UNFPA shall examine the Bids to determine whether they are complete with respect to minimum documentation requirements, whether the documents are properly signed, whether any computational errors have been made and whether the Bids are generally in order.
- 26.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.
- 26.3. A substantially responsive Bid conforms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- 26.3.1. Affects in any substantial way the scope, quality, or services specified; or
- 26.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA's rights or the Bidder's obligations under the LTA; or

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<sup>3</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



- 26.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
- 26.4. UNFPA considers material deviations to include, but not be limited to the following:
  - 26.4.1. During preliminary examination of Bids
    - 26.4.1.1. Absence of Bid form(s), change in the wording or lack of signature on key portions of the Bid form when this is clearly required. Any change in wording that is consistent with the standard format of the Bid form(s) is not a material deviation;
    - 26.4.1.2. The Bidder indicates in the Bid that they do not accept important LTA conditions, i.e. related to Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, General Conditions of Contract and Limitation of Liability;
    - 26.4.1.3. Non submission of non-historical documents (documents that should be specifically prepared by the Bidder in response to this RFP) by the bid submission deadline.
    - 26.4.1.4. Non-eligibility of the Bidder;
    - 26.4.1.5. Financial information is included in the Technical Bid.
  - 26.4.2. During technical evaluation of Bids and qualification of Bidders:
    - 26.4.2.1. Bids do not reach the minimum threshold on technical score.
    - 26.4.2.2. The Bidder does not meet the minimum conditions for qualification.
  - 26.4.3. During Financial evaluation of Bids:
    - 26.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 27.1.3
    - 26.4.3.2. Required price components are missing;
    - 26.4.3.3. The Bidder offers less quantity than what is required
- 26.5. If a Bid is not substantially responsive to the Bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

**27. Non-conformities, errors, and omissions**

- 27.1. Provided that a Bid is substantially responsive:
  - 27.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
  - 27.1.2. UNFPA may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
  - 27.1.3. UNFPA shall correct arithmetical errors on the following basis:
    - 27.1.3.1. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern, and the unit price shall be corrected;

27.1.3.2. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

**28. Evaluation of Bids (15)**

28.1. The evaluation of the Bids will be carried out in a two-step process by an evaluation panel, with evaluation of the Technical Bid being completed prior to any Financial Bid being opened and compared.

**There will be a separate evaluation process for each LOT.**

28.2. The Financial Bid for each LOT will be opened only for those Bidders, whose Technical Bids for the respective LOT reach a minimum score of 70 points and who have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.

28.3. Information relating to the examination, evaluation, comparison, and post-qualification of Bids and recommendation of LTA award shall not be disclosed to Bidders or any other person not officially concerned with such process until the LTA award is published.

28.4. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the Bids or LTA award decisions may result in the rejection of its Bid.

28.5. Notwithstanding from the time of Bid opening to the time of LTA award, if any Bidder wishes to contact UNFPA on any matter related to the Bidding process, it should do so in writing.

**29. Technical evaluation (16)**

29.1. The Technical Bid for each LOT is evaluated on the basis of its responsiveness to the Terms of Reference for the respective LOT shown in Section II, the Technical Bids submitted by the Bidders and the evaluation criteria published below.

**Technical evaluation criteria for LOT 1: RH medicines and other pharmaceuticals**

Each proposed consultant will be evaluated separately based on the criteria below. LTAs will be awarded for specific consultants. Consultants whose names are not included in the LTA may not be assigned to UNFPA projects without prior approval by UNFPA.

	Criteria	[A] Maximum points	[B] Points attained by bidder	[C] Weight %	[B] x [C] = [D] Total Points
(a)	Academic qualifications as requested in the ToR	100		35%	
(b)	Professional experience and background, including fluency in English	100		30%	
(c)	Previous completed projects of similar nature and scope	100		25%	
(d)	Evidence of understanding of the nature and scope of the work (clarity of technical proposal). This score will be the same for all consultants included in the technical proposal.	100		10%	
<b>Grand Total All Criteria</b>		<b>400</b>		<b>100%</b>	

**Technical evaluation criteria for LOT 2: male and female condoms prequalification**

Each proposed consultant will be evaluated separately based on the criteria below. LTAs will be awarded for specific consultants. Consultants whose names are not included in the LTA may not be assigned to UNFPA projects without prior approval by UNFPA.

Criteria		[A] Maximum points	[B] Points attained by bidder	[C] Weight %	[B] x [C] = [D] Total Points
(a)	Educational qualifications and training in the stated required fields of specialization, including fluency in English	100		40	
(b)	Experience in the stated areas of expertise	100		40	
(c)	Previous completed projects of similar nature and scope	100		10	
(d)	Evidence of understanding of the nature and scope of the work (clarity of technical proposal). This score will be the same for all consultants included in the technical proposal.	100		10	
<b>Grand Total All Criteria</b>		<b>400</b>		<b>100%</b>	

**Technical evaluation criteria for LOT 3: Male and female condoms – research, guideline development, and training services.**

Each proposed consultant will be evaluated separately based on the criteria below. LTAs will be awarded for specific consultants. Consultants whose names are not included in the LTA may not be assigned to UNFPA projects without prior approval by UNFPA.

Criteria		[A] Maximum points	[B] Points attained by bidder	[C] Weight %	[B] x [C] = [D] Total Points
(a)	Educational qualifications and training in the specified fields, including fluency in English	100		20	
(b)	Experience in the stated areas of specialization and expertise	100		20	
(c)	Experience in writing technical documents and guidelines and facilitating workshops	100		30	
(d)	Previous completed projects of similar nature and scope	100		20	
(e)	Evidence of understanding of the nature and scope of the work (clarity of technical proposal). This score will be the same for all consultants included in the technical proposal.	100		10	
<b>Grand Total All Criteria</b>		<b>500</b>		<b>100%</b>	

**Technical evaluation criteria for LOT 4: Copper TCu380A intra-uterine device prequalification**

Each proposed consultant will be evaluated separately based on the criteria below. LTAs will be awarded for specific consultants. Consultants whose names are not included in the LTA may not be assigned to UNFPA projects without prior approval by UNFPA.

Criteria		[A] Maximum points	[B] Points attained by bidder	[C] Weight %	[B] x [C] = [D] Total Points
(a)	Educational qualifications and training in the specified fields, including fluency in English	100		40	
(b)	Experience in the stated areas of expertise	100		40	
(c)	Previous completed projects of similar nature and scope	100		10	
(d)	Evidence of understanding of the nature and scope of the work (clarity of technical proposal). This score will be the same for all consultants included in the technical proposal.	100		10	
<b>Grand Total All Criteria</b>		<b>400</b>		<b>100%</b>	

**Technical evaluation criteria for LOT 5: Copper-bearing IUDs – research, guideline development, and training services.**

Each proposed consultant will be evaluated separately based on the criteria below. LTAs will be awarded for specific consultants. Consultants whose names are not included in the LTA may not be assigned to UNFPA projects without prior approval by UNFPA.

Criteria		[A] Maximum points	[B] Points attained by bidder	[C] Weight %	[B] x [C] = [D] Total Points
(a)	Educational qualifications and training in the specified fields, including fluency in English	100		25	
(b)	Experience in the stated areas of specialization and expertise	100		25	
(c)	Experience in writing technical documents and guidelines and facilitating workshops	100		25	
(d)	Previous completed projects of similar nature and scope	100		10	
(e)	Evidence of understanding of the nature and scope of the work (clarity of technical proposal). This score will be the same for all consultants included in the technical proposal.	100		15	
<b>Grand Total All Criteria</b>		<b>500</b>		<b>100%</b>	

**Technical evaluation criteria for LOT 6: Personal lubricants for use with male and female condoms – technical evaluation, research, and quality assurance training.**

Each proposed consultant will be evaluated separately based on the criteria below. LTAs will be awarded for specific consultants. Consultants whose names are not included in the LTA may not be assigned to UNFPA projects without prior approval by UNFPA.

Criteria		[A] Maximum points	[B] Points attained by bidder	[C] Weight %	[B] x [C] = [D] Total Points
(a)	Educational qualifications and training in the stated required fields of specialization, including fluency in English	100		20	
(b)	Experience in the stated areas of expertise	100		30	
(c)	Demonstrated knowledge or experience with methods for condom/lubricant compatibility	100		20	
(d)	Previous completed projects of similar nature and scope	100		20	
(e)	Evidence of understanding of the nature and scope of the work (clarity of technical proposal). This score will be the same for all consultants included in the technical proposal.	100		10	
<b>Grand Total All Criteria</b>		<b>500</b>		<b>100%</b>	

**Technical evaluation criteria for LOT 7: Medical equipment and consumables – technical evaluation of tenders, site assessments, product sample assessments, development of technical specifications, development of guideline documents, training, and workshop facilitation**

Each proposed consultant will be evaluated separately based on the criteria below. LTAs will be awarded for specific consultants. Consultants whose names are not included in the LTA may not be assigned to UNFPA projects without prior approval by UNFPA.

Criteria		[A] Maximum points	[B] Points attained by bidder	[C] Weight %	[B] x [C] = [D] Total Points
(a)	Educational qualifications and training in the stated required fields of specialization, including fluency in English	100		20	
(b)	Knowledge and experience in the stated areas of expertise	100		30	
(c)	Knowledge in drafting and reviewing specifications, technical documents, safety standard documents for bid evaluation, and expertise in health technologies specifically in medical devices	100		20	
(d)	Previous completed projects of similar nature and scope	100		20	

(e)	Evidence of understanding of the nature and scope of the work (clarity of technical proposal). This score will be the same for all consultants included in the technical proposal.	100		10	
<b>Grand Total All Criteria</b>		<b>500</b>		<b>100%</b>	

**Technical evaluation criteria for LOT 8: note taking and report writing services**

Each proposed consultant will be evaluated separately based on the criteria below. LTAs will be awarded for specific consultants. Consultants whose names are not included in the LTA may not be assigned to UNFPA projects without prior approval by UNFPA.

Criteria		[A] Maximum points	[B] Points attained by bidder	[C] Weight %	[B] x [C] = [D] Total Points
(a)	Fluency in English	100		40%	
(b)	Previous experience in writing reports	100		40%	
(c)	Familiarity with the UN Style as evidenced by previous work experience	100		20%	
<b>Grand Total All Criteria</b>		<b>300</b>		<b>100%</b>	

29.2. Scoring Scale System

29.2.1. 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

**30. Supplier qualification requirements (17)**

30.1. The responses from the Bidders compared to SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM and SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE of this document will be evaluated based on the criteria provided below to assess the degree of Bidder qualification for the proposed LTA.

Number	Supplier Qualification Parameter	Bid is acceptable? (YES/NO)	Justification
1	Legal and regulatory requirements	UNFPA shall examine the Bid to confirm that it does not contain any material deviations, reservation, or omission related to the General Conditions of Contracts (Section III)	
2	Bidder is established as a company and legally incorporated in the country		
3	Bidder is not a banned or suspended supplier		
4	Financial stability		
5	Bidder is experienced and technically capable of delivering the LTA		

30.2. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder’s capabilities and capacity to execute the LTA satisfactorily before deciding on award.

30.3. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or have a record of poor performance such as: not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

**31. Financial evaluation (18)**

31.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score as indicated in clause 28.2 and is considered qualified through the supplier qualification process described in clause 30. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration.

31.2. The Financial Bid is evaluated on the basis of its responsiveness to the Price Schedule Form SECTION VI – ANNEX E: PRICE SCHEDULE FORM. The maximum number of points for the Financial Bid is 100. This maximum number of points will be allocated to the lowest average rate. All other Financial Bids will receive points in inverse proportion according to the following formula:

$$\text{Financial Score} = \frac{\text{Lowest Bid (\$)}}{\text{Bid being Scored (\$)}} \times 100 \text{ (Maximum Score)}$$

For the purposes of financial evaluation, average rate will be calculated as follows:

$$\text{Average rate} = (\text{Hourly rate} * 8 + \text{Daily rate}) / 2$$



**32. Total score (19)**

32.1. The total score for each LOT will be separate and will be the weighted sum of the technical score for the respective LOT and the financial score for the respective LOT. The maximum total score for each LOT is 100 points.

Total Score = 70% Technical Score + 30% Financial Score

**F. AWARD OF LONG TERM AGREEMENT AND FINAL CONSIDERATIONS**

**33. Award of long term agreement (LTA)**

33.1. UNFPA intends to award multiple LTA(s) to the Bidder(s) that obtain the highest combined scores of the Technical and Financial evaluation for the respective LOT.

33.2. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the Bid winner cannot fully meet the delivery requirements or it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the highest combined scoring Bid, the second-highest, etc.

**34. Rejection of Bids and annulments**

34.1. UNFPA reserves the right to reject any Bid if the Bidder has previously failed to perform properly or on time in accordance with previous contracts/Purchase Orders or if the Bidder from UNFPA's perspective is not in a position to deliver Purchase Orders that will be issued pursuant to the LTA(s).

34.2. UNFPA reserves the right to annul the RFP and reject all Bids at any time prior to award of the LTA without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information.

34.3. Bidders waive all rights to appeal against the decision made by UNFPA.

**35. Right to vary requirements and to negotiate at time of award**

35.1. At the time of award of the LTA and any Purchase Order(s) pursuant to the LTA UNFPA reserves the right to vary the quantity of goods and/or services specified in the RFP without any change in the hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.

35.2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the LTA to ensure that the Financial Bid is competitive on all aspects of the price.

35.2.1. The purpose of negotiations of offers selected based on the 'cumulative analysis methodology' is to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.

35.2.2. In the negotiations, any deficiency in the offer will be pointed out to the supplier. The supplier will be allowed to make adjustments in the proposal in order to improve and more clearly specify the contents of the offer. However, under no circumstances shall the requirements (Terms of Reference/specifications) be changed.

**36. Signing of the long term agreement (LTA)**

36.1. The procurement official will send the successful Bidder(s) the LTA valid for three years, which constitutes notification of award. Successful Bidder(s) shall sign and date the LTA,



and return it to UNFPA within 10 calendar days of receipt of the LTA. To facilitate the process of signing the LTA, Bidders are expected to have reviewed the LTA template found in SECTION VII – ANNEX A: LONG TERM AGREEMENT TEMPLATE of the Bidding documents prior to submitting a Bid. After receipt of any Purchase Order(s) issued pursuant to the signed LTA, the successful Bidder shall deliver the goods and/or services in accordance with the delivery schedule outlined in the Purchase Orders.

36.2. The LTA will be established between the successful Bidder(s) and UNFPA to allow UNFPA to contract the provision of the specified goods/services. The resultant Agreement represents an offer on the part of the successful Bidder(s) to provide UNFPA with goods/services, at the prices agreed and under the Conditions of Contract detailed for the duration of the Agreement. These Agreements will not be considered as contracts, nor oblige UNFPA to any financial commitment whatsoever. Only Purchase Orders made pursuant to such Agreements will constitute a commitment on UNFPA's part.

36.3. UNFPA reserves the right to discontinue the agreements if the supplier's performance is not satisfactory to UNFPA.

36.4. The LTA holders shall hold the prices fixed and not subject to change throughout the validity of the Agreements. LTA holders shall be responsible to apply any special offer or discounts (if applicable) which may become effective at the time of fulfilling the order to any Purchase Order(s) issued under the Agreements. Such discounts shall be reflected in the corresponding supplier invoices.

### **37. Publication of Contract Award**

37.1. UNFPA will publish the contract award on [United Nations Global Marketplace](#) with the following information: Supplier Name and Country, Description of the Goods or Services and the date of the contract.

37.2. Additionally, for every Purchase Order UNFPA will publish on [United Nations Global Marketplace](#), unless it is deemed to be in the interest of UNFPA not to do so: Purchase Order reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Purchase order amount and the issue date of the purchase order.

### **38. Payment Provisions**

38.1. UNFPA's policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

### **39. Bid protest**

39.1. Any Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a LTA may lodge a complaint directly to the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org), who will then make an assessment of the complaint and provide a reply to the supplier within 10 calendar days, if required, advise the Bidder on further recourse.

### **40. Documents establishing sustainability efforts of the Bidder**

40.1. Currently UNFPA is requesting information on environmental and social policies and related documentation with Bids submitted by prospective suppliers. UNFPA is incorporating environmental and social criteria considerations into the evaluation process,



such as adherence to Global Compact requirements (more information can be accessed here, <http://www.unglobalcompact.org/>, or by contacting Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org)). UNFPA encourages suppliers to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now.



## SECTION II: TERMS OF REFERENCE (TOR)

### 1. Terms of Reference for each LOT

Please refer to the specific Terms of Reference document for each LOT. These documents are attached under the procurement notice on UNGM.

The sections below apply to all LOTs.

### 2. Travel arrangements if travel is required

When a consultant is offered an assignment to visit a specific manufacturing site or factory, after the acceptance of the award (or within a reasonable timeframe) you would be sent a travel entitlement award in correspondence to the specific mission. Such entitlement award will be a monetary lump sum which the consultant would be authorized for the mission. The lump sum would be broken down in the following manner:

- I. Maximum recognizable amount for the purchase of international airfare.
  - a. Airfare will continue to be an economy class flight regardless of the duration of travel and would be selected based on the most direct & economical option.
  - b. For calculations purposes of the recognizable amount for airfare, the itinerary will consider the following:
    - i. Departing from the base destination of the selected vendor and arriving at the desired inspection site one day prior to the expected start date. E.g. If the inspection is expected to start on Monday morning 9:00 AM, the flight would be expected to arrive the Sunday prior within a reasonable hour.
    - ii. Departing from the desired inspection site the day after the inspection has been completed and returning to the base destination of the selected vendor. E.g. If the inspection is expected to start on Monday and finish Tuesday, the flight would be expected to depart on Wednesday.
- II. Maximum recognizable amount for the purchase of national airfare.
  - a. If internal flights and/or land mobilization is required to move from the point of arrival or from one site destination to another, such information would be presented separately and would be under the same conditions as previously mentioned.
- III. Daily subsistence allowance (DSA)
  - a. The daily subsistence allowance will be presented by city for each of the required cities of the official itinerary that has been determined from the airfare.
  - b. For calculations purposes the DSA will be calculated in accordance to the expected travel itinerary including deductions as appropriate, basically meaning you would be granted a daily subsistence allowance for each city they have to be in from one day prior to the official start of the mission, such DSA would be in accordance to the expect city which

the consultant would sleep in, such DSA would be covering the consultant until the last day of the mission. E.g. If the inspection is expected to start on Monday and finish Tuesday, the flight would be expected to arrive on Sunday and depart on Wednesday; hence the DSA would start from Sunday and be applicable until the last night of the mission which would be Tuesday considering the consultant is expected to fly out the next day, hence three nights in total.

- c. If internal flights and/or land mobilization is required to move from point of arrival or from one site destination to another, the DSA would be calculated in accordance to the city in which the consultant is expected to sleep in, and would be eligible from the first landing point required to initiate internal flights and/or land mobilization.

#### IV. Terminal expenses

- a. Terminal expenses consist on the costs associated to getting to and from the airport in relation to international and/or national flights. The terminal expenses are a fixed rate of USD 38.00 per route and are only entitled to the travelers when no official or non-official transport is made available at no cost. For example, if a CO, a Government host and or a hosting manufacturer offers to transport the consultant free of charge to the airport and/or back to the airport then the .

#### V. Other expenses

- a. Other expenses not associated to the above mentioned which have been officially recognized by the organization and considered mandatory for the mission to take place. E.g. Expenses that fall within this category would be visa charges, mandatory vaccinations pre-approved by UNFPA, etc. In regards to visa costs, consultant should inform UNFPA prior to the mission if visa would be needed and of possible visa charges associated to the mission. If such information might not be available prior to mission it could result to be a reimbursable expense. In regards to vaccinations, as mentioned this must be pre-approved and considered mandatory for the mission.

#### VI. Cancellations

- a. In the case of a cancellation from UNFPA of the mission after the travel entitlement has been accepted and prior to the actual mission taking place, the consultant would only be eligible to claim from the travel entitlement to UNFPA the maximum recognizable amount for the purchase of air fare. To be eligible to claim this amount the consultant:
  - i. Must have had purchased a non-reimbursable air fare prior to the cancellation from UNFPA. In such case, the consultant will be required to submit proof of purchase of the non-reimbursable air fare to be entitled to the maximum recognizable amount.
  - ii. If consultant purchased a reimbursable air fare prior to the cancellation from UNFPA, UNFPA will reimburse the actual cancellation fee of the air fare up to a maximum amount which would not exceed the maximum recognizable amount for the purchase of air fare.



- b. In the case of a cancellation from the consultant of the mission after the travel entitlement has been accepted and prior to the actual mission taking place, the consultant would not be eligible to claim any amount from the travel entitlement to UNFPA.

The travel entitlement will be shared with the consultant at the earliest possible nevertheless our intentions will be that its shared at least twenty-one (21) days prior to the actual required travel date and would need to be acknowledged & accepted by the consultant. Once the travel entitlement has been shared & agreed, the consultant will be free to select his desired travel itinerary accordingly. The entitlement will not be negotiable without prior written approval of UNFPA.

### **3. Working on behalf of UNFPA**

The LTA(s) will be awarded on a staff augmentation basis, whereby the LTA holders work on behalf of UNFPA. Services performed and/or materials produced under the LTAs may not be associated with entities other than UNFPA. The use of vendors' logos, branding, templates, and any other means of vendor promotion/identification is not allowed.

### **4. Bidder's conference**

UNFPA plans to organize a bidder's conference on **December 1, 2017 at 10:00 Copenhagen time**. The conference will be organized via BlueJeans. UNFPA will post log-in information under the tender notice on UNGM on November 29, 2017.



## SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID (21)

Due to the complexity of the tender, Bidders are required to strictly abide to these instructions to allow UNFPA to conduct an efficient evaluation process and to minimize the risk of information being inadvertently overlooked.

The Technical Bid must be concisely presented and structured in the following order:

1. **Standard bid forms and other supporting documentation, all in one PDF file**, in the following order:
  - a. List of LOTS that the Bidder is bidding for
  - b. Evidence that the Bidder is established as a company and legally incorporated in the country; e.g. through provision of certification of incorporation or other evidence. Note that this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided.
  - c. All standard forms as explained under clause Section I: Instructions to Bidders, clause 17.1, **except** SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE, which must be submitted with the technical proposal for each LOT.
  - d. Financial stability information, as requested in SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS
  - e. Audited financial statements for the past three years, or an explanation why it is not possible to submit such statements.
  - f. Experience and technical capacity information, as requested in SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS, if not included in the Technical Proposal for each Project
  - g. Information on environmental and social policies and any related documentation in their Bid.
  
2. **Separate Technical Proposals for each LOT the Bidder is bidding for**. Each technical proposal must be **in a separate PDF file, named RFP 17-031, LOT [insert LOT Number]**. The separate files may be submitted together in one e-mail. **Each technical proposal must be structured in the order presented below**.
  - a. **LOT 1: Pharmaceuticals: technical evaluation of tenders and dossier assessment**
    - A technical proposal demonstrating the Bidder’s understanding of the Terms of Reference along with a proposed technical approach and methodology, as well as a brief description of the firm and the firm’s qualifications.
    - SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE, detailing the Bidder’s relevant previous experience.
    - Brief description of at least three of the most relevant of the assignments listed in SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE, including a copy of the completed assessment template(s).
    - Curriculum vitae of the proposed consultant(s), up to a maximum of 5. If more than 5 per lot are submitted, the only first five will be considered. The curriculum vitae should indicate any relevant trainings the proposed consultant(s) have participated in and/or publications they have written.
    - Relevant educational and professional certificates of the proposed consultant(s).

**b. LOT 2: Male and female condom prequalification – technical documentation assessment and on-site inspection services**

- A technical proposal demonstrating the Bidder’s understanding of the Terms of Reference along with a proposed technical approach and methodology, as well as a brief description of the firm and the firm’s qualifications.
- SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE, detailing the Bidder’s relevant previous experience, especially experience working with UN agencies, international organizations, and/or public sector entities.
- A list of proposed inspectors. Please limit 10. If more than 10 each are submitted, the only the first 10 will be considered. After the technical evaluation is completed, UNFPA will assign Lead Inspectors and Co-inspectors based on technical evaluation score. This means that financial proposals must contain rates both for Lead Inspectors and Co-inspectors.
- Curriculum vitae of the proposed inspector(s). The curriculum vitae should indicate any relevant trainings the proposed inspector(s) have participated in and/or publications they have written.
- Relevant educational and professional certificates of the proposed inspector(s) with documented evidence of their experience in male and female condom audits.

**c. LOT 3: Male and female condoms – research, guideline development, and training services**

- A technical proposal demonstrating the Bidder’s understanding of the Terms of Reference along with a proposed technical approach and methodology, as well as a brief description of the firm and the firm’s qualifications.
- SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE, detailing the Bidder’s relevant previous experience, especially experience working with UN agencies, international organizations, and/or public sector entities.
- A list of proposed consultant(s). Please limit 5. If more than 5 are submitted, only the first 5 will be considered.
- Curriculum vitae of the proposed consultant(s). The curriculum vitae should indicate any relevant trainings the proposed inspector(s) have participated in and/or publications they have written.
- Relevant educational and professional certificates of the proposed consultant(s).

**d. LOT 4: Copper TCu380A intra-uterine device (IUD) prequalification**

- A technical proposal demonstrating the Bidder’s understanding of the Terms of Reference along with a proposed technical approach and methodology, as well as a brief description of the firm and the firm’s qualifications.
- SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE, detailing the Bidder’s relevant previous experience, especially experience working with UN agencies, international organizations, and/or public sector entities.
- A list of proposed inspectors. Please limit 10. If more than 10 each are submitted, the only the first 10 will be considered. After the technical evaluation is completed, UNFPA will assign Lead Inspectors and Co-inspectors based on technical evaluation score. This means that financial proposals must contain rates both for Lead Inspectors and Co-inspectors.
- Curriculum vitae of the proposed inspector(s). The curriculum vitae should indicate any relevant trainings the proposed inspector(s) have participated in and/or publications they have written.
- Relevant educational and professional certificates of the proposed inspector(s)

**e. LOT 5: Copper-bearing intra-uterine devices (IUDs) – research, guideline development, and training services**

- A technical proposal demonstrating the Bidder’s understanding of the Terms of Reference along with a proposed technical approach and methodology, as well as a brief description of the firm and the firm’s qualifications.
- SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE, detailing the Bidder’s relevant previous experience, especially experience working with UN agencies, international organizations, and/or public sector entities.
- A list of proposed consultants. Please limit 5 each. If more than 5 each are submitted, the only the first 5 will be considered.
- Curriculum vitae of the proposed inspector(s). The curriculum vitae should indicate any relevant trainings the proposed inspector(s) have participated in and/or publications they have written.
- Relevant educational and professional certificates of the proposed inspector(s)

**f. LOT 6: Personal lubricants: technical evaluation of tenders, research, and quality assurance training**

- A technical proposal demonstrating the bidder’s understanding of the Terms of Reference along with a proposed technical approach and methodology, as well as a brief description of the firm and the firm’s qualifications.
- SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE, detailing the Bidder’s relevant previous experience, especially experience working with UN agencies, international organizations, and/or public sector entities.
- A list of proposed consultants. Please limit 5 each. If more than 5 each are submitted, the only the first 5 will be considered.
- Curriculum vitae. The curriculum vitae should indicate any relevant trainings the proposed consultant(s) have participated in and/or publications they have written.
- Relevant educational and/or professional certificates of the proposed consultants.

**g. LOT 7: Medical equipment and consumables: technical evaluation of tenders, site assessments, product sample assessments, development of technical specifications, development of guideline documents, training and workshop facilitation**

- A technical proposal demonstrating the bidder’s understanding of the Terms of Reference along with a proposed technical approach and methodology, as well as a brief description of the firm and the firm’s qualifications.
- SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE, detailing the Bidder’s relevant previous experience, especially experience working with UN agencies, international organizations, and/or public sector entities.
- A list of proposed consultants. Please limit 5 each. If more than 5 each are submitted, the only the first 5 will be considered.
- Curriculum vitae. The curriculum vitae should indicate any relevant trainings the proposed consultant(s) have participated in and/or publications they have written/contributed to.
- Relevant educational and/or professional certificates of the proposed consultants.
- For each proposed consultant, list of medical devices and RH commodities which the consultant has experience with/is knowledgeable about.

**h. LOT 8: Note-taking and report writing for technical meetings and workshops**

- A technical proposal demonstrating the bidder's understanding of the Terms of Reference along with a proposed technical approach and methodology, as well as a brief description of the firm and the firm's qualifications.
- SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE, detailing the Bidder's relevant previous experience, especially experience working with UN agencies, international organizations, and/or public sector entities.
- A list of proposed consultants. Please limit 5 each. If more than 5 each are submitted, the only the first 5 will be considered.
- Curriculum vitae highlighting the experience and qualifications requested in the Terms of Reference



### **SECTION III: GENERAL CONDITIONS OF CONTRACT**

**(23)**

UNFPA's General Conditions of Contract are available at the following link:

<http://www.unfpa.org/resources/unfpa-general-conditions-services>

**SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT**

**(24)**

<p align="center"><b>LTA RATES</b></p>	<p>The rates charged for the services performed shall not be adjustable.</p>
<p align="center"><b>KEY PERFORMANCE INDICATORS</b></p>	<p>Successful Bidder’s performance will be monitored and evaluated by UNFPA on an yearly basis to enable the assessment on the effectiveness, efficiency and/or consistency of goods/services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators:</p> <p><b>Services:</b></p> <ul style="list-style-type: none"> <li>• Expected output achieved</li> <li>• Satisfactory level of quality and technical competence</li> <li>• Effective and timely communication and professionalism</li> </ul>
<p align="center"><b>PAYMENT TERMS</b></p>	<p>UNFPA’s policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.</p> <p>UNFPA’s policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization or a government or other entity, specifies in the Bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases.</p> <p>Any request for an advance payment is to be justified and documented, and must be submitted with the Financial Bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded Bidder.</p>

## SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

### 1. Legal and regulatory requirements

1.1. This will be judged based on the bid confirmation form submitted by the Bidders. Special consideration will be given to the Bids not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Bids should clearly indicate where the Bidder does not accept, the reason(s) for the non-acceptance, and the alternative provision, for each of the terms of the RFP as well as the UNFPA General Conditions of Contracts for the Provision of Services. (For this, use SECTION VI – ANNEX B: BID SUBMISSION FORM)

### 2. Legal status of the Bidder

2.1. Technical Proposals from the Bidders should provide evidence that the Bidder is established as a company and legally incorporated in the country; e.g. through provision of certification of incorporation or other evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided)

### 3. Bidder’s eligibility

3.1. Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists. (For this, use SECTION VI – ANNEX B: BID SUBMISSION FORM)

- Listed as suspended or removed by the United Nations Procurement Division (UNPD);
- Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace Vendor ineligibility list posted on the United Nations Global Market Place (UNGM);
- Included on the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
- Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms & Individuals](#) and the [WB Corporate Procurement Listing of Non-Responsible Vendors](#).

3.2. Bidder must have a core business related to medical devices or pharmaceuticals.

### 4. Financial stability

4.1. Financial stability of the Bidders will be judged based on the ratios such as current ratio, quick ratio and debt ratio. Bidders are requested to provide key financial ratios using the table below with their audited financial statements to support the statements. The financial ratios should cover key financial stability ratios over a five-year period, including those mentioned in the table below.

Financial Ratio	2014	2015	2016
Current ratio			
Quick ratio			
Debt ratio			



4.2. Evidence that the Bidder has successfully completed at least one similar contract/LTA within the last five years for supply of goods or services as offered.

4.3. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback regarding financial stability.

**5. Experience and Technical Capacity**

- Company's managerial capabilities
- Evidence for quality assurance systems in place
- Bidder must have delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports
- References in support of the satisfactory delivery of services specified above
- Data to support that the Bidder has capacity to perform the LTA/Purchase Orders that will be issued pursuant to the LTA and complete the deliverables within the stipulated delivery period

## SECTION VI: BID AND RETURNABLE FORMS

**(25)**

Below find an overview of the attached Bidding and returnable forms required for the RFP.

Description		Status	Preferred file for submission
Annex A:	Bid Confirmation Form	Mandatory	PDF
Annex B:	Bid Submission Form	Mandatory	PDF
Annex C:	Bidder Identification Form	Mandatory	PDF
Annex D:	Bidder's Previous Experience	Mandatory	PDF
Annex E:	Price Schedule Form	Mandatory	PDF
Annex F:	Joint Venture Partner Information Form	Not Applicable	PDF
Annex G:	Checklist of Bid Forms	Not Applicable	Not Applicable



**SECTION VI – ANNEX A: BID CONFIRMATION FORM**

*[Complete this page and return it prior to bid opening]*

To:	UNFPA PSB	Date:	
	Ms. Lilia Velinova	Email:	velinova@unfpa.org
From:	<i>[Insert Company Name]</i>		
	<i>[Insert Contact person from Company]</i>		
	<i>[Insert Telephone number]</i>		
	<i>[Insert E-mail address of contact person]</i>		
	<i>[Insert Postal address of Company]</i>		
Subject:	UNFPA/DNK/RFP/17/031		

<input type="checkbox"/>	YES, we intend to submit a bid in response to the above mentioned RFP.
<input type="checkbox"/>	NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s):

- ( ) The requested products and/or services are not within our range of supply.
- ( ) The requested products are not available at the moment.
- ( ) We are unable to submit a competitive bid for the requested products/services at the moment.
- ( ) We cannot meet the requested specifications.
- ( ) The information provided for bidding purposes is insufficient and unclear
- ( ) Your RFP document is too complicated
- ( ) Insufficient time is allocated to prepare an adequate Bid.
- ( ) We cannot meet the delivery requirements.
- ( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):
- ( ) Our current capacity is overbooked
- ( ) We are closed during the holiday season
- ( ) We had to give priority to other clients' requests
- ( ) We do not sell directly, but through distributors
- ( ) We have no after-sales service available in the recipient country
- ( ) The person handling bid is away from the office
- ( ) Other (please specify)

<input type="checkbox"/>	YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP's.
<input type="checkbox"/>	No, we are not interested in participating in future possible RFP's, please remove us from your vendor database.

**If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:**

Name:		E-mail:	
Post Title:		Telephone	



## SECTION VI – ANNEX B: BID SUBMISSION FORM

To: UNFPA  
 Marmorvej 51  
 2100 Copenhagen, Denmark

Date: [Insert Month, Day, Year]

Dear Sir/Madam,

The undersigned, having read the original RFP documents of UNFPA/DNK/RFP/17/031 including all Annexes, any subsequent revisions and all answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting, hereby offers to provide the services in accordance with any specifications stated and subject to the terms and conditions set out or specified in the RFP documents.

*Special Note: If Bidder proposes any deviations from the terms and conditions stipulated in the RFP document, such deviations must be included on this form in accordance with the below format. Such deviations should not be indicated within the main body or any other part of the Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. Strongly discouraging deviations for semantic changes.*

Original term/condition per RFP UNFPA/DNK/RFP/17/031 and the subsequent revisions	Proposed deviation (alternate clause), by the undersigned	Reason for proposing alternate clause

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the LTA within the time frame that will be stipulated in the Purchase Orders.

We understand that UNFPA is not bound to accept any Bid it may have received and that a binding contract would result only after final negotiations and award of LTA are concluded and a purchase order(s) are made pursuant to such LTA(s).

We confirm that our firm has no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.2, as well as that our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the LTA, have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

**We confirm that our firm and all proposed consultants are willing and able to accept the travel arrangements (if travel is required), the confidentiality requirements, and the staff augmentation modality of work as detailed in the Terms of Reference.**

	On behalf of Business Authority	On behalf of Legal Authority
Signature:		
Name:		
Title:		
Name of Company:		
Telephone:		
Email:		



## SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM

UNFPA/DNK/RFP/17/031

<b>1. Organizational Information</b>	
Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co. Ltd, NGO/institution/other (specify)	
<b>Organizational Type:</b> Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

<b>2. Quality Assurance Certification</b>	
International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to Bid)	

<b>3. Expertise of Staff</b>	
Total number of staff	
Number of staff involved in similar supply LTAs	



**4. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation**

Name/Surname	
Telephone Number (direct)	
Email address (direct)	
Be advised that this person must be available during the two weeks following the Bid opening date.	

Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Company:	
Telephone:	
Email:	



**SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE**

Order No. & Date	Description <sup>4</sup>	Client	Contact person, phone number, email address	Date of service		Contract Amount	Satisfactory completion
				From	To	(Currency)	

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

Signature and stamp of the Bidder:		Countersigned by and stamp of Chartered Accountant	
Name and title:		Name and title:	
Name of Company:		Name of Company:	
Telephone:		Telephone:	
Email:		Email:	
Date:		Date:	

<sup>4</sup> Please indicate relevant contracts to the one requested in the RFP.

## SECTION VI – ANNEX E: PRICE SCHEDULE FORM

(26)

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 20 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. If not bidding for a particular LOT, please insert “*not bidding*”
4. Please indicate the currency of the bid: (insert currency)

LOT	Hourly rate		Daily rate	
Lot 1: <b>RH Medicines and other Pharmaceuticals:</b> Dossier assessment.				
Lot 2: <b>Male and Female Condom Prequalification:</b> Technical documentation assessment and on-site inspection services	Lead inspector	Co-inspector	Lead inspector	Co-inspector
Lot 3: <b>Male and Female Condoms:</b> Research, Guideline Development, and Training Services				
Lot 4: <b>Copper TCu380A IUDs Prequalification:</b> Technical documentation Assessment and on-site inspection services	Lead inspector	Co-inspector	Lead-inspector	Co-inspector
Lot 5: <b>Copper-bearing intra-uterine devices:</b> Research, Guideline development, and Training Services				
Lot 6: <b>Personal Lubricants for Use with Male and Female Condoms:</b> technical evaluation of tenders, research, and quality assurance training services.				
Lot 7: <b>Medical Equipment and Consumables:</b> technical evaluation of tenders, site assessments, product sample assessments, development of technical specifications, development of guideline documents, training, and workshop facilitation.				
Lot 8: <b>Note taking and report writing for technical meetings and workshops</b>				

Signature and stamp of the Bidder:	
Name:	
Title:	
Name of Company:	
Telephone:	
Email:	

## SECTION VI – ANNEX G: CHECKLIST OF BID FORMS

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder’s internal reference and does *not* need to be submitted with the Bid.

ACTIVITY	LOCATION	YES/NO/ N/A	REMARKS
Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents?	SECTION I: INSTRUCTIONS TO BIDDERS		
Have you reviewed and agreed to the UNFPA General Conditions of Contracts?	SECTION III: GENERAL CONDITIONS OF CONTRACT		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT		
Have you completed the Bid Submission Form?	SECTION VI – ANNEX B: BID SUBMISSION FORM		
Have you completed the Bidder’s Identification Form?	SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM		
Have you completed the Bidder’s Previous Experience Form?	SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE		
Have you completed and signed the Price Schedule Form?	SECTION VI – ANNEX E: PRICE SCHEDULE FORM		
Have you reviewed all of the relevant Contract form(s)?	SECTION VII: CONTRACTUAL FORMS		
Have you prepared a copy of the previous years’ audited Company Balance Sheet and Financial Statements?	Section I: Instructions to Bidders, clause 12 &  SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS		
Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?	& Section I: Instructions to Bidders clause 2.4		
Have you provided a copy of any of your company’s environmental or social policies, and any related documentation?	Section I: Instructions to Bidders, clause 40		
Have you reviewed the UN Global Compact requirements?	Section I: Instructions to Bidders, clause 40		
Have you sealed and marked the Bids according to Instructions to Bidders clause 20.3 (electronic Bids)	Section I: Instructions to Bidders, clause 20.3		

<p>If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 20 MB, refer to Instructions to Bidders clause 20.3.3)</p>	<p>Section I: Instructions to Bidders, clause 20.3.3</p>		
<p>Have you noted the Bid closing deadline?</p>	<p>Invitation letter Number 5</p>		
<p>Have you provided information on Supplier Qualification Requirements?</p>	<p>SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS &amp; SECTION VI – ANNEX B: BID SUBMISSION FORM</p>		
<p>Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services?</p>	<p>SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</p>		
<p>Have you provided sufficient documentation of your company's ability to undertake the LTA, i.e.,</p> <ul style="list-style-type: none"> <li>- List of similar contracts/LTAs executed for other clients including contact details.</li> <li>- Evidence that the Bidder possesses experience in the geographical area.</li> <li>- At least three years of experience in performing similar contracts/Long Terms Agreements</li> </ul>	<p>SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE &amp; SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</p>		
<p>Have you supplied clients' certificates in support of the satisfactory operation of the goods/services as specified above?</p>	<p>SECTION VI – ANNEX D: BIDDER'S PREVIOUS EXPERIENCE</p>		
<p>Have you checked Section I: Instructions to Bidders, clauses, 17 &amp; 18 and provided all requested documentation in the correct formats?</p>	<p>Section I: Instructions to Bidders, clauses 17 &amp; 18</p>		

## SECTION VII: CONTRACTUAL FORMS

(25)

Below find an overview of the attached contractual forms for this RFP.

Description		Status	Preferred file for submission
Annex A:	Long Term Agreement Template	Mandatory	PDF
Annex B:	Bank Guarantee for Advance Payment	Not Applicable	PDF
Annex C:	Performance Security	Not Applicable	PDF



**SECTION VII – ANNEX A: LONG TERM AGREEMENT TEMPLATE**  
**(27)**

The template is available at the following link: <http://www.unfpa.org/resources/long-term-agreement>